



## **HAWAII CHAPTER GENERAL MEMBERSHIP MEETING MINUTES WEDNESDAY, JULY 20, 2011**

**Meeting Date:** Wednesday, July 20, 2011 at the Hawaii Prince Hotel Waikiki

**Attendance:** There were a total of 66 in attendance – 59 members and 7 guests.

**Meeting Called to Order:** President Rose Galera at 10:00 a.m.  
As of July 9, 2011, the Hawaii Chapter is 43 years old.

**Collect/Pledge:** Angela Padigos did the Collect and the Pledge.

**Sponsor:** Thank you Gary Nushida and his General Manager for sponsoring today's Chapter meeting. We thank you for your hospitality and the delicious luncheon.

**Secretary's Report:** **1)** Copies of our previous minutes from our last meeting of May 11, 2011 were distributed to the members. Veronica Mayer mentioned that if you didn't receive by e-mail the minutes and meeting flyer, to please see her before leaving so she can update her e-mailing list. **2)** Our president, Rose Galera, celebrated her 75<sup>th</sup> Birthday on July 18<sup>th</sup>. Happy Birthday, Rose, and Many More to Come!

**Treasurer's Report:** **1)** Madeline Chang gave us copies of the financial reports for May and June (see attachments #1 and #2). **2)** The total donation collected for the Japan Disaster Relief Fund was \$1,600 and a check was made payable to the American Red Cross. **3)** The signed Hawaii Chapter audit report was sent to the IEHA Headquarters on June 25, 2011. It was acknowledged that the audit has been received and approved, and the Hawaii Chapter will be receiving a membership rebate.

### **COMMITTEE REPORTS**

**Membership:** Ivy Kwok updated that we currently have 133 members, 44 are certified and 8 are registered executive housekeepers. She also introduced 3 new members, Marissa Capelouto (Oahu Express), Anna Lau (Wyndham Waikiki Beach Walk), and Milites Rock (Outrigger Reef on the Beach).



**Education:** 1) John Yamamoto spoke to say the IEHA Expo booth at the Neal Blaisdell from July 12-14 went very well. People from many businesses stopped by and information were given out about IEHA, how you can join, etc. 2) There will be an educational training seminar presenting Communications Across Generations. It's currently scheduled for Thursday, August 18, 2011. A flyer will be forthcoming with more information. 3) John also mentioned a future Hawaii Chapter Educational Expo scheduled for April of next year, 2012.

**Information & Resource:** 1) Karina Villarroel informed us about our next meeting being held September 14, 2011 at the Aston Waikiki Beach Hotel. Gary Hooser and Kimo Carvalho will be speaking about Sustainability & Environmental Protection. 2) There is an Executive Housekeeper position available at Royal Gardens Hotel if there is anyone interested in applying. 3) Karina distributed a brochure regarding housekeepers facing sexual harassment from guests. To maybe help prevent sexual harassment, the brochure shows some alarms that might be used at hotels such as the keychain alarm, door stop alarm, and flashlight alarm .

**Ways & Means:** Angela Padigos will be giving out fundraising tickets to help sell frozen Filipino Longanisa sausages from July 1<sup>st</sup> to August 31<sup>st</sup>. The cost per bag is \$12.00. Checks are to be made out to IEHA. If you're not able to redeem your tickets by the August 31<sup>st</sup> deadline, an extension has been made until September 30<sup>th</sup> to pick up the sausages. Your help and support to make this fundraising project a great success is very much appreciated!

**Public Relations:** 1) Derrick DeMello informed us that if anyone is interested in advertising their company's business, it can be linked onto our Hawaii Chapter website. The listing will be in a form of business card advertisement at \$150 per year. 2) Bosses Night is being held at the Honolulu Country Club on Friday, October 7, 2011 starting at 5:30 p.m. The MC is Frank B. Shaner and entertainment will be Melvin Leed. There will be a silent auction and anyone wanting to donate for the auction may see Derrick or Teresa Calabrese. Invitations are currently being distributed and you don't need to be a member to attend. The theme is "Paniolo 'O Hawaii", so you can dress Paniolo or aloha attire. 3) Derrick read an e-mail report from Elaine Simon who is currently living in Los Angeles and helped create and improve our Chapter website. 4) For the purpose of having people go to our Hawaii website, Rose created a quiz called The Science of Cleaning – A Self Review Quiz. Copies of it were given out to our members. To find out the answers to the questions on the quiz, you would have to go to our website at <http://hawaii.ieha.org>.



**Hospitality:** 1) Teresa Calabrese told us that Shelly Awaya gave birth to a baby girl on June 19<sup>th</sup>. The baby girl's name is Ayame who weighted 7.2 pounds and was 20 inches long. 2) Teresa also updated future events such as Housekeeping Week on September 11-17, 2011 and our Christmas program. She is asking for any volunteers to help out for these committees.

**By Laws/Standing Rules:** No report

**Community Services:** 1) Gary Nushida mentioned that our next charity donation for the Homeless Shelter will be sometime in August. He will let us know when. 2) Update on the 100<sup>th</sup> Battalion clean-up will be sent through e-mail. They are currently doing renovation and will let us know when we can help in cleaning up.

**Program:** Juana Barit informed us about our next meeting being held September 14, 2011 at the Aston Waikiki Beach Hotel with lunch.

**Unfinished Business:** A donation of \$200 from the Hawaii Chapter was approved by the Board for the Japan Disaster Relief Fund. The total donation collected was \$1,600 and a check was made payable to the American Red Cross. Also, a deposit of \$1,000 was approved by the Board for the Bosses' Night dinner. Both the donation of \$200 for the Japan Disaster Relief Fund and the \$1,000 deposit for the Bosses' Night dinner were approved and passed by the members.

**New Business:** 1) The Hawaii Chapter meeting scheduled for November 9, 2011 has been moved and approved for December 7, 2011 by the Board and members. This meeting will also be combined with our Christmas get-together. 2) The Board approved the budget for 2011-2012 (see attachment #3). Members also approved this budget and will be e-mailed copies of the budget for 2011-2012.

**Announcements:** Veronica Mayer announced that there were 59 members with 7 guests totaling 66 attendees at this morning's meeting (see attachment #4).

**Adjournment:** 11:00 a.m.

Respectfully submitted by:  
Veronica Mayer  
Secretary



## EDUCATIONAL PROGRAM

Karina Villarroel introduced our speaker Chief Louis Kealoha of the Honolulu Police Department speaking on the topic of APEC. He mentioned from November 7-13, 2011 about 20,000+ people are expected to attend. The police are currently training for preparation of APEC by doing weekly training with the crowd management unit, special device detail, motorcycle division, and escorts and motorcades. For the State of Hawaii, we (businesses, private, government, etc.) need to do our part by giving the Aloha Spirit. We were shown a video from Homeland Security regarding suspicion behavior and activities – someone placing a bag unattended for a long period of time, vehicles unattended, people in unauthorized/restricted areas, etc. If you see anyone or something suspicious, don't intervene. Call your manager, security, and/or police. **IF YOU SEE SOMETHING, SAY SOMETHING.** Twenty DVDs were given out to our members to present at their hotels.

Income Categories	Amount
Bosses Night	
Chapter Meeting Fees	\$154.00
Christmas Party	
Community Services	
Convention	
Education	
Housekeeper's Week	
Membership Rebate	
Vendor Appreciation	
Ways and Means	
Advance Mtg. Fee (4 mtgs) (July 2011to Jan 2012)	\$ 48.00
Donation-Hao Tanacsos	\$ 200.00
Japan Relief Effort-Donations	\$ 520.00
TOTAL INCOME	\$922.00

Expenses Categories	Amount
Administrative Supplies / Misc.	\$210.33
Awards & Certificates	
Bosses Night-advance deposit	\$1,000.00
Chapter Meeting Expenses	
Christmas Party	
Community Service	
Convention	
Education/Info/Resources	
Hospitality/Membership	\$98.05
Housekeeper's Week	
Insurance	
Miscellaneous	
Programs	
Publicity/PR Development	
Travel	
Vendor Appreciation-Luncheon	
Ways and Means	
TOTAL EXPENSES	\$1,308.38

Financial Statement	
Prior Month End Balance	\$ 6,846.91
Add - Total Income	\$922.00
Less - Total Expenses as of 5/31/11	\$1,250.33
Current Month Ending Balance:	\$ 6,518.58

Checking Account Reconciliation	
Prior Month End Balance	\$ 6,846.91
Plus - Total Deposits/Credits	\$922.00
Less - Total Checks/Withdrawals	\$1,250.33
Bank balance as of May 31, 2011	
Outstanding deposits	
Outstanding checks-#1093	\$98.05
check issued March, 2011 #1088	- \$ 40.00
Reconciliation of account:	\$ 6,518.58

*Ronnie G. Green*  
 \_\_\_\_\_  
 PRESIDENT'S SIGNATURE

*Madelaine F. Chang*  
 \_\_\_\_\_  
 TREASURER'S SIGNATURE

*Attachment #1*

Income Categories	Amount
Bosses Night	
Chapter Meeting	
Christmas Party	
Community Services	
Convention	
Education	
Housekeeper's Week	
Membership Rebate	
Vendor Appreciation	
Ways and Means- <i>Chili and Bakery Sales</i>	
Japan Relief Effort-Donations	\$ 120.00
TOTAL INCOME	\$120.00

Expenses Categories	Amount
Administrative Supplies / Misc.	\$5.65
Awards & Certificates	
Bosses Night	\$177.10
Chapter Meeting	
Christmas Party	
Community Service	
Convention	
Education/Info/Resources	
Hospitality/Membership	
Housekeeper's Week	
Insurance	
Miscellaneous	
Programs	
Publicity/PR Development	
Travel	
Vendor Appreciation	
TOTAL EXPENSES	\$182.75

Financial Statement	
Prior Month End Balance	\$ 6,518.58
Add - Total Income	\$ 120.00
Less - Total Expenses	\$182.75
Less - Check #1093 dated May 12, 2011 cashed	\$ 98.05
Minus Outstanding check #1097	\$ 177.10
<b>Current Month Ending Balance:</b>	<b>\$ 6,534.88</b>

Checking Account Reconciliation	
Prior Month End Balance	\$ 6,518.58
Plus - Total Deposits/Credits	\$120.00
Less - Total Checks/Withdrawals	\$182.75
Plus - Check #1093 dated May 12, 2011 cashed	\$98.05
<b>Bank balance as of June 30, 2011</b>	
Outstanding deposits	
Outstanding check #1097	\$177.10
<b>Reconciliation of account:</b>	<b>\$6,534.88</b>

PRESIDENT'S SIGNATURE

TREASURER'S SIGNATURE

*Madeline P. Chang*

*Attachment # 2*

IEHA HAWAII CHAPTER BUDGET						
Fiscal Year - July 1, 2011 to June 30, 2012						
REVENUE	EXPLANATION	BUDGET	2011/2012 YTD		ADDITIONAL COMMENTS	2010/2011 YTD
			ACTUAL	VARIANCE		ACTUAL
Bosses' Night	(250 pax x \$58-October)	\$15,950.00		\$15,950.00		\$14,440.00
Chapter Meeting Fees - Donations	(35 pax x \$4x6)	\$840.00		\$840.00		\$713.00
Christmas Party	(50 pax x \$25)	\$1,250.00		\$1,250.00		\$310.00
Community Service - Donations		\$300.00		\$300.00		\$0.00
Education - Seminars / Education Fair	2 Seminars - Mini-Fair	\$8,000.00		\$8,000.00	\$1325.25 in treasury balance	\$0.00
Housekeeper's Week	60 pax x \$25	\$1,500.00		\$1,500.00		\$0.00
I & R / Program / Calendar & Directory	\$100 x 6 meetings	\$600.00		\$600.00		\$305.00
Membership Fees - Rebate	110 members x \$5	\$550.00		\$550.00		\$600.00
Vendor Appreciation	(60 pax x \$35)	\$2,100.00		\$2,100.00		\$0.00
Ways and Means - Product Sales	2 projects / Silent Auction scheduled 2011/2012?	\$4,000.00		\$4,000.00		\$11,278.00
Website - Ads & Links	On Line Sales	\$1,000.00		\$1,000.00		\$0.00
Japan Disaster Relief Fund - Donations	IEHA Charity Project	\$1,600.00		\$1,600.00		\$0.00
<b>TOTAL REVENUE</b>		<b>\$37,690.00</b>	<b>\$0.00</b>	<b>\$37,690.00</b>		<b>\$27,646.00</b>
EXPENSES	EXPLANATION	BUDGET	2011/2012 YTD		ADDITIONAL COMMENTS	2010/2011 YTD
			ACTUAL	VARIANCE		ACTUAL
Administrative Supplies/Printing/Postage	(\$25 x 6 months)	\$150.00		\$150.00	Supplies for meetings, special events	\$42.75
Awards & Certificates	(\$75 x 6 months)	\$450.00		\$450.00	Honoring Executives-sponsoring chapter meetings	\$492.32
Bosses' Night	250 x \$58 (\$1d)(\$prt/misc)	\$15,950.00		\$15,950.00	Bosses Night Budget-includes incidentals	\$14,281.79
Chapter Meeting	(\$75 x 6 months)	\$450.00		\$450.00	Guest speaker/presenter-expenses-honorarium	\$402.09
Christmas Celebration	(50 pax x \$25)	\$1,250.00		\$1,250.00		\$310.00
Community Service	3 projects x \$100	\$300.00		\$300.00	Volunteers Meals / Snacks	\$31.58
Convention / Travel	1 pax x \$1,750 plus \$1,250 for VP attendance	\$3,000.00		\$3,000.00	President's room/tax, airfare, registration according to SR&P	\$3,169.88
Education		\$3,000.00		\$3,000.00	existing in treasury \$1325.25 presenters' fees/honorariums	\$81.60
Information & Resources	\$20 x 6 meetings	\$120.00		\$120.00		\$0.00
Hospitality/Membership	(\$ x 6 months)	450		\$450.00		\$278.80
Housekeeping Week	(60 pax x \$25)	\$1,500.00		\$1,500.00	Cost plus incidentals	\$0.00
Insurance - Liability	(\$1600/yr)	\$1,600.00		\$1,600.00		\$1,146.80
Miscellaneous	(\$50 x 6 months)	\$300.00		\$300.00		\$0.00
Programs / Printing Speakers Gift	(\$75 x 6 months)	\$450.00		\$450.00	Speakers Gift	\$0.00
Publicity/Public Relations Development	(\$50 x 6)	\$300.00		\$300.00		\$47.88
Vendor Appreciation	35 x \$30	\$1,050.00		\$1,050.00		\$0.00
Ways and Means	Product Sale	\$2,000.00		\$2,000.00		\$6,855.02
Website Page	\$25 2x a year	\$50.00		\$50.00		\$0.00
Website Updates	\$100 x 6 meetings	\$600.00		\$600.00	Website updating	\$0.00
IEHA Japan Disaster Relief Fund		\$1,600.00		\$1,600.00		\$0.00
<b>TOTAL EXPENSES</b>		<b>\$34,570.00</b>		<b>\$34,570.00</b>		<b>\$27,140.51</b>
<b>TOTAL BALANCE</b>						

Attachment # 3

I.E.H.A. HAWAII CHAPTER  
 GENERAL MEETING  
 JULY 20, 2011

LAST NAME, FIRST NAME	COMPANY	MTG/PROGRAM	PAYMENT	LUNCH	PAYMENT
Galera, Rose - Pres	Clean Plus Systems	X			
De Mello, Derrick - 1st VP	ALSCO	X	Paid \$4.00	X	
Galera, Pauline - 2nd VP	Aston Waikiki Banyan	Excused			
Mayer, Veronica - Sec.	Hawaiian Monarch Hotel	X		X	
Chang, Madeline - Tres.	Aston Waikiki Sunset	X	Paid \$4.00	X	
Calabrese, Teresa - BOD	Sysco Guest Supply				
Kwok, Ivy - BOD	Outrigger Waikiki Hotel	X		X	Paid \$23.95
Luizzi, Ron - BOD	Direct Select Hospitality Products	X	Paid \$4.00	X	
Nushida, Gary - BOD	Hawaii Prince Hotel	X		X	
Awaya, Shelly - Committee	Sysco Guest Supply				
Barit, Juana - Committee	Aston Waikiki Banyan	X			
Benz, Brian - Committee	Team Clean				
Bumanglag, Flora - Committee	Aqua Wave Hotel	X			
Layugan, Emelia - Committee	Aqua Palm and Spa				
Ng, Janice - Committee	Ohana Waikiki West	X		X	
Padigos, Angela - Committee	Ilikai Hotel & Suites	X			
Soriano, Giorita - Committee	Ramada Plaza Waikiki	X		X	
Villarroel, Karina - Committee	Imperial Hawaii	X			
Yamamoto, John - Committee	Park Shore Waikiki	X			
Akina, Charlene	Leeward Community College	X			

*Attachment #4*



**I.E.H.A. HAWAII CHAPTER  
GENERAL MEETING  
JULY 20, 2011**

LAST NAME, FIRST NAME	COMPANY	MTG/PROGRAM	PAYMENT	LUNCH	PAYMENT
Alford, Dustin & Yamane, Wayde	Papersource Hawaii	2 Guests			
Astrero, Wanda		x		x	
Astrero, Wanda	Solbel Westex	x			
Au, Ella Yuet Oy	Ohana Waikiki East Hotel	x		x	
Broniola, Maile	Miramar at Waikiki	x			
Cacacho, Marissa	Aston Waikiki Beach	x			
Capelouto, Marissa	Oahu Express	New Member		x	
Castillo, Cindy	Outrigger Waikiki Hotel	x		x	Paid \$23.95
Cavaco, Sandy	American Hotel Register	x			
Coloma, Susie	Outrigger Luana Suites	x	Paid \$4.00	x	Paid \$23.95
Costales, Guadafer	Aston Waikiki Beachside Hotel	Guest			
Crouch, David	Four Seasons Resort Maui	x			
Daoang, Gloria	Outrigger Waikiki Hotel	x		x	Paid \$23.95
Goh, Audrey	Halekulani	x			
Higa, Teresa	United Laundry	x			
Izuwa, James	Hawaiian Convention Center	x		x	
Kawaoka, Patty	Miramar at Waikiki	x			
Kodep, Bernie	Team Clean	x			
Kuboyama, Myra	Outrigger Reef on the Beach	x			
Lam, Barbara	Outrigger Waikiki Hotel	x		x	Paid \$23.95

I.E.H.A. HAWAII CHAPTER  
GENERAL MEETING  
JULY 20, 2011

LAST NAME, FIRST NAME	COMPANY	MTG/PROGRAM	PAYMENT	LUNCH	PAYMENT
Lau, Anna	Wyndham	x			
Lee, Jin and Carnita	Waikiki Courtyard	2		2	
Lopes, Carol	Embassy Suites	x			
Mendoza, Loretta		Guest			
Moran, Linda	Corrosion Cops	Guest		x	
Nakamoto, Mike		Guest		x	
Nakamura, Diane	Aston Waikiki Beach Tower	x			
Newby, Ruth Ann	Young Laundry and Dry Cleaning	x		x	
Rivera, Mely	Aston Waikiki Beach Tower	x			
Rock, Milites	Outrigger Reef Hotel	x			
Salvador, Edna	Ohana Waikiki West	x		x	
Sumibcay, Espirita	Ohana Waikiki West	x		x	
Suyama, Guy	Aqua Maile Sky Court	x			
Tai, Mari	Hawaii Convention Center	Guest		Derrick to Pay	
Takahata, Carol	Waikiki Parc	x			
Tanacsos, Hao	HAOsekeeping Inc	x	Paid \$4.00	x	Paid \$23.95
Toth, Cynthia & Neilson, Brenda		2 Guests		2	
Uy, Morena	Aston Waikiki Beachside Hotel	Guest			
Valdez, Mercy	Outrigger Reef	x			
Valdriz, Bonnie	CPF	x	Paid \$4.00	x	Paid \$23.95

