Chapter of the Year Petition
2010/2011 Chapter Year
from the
Hawaii Chapter

Prepared by:

Neil Yamamoto
Chapter President
2010/2011
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Executive Summary

The Hawaii Chapter of the American Society of Safety Engineers developed an Operations and Strategic plan at the start of the operating year and used this to guide Chapter activities. The Chapter goals included providing quality training opportunities for its members through a one-day professional development workshop, three half-day workshops, technical meetings and a certification preparatory review class; further funding a professional development grant through the ASSE Foundation; guiding the Student and Guam Sections to ensure compliance with by-laws; and achieving Chapter Star level. The Chapter achieved all goals that it set. As a result, the Chapter has received recognition regionally and locally, has experienced a 22.5% increase in membership allowing more members to be involved in running the Chapter; provided a variety of networking opportunities; provided activities to involve and include members; and was able to assist in the development of current and future safety and health professionals.

The Chapter, with assistance from our Student Section, led the planning and provided direction and guidance for the one-day 2011 ASSE OSHA Hawaii Workshop. This workshop has been a staple in the local community for many years and is viewed by many as one of the primary sources of safety training and information for small businesses. This year, we had over 300 attendees, many flying in from across the state. The conference provided an opportunity for environmental, health and safety professionals to get updated information on various safety subjects from quality speakers and leaders in the safety and health community. During these difficult economic times, the Chapter realizes the importance of having accessible and affordable training opportunities.

Conference planning activities also afforded the Chapter the opportunity to involve several members in chair positions. The Chapter was able to identify potential members who could step up into leadership roles. Proceeds from the conference are used to fund chapter activities and to provide other educational opportunities.

In its first year of existence, the Guam Section partnered with the local General Contractors Association to host a three-day safety and health conference. Like the OSHA Hawaii Workshop, this conference also attracted approximately 300 attendees. The Guam Section also conducted a two-day training course on the revised Army Corps of Engineers’ safety standards, EM385-1-1.

Other training opportunities included sending four members of the Executive Committee and upcoming chapter leaders, along with a seasoned member, to the annual Society Leadership Conference to obtain the skills and knowledge needed to lead the Chapter and to provide for succession planning.

Throughout the year, the Chapter continued to provide technical presentations at the monthly meetings by hosting knowledgeable and inspiring speakers. During this and other training opportunities, the Executive Committee was able to identify members that showed potential as future leaders of the Chapter. Time was spent with these members and assignments were identified in which they were asked to participate and be included
in the Chapter operations. The Chapter Officers networked with these members and nurtured their interest. The President also provided training and mentoring for the President-elect to further ensure a smooth transition for the Chapter.

The Chapter took advantage of the skills and knowledge of their own members to provide a preparation certification workshop to members who have indicated their interest in seeking the ASP/CSP certifications. As a service to our members, we were able to provide an inexpensive, yet invaluable training to assist nine members in furthering their careers.

As a result of the successful operations and contributions from its members, the Chapter annually contributes substantial funds to the ASSE Foundation, which offers scholarships and grants to deserving individuals working toward or have a career in the safety and health. The Chapter also continued to offer scholarships to Occupational Environmental and Safety Management students at Honolulu Community College to financially assist students. This was an important goal of the Chapter as it allows students who are often working and studying at the same time to complete their studies and to achieve their goal of a career in safety and health. We continued to work with the Student Section throughout the year to ensure they were in compliance with their by-laws and to provide a support organization for students in looking to join the safety and health workforce. Two members were appointed to work with the Student Section and met with them on several times throughout the year. The Chapter included the Student Section members at the OSHA Hawaii Workshop by offering deeply discounted registration rates so they could take advantage of this educational and networking opportunity.

The Chapter received recognition for their work by attaining the Chapter Star level. In addition, one member was recognized at Safety 2011 as an ASSE Fellow, the Society’s most prestigious honor, recognizing a lifetime of commitment to worker safety and health. Another member was recognized by the Women in Safety Engineering (WISE) Common Interest Group’s ‘100 Women, Making a Difference in Safety’ project. Other members were recognized throughout the year for their achievements at meetings, in the newsletter and on the Chapter’s website.

Over the course of the year, the Chapter worked with safety professionals in the recently chartered Guam Section. The Guam Section has made tremendous progress in their first year and has set its sights on becoming a standalone chapter in the near future. The Chapter is helping the Section develop a solid ASSE foundation through ongoing communication and guidance. To show its commitment, two Chapter members flew to Guam to mentor the Section’s executive committee members and to speak at their monthly membership meeting. One of the members paid his own way from Houston, TX for this two day visit.

The Hawaii Chapter met all of its goals in the Operations and Strategic plan relating to Administrative and Leadership areas and succeeded in attaining the specific Chapter goals. As a result, the Chapter was able to provide services and activities to the members to further their development as safety and health professionals in the community.
**Point Total**

The minimum requirements for consideration of Chapter of the Year recognition is the achievement of all chapter charter maintenance items, all core competency items, and an additional 1,400 points for a total minimum point count of 3,200. The Chapter has achieved all chapter charter maintenance core competency items for a total of 4,505 points and submits this petition for consideration as Chapter of the Year for its chapter size category. (see Appendix A)

**Leadership Matters**

*House of Delegates Representation*

(100 points)
The Chapter’s delegate, James Newberry, represented the Hawaii Chapter at the Annual House of Delegates meeting held on June 12, 2011 in Chicago, IL.

**Assistance for Society, Region and/or Area Activities**

(25 points)
The following Hawaii Chapter members assisted the Society and Region:

*Society Assistance*

Robert McEldowney  
Membership Chair, Risk Management/Insurance (RM/I) Practice Specialty  
Safety 2011  
Moderator  
Roundtable Facilitator, RM/I Practice Specialty

Jim Newberry  
Assistant Administrator, Risk Management/Insurance Practice Specialty  
Safety 2011  
Moderator  
Roundtable Facilitator, RM/I Practice Specialty  
Greet Team  
HOD Minutes Committee 2011

Mary Silva  
Society Bylaws Committee  
Student Activities Committee

Michael Thompson  
Past President Advisory Forum  
ASSE Representative – International Network of Safety Practitioner Organizations (INSHPO)  
Government Affairs Committee  
Business of Safety Committee  
Finance Committee  
Chapter of the Year Task Force  
Student Section Awards Task Force  
Oil and Gas Practice Specialty – Advisory Council
In support of the Society’s 100th Year celebration at Safety 2011, the Hawaii Chapter participated in the Chapter Pavilion. The Chapter’s booth attracted much attention from attendees and other exhibitors due to its interactive activities. With support from the Hawaii Visitors and Convention Bureau, two hula dancers were present to perform Polynesian dances. The dancers were also available to take photos with attendees, including some who chose to dress in grass skirts and/or loud Hawaiian shirts, which were then printed in a postcard format as a keepsake of the conference and Hawaii.

Submitted Required Regional/Area Operating Committee Reports
(50 points for one, 150 points for 2 or more)

The Chapter submitted Regional Operating Committee reports as required. The Region held two meetings during the chapter year, and reports were submitted for both.

Attendance to Regional Operating Committee Meetings
(100 for one, 300 points for 2 or more)

Chapter President, Neil Yamamoto, attended both Regional Operating Committee (ROC) meetings. The first meeting was held on September 30 & 31, 2010 in Medford, OR. The second meeting was held on March 31 & April 1, 2011 in Bakersfield, CA.

In addition to the Chapter President, Secretary, Howard Hendricks, attended the ROC meeting in Medford, OR and President-Elect, Craig Shoji attended the ROC meeting in Bakersfield, CA.

Leadership Training
(100 points)
The Chapter recognizes the importance of leadership training. The Chapter provided its officers with the following leadership training opportunities.

President-Elect Craig Shoji, attended the Society’s Annual Leadership Conference in Lombard, IL, which was held October 14-16, 2010.
In addition, the Chapter conducted on-line and in-person officer training during the months of June and July 2010 for the following officers:

- Neil Yamamoto – President
- Craig Shoji – President-Elect
- Howard Hendricks – Secretary
- Mary Silva – Treasurer
- James Newberry – Assembly Delegate/Webmaster
- Mark Behrens – Member-at-Large
- Les Onaka – Newsletter Chair
- Tom van der Hout – Student Section President

The following materials were used by the Chapter to conduct the officer training:
- ASSE Officer Turnover List
- ASSE Operations and Strategic Planning Worksheet
- ASSE Officer On-line training
- Chapter Bylaws
- Chapter Position Descriptions

**Additional Representatives Sent to Society Leadership Conference**

*(50 points for each representative sent in addition to the one reported above for a maximum 300 points)*

Because leadership education and skills building is critical to the success of the Chapter, the Chapter sent more than one officer to the Society’s Annual Leadership Conference. The addition to sending President-Elect, Craig Shoji, these additional chapter representatives attended the conference:

- Les Onaka, Newsletter Editor
- Mary Silva, Treasurer
- Neil Yamamoto, President
- Michael Thompson, Past Society President

**Planning Meeting**

*(50 points)*

The Chapter’s Executive Committee conducted a planning meeting prior to the Chapter’s first general member meeting of the year. The primary focus of the planning portion of the meeting was to:

- Develop the Chapter’s Strategic Plan via the Operations and Strategic Planning worksheet
- Identify the best available opportunities to serve our members
- Establish membership growth/retention goals
- Establish Newsletter goals
- Develop membership meeting topics for each month and possible resources
- Identify ways to better assist the Student Section
- Identify ways to assist the Guam Section
- Identify opportunities to support the ASSE Foundation
Identify opportunities for community service
Brainstorming other potential activities for the year
Review proposed budget for the year

**Officer Succession and Training Plan**

(50 points)
To ensure the continued success of the Chapter, the Chapter has developed a succession plan that includes officer recruitment and training.

Throughout the year, chapter officers recruited the assistance of members who regularly attended chapter functions, verbally expressed interest in getting involved with the chapter or members who indicated their interest on the membership survey. These members were asked to manage “small” projects, such as finding speakers for monthly meetings, joining conference/workshop planning committees or co-chairing committees with experienced members. An example of this was observing chairpersons and committee members while organizing the 2011 ASSE OSHA Hawaii Workshop. Based on their performance and interests, individuals were encouraged to pursue elected or appointed positions within the chapter.

As these members became more involved with chapter activities, they informally learned about the chapter bylaws, regional operating committee and other facets of the Society. Upon becoming a chapter officer, they attended the first executive meeting in which a new officer workshop was conducted to indoctrinate all board members and committee chairpersons. This meeting was held on a Saturday to allow ample time for the indoctrination of new executive committee members and for long range planning.

The Chapter also uses two-year terms for the President and President-Elect positions. Prior to running for President-Elect, the member must have held another chapter position for at least one year. This leadership progression helps succession planning and ensures continuity over the years.

**Officer Transition**

(25 points)
To ensure the smooth transition of duties and resources from prior year officers to this year’s officers, the Chapter used a duty checklist. The checklist was derived from ASSE’s Officer Central and the current Chapter Bylaws. (see Chapter Bylaws at [www.assehawaii.org/chapter.htm](http://www.assehawaii.org/chapter.htm)).

**Member Services**

**Meetings**

**Technical Meetings**

(100 points for the first 4 meetings, and 25 points for each additional technical meeting for a maximum 300 points)

The Chapter conducted 12 technical meetings during the course of the year. Those meetings were:
<table>
<thead>
<tr>
<th>Month Held</th>
<th>Topic</th>
<th>Speaker(s)</th>
<th>No. Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>The Deepwater Horizon Accident Lessons That All HSE Professionals Can Bring to Their Employers from This Accident</td>
<td>Michael Thompson, BP Americas, Inc</td>
<td>29</td>
</tr>
<tr>
<td>August</td>
<td>Pharmaceutical Drugs – Did You Know that Giving Someone Your Prescription Drugs is a Crime?</td>
<td>Gary Shimabukuro, Laulima Hawaii</td>
<td>12</td>
</tr>
<tr>
<td>September</td>
<td>Why We Belong to and Support Our Professional Organizations</td>
<td>Walter Chun, OSHCON, Inc.</td>
<td>14</td>
</tr>
<tr>
<td>October</td>
<td>How To Effectively Communicate With Difficult People</td>
<td>Keith Kashiwada, Kapiolani Community College</td>
<td>10</td>
</tr>
<tr>
<td>November</td>
<td>Where is OSHA Going and What Impact I Will Have for Hawaii</td>
<td>Galen Lemke, OSHA, Region IX</td>
<td>43</td>
</tr>
<tr>
<td>December</td>
<td>Safety Poster Judging Chapter Logo evaluations</td>
<td>Neil Yamamoto, Chapter President</td>
<td>40</td>
</tr>
<tr>
<td>January</td>
<td>China People-to-People Recap</td>
<td>Gaylord Yoshimura, Charles Pankow Builders, Inc.</td>
<td>16</td>
</tr>
<tr>
<td>February</td>
<td>Core Values</td>
<td>Joaquin Diaz, Hawaiian Dredging Construction Company</td>
<td>19</td>
</tr>
<tr>
<td>March</td>
<td>Housekeeping</td>
<td>Howard Hendricks, Jas. W. Glover, Ltd.</td>
<td>10</td>
</tr>
<tr>
<td>April</td>
<td>Safety in Oil and Gas Manufacturing</td>
<td>Josh Capello, Tesoro Corp.</td>
<td>19</td>
</tr>
<tr>
<td>May</td>
<td>2011 ASSE OSHA Hawaii Workshop &amp; Chapter Elections Meeting</td>
<td>Keynote, general session, &amp; 9 breakouts</td>
<td>310</td>
</tr>
<tr>
<td>June</td>
<td>The Crane Standard &amp; Other Good Stuff</td>
<td>Joaquin Diaz, Hawaiian Dredging Construction Company</td>
<td>24</td>
</tr>
</tbody>
</table>

**Meeting Notices**

(50 points)
To help ensure meeting attendance, the Chapter sent out notices announcing the meeting, date, time and location at least 14 days prior to the event.

The Chapter’s methods of notification included the use of e-mail, an electronic invitation website (ex. Pingg.com), chapter website, chapter newsletter, chapter Facebook page, webmaster’s twitter and via the Hawaii Safety Alliance calendar. Furthermore, the 2011 ASSE 2011 ASSE OSHA Hawaii Workshop was marketed through the Hawaii Occupational Safety and Health Division's resources.
Section Meetings
(25 points)
The Hawaii Chapter has two sections, the Honolulu Community College (HCC) Student Section and the recently established Guam Section.

Section Name: Honolulu Community College Student Section
The HCC Student Section conducted four technical meetings during the course of the year. Those meetings were:

<table>
<thead>
<tr>
<th>Month Held</th>
<th>Topic</th>
<th>Speaker(s)</th>
<th>No. Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Membership Meeting</td>
<td>Tom Van der Hout</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Section President</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Safety Poster Judging</td>
<td>Neil Yamamoto</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Chapter Logo evaluations (joint meeting with chapter)</td>
<td>Chapter President</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>2011 ASSE OSHA Hawaii Workshop &amp; Chapter Elections (joint meeting with chapter)</td>
<td>Keynote, general session &amp; nine breakouts</td>
<td>310</td>
</tr>
<tr>
<td>May</td>
<td>OSHA 40th Anniversary</td>
<td>Galen Lemke</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OSHA Region IX</td>
<td></td>
</tr>
</tbody>
</table>

Section Name: Guam Section
The Guam Section conducted nine technical meetings during the course of the year. Those meetings were:

<table>
<thead>
<tr>
<th>Month Held</th>
<th>Topic</th>
<th>Speaker(s)</th>
<th>No. Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Inaugural Section Meeting</td>
<td>O'Neal McAfee</td>
<td>20</td>
</tr>
<tr>
<td>August</td>
<td>Workers’ Compensation</td>
<td>Kate Dote</td>
<td>15</td>
</tr>
<tr>
<td>September</td>
<td>Benefits of Certification</td>
<td>Tom Reilling</td>
<td>15</td>
</tr>
<tr>
<td>October</td>
<td>Safety Careers &amp; Crisis Management Tools</td>
<td>Dr. Richard Colfax</td>
<td>14</td>
</tr>
<tr>
<td>November</td>
<td>Proposed Homeland Security</td>
<td>Joe Castro</td>
<td>12</td>
</tr>
<tr>
<td>January</td>
<td>ASSE Partners: Guam and Hawaii</td>
<td>Neil Yamamoto, Michael W. Thompson</td>
<td>30</td>
</tr>
<tr>
<td>February</td>
<td>How to Handle an OSHA Inspection</td>
<td>Jack Ary</td>
<td>27</td>
</tr>
<tr>
<td>March</td>
<td>Emergency Response</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>April</td>
<td>Contesting Alleged OSHA Violations</td>
<td>Tristan Aldeguer</td>
<td>19</td>
</tr>
<tr>
<td>May</td>
<td>Partner w/GCA: 16th Annual GCA Safety Conference</td>
<td>Multiple</td>
<td>~300</td>
</tr>
</tbody>
</table>
Member Recognition

Recognition of Service
(25 points)
The Chapter recognized its members for their service to the Chapter, Region, and Society throughout the course of the year. Examples include:

Howard Hendricks was recognized in the chapter newsletter for his contributions to the Chapter since moving to Hawaii six years ago.

Mike Thompson and Neil Yamamoto were recognized for the assistance they provided to the newly formed Guam Section. They travelled to Guam for two days to mentor the Section’s Executive Committee to speak at the monthly membership meeting.

Mark Behrens was recognized for coordinating the Chapter’s version of a NAOSH Week Safety Poster Contest. Two elementary and one intermediate school participated in this inaugural year.

Joanna Clark was recognized for her efforts of chairing the Nominations and Elections committee.

Mary Silva was recognized for coordinating the Chapter logo contest.

Lewis Boucher was recognized for accepting the role of Student Section liaison.

(Newsletters may be found at http://www.assehawaii.org/newsletter.htm)

Chapter Safety Professional of the Year
(25 points)
The Chapter selected James Newberry as the 2010-2011 Chapter Safety Professional of the Year.

As a Professional Member of ASSE (American Society of Safety Engineers) he has served the ASSE Hawaii Chapter as Treasurer, Vice President, President and Delegate in addition to chairing the Governor’s Pacific Rim Safety and Health Conference. He currently serves as the Chapter’s Webmaster and participates in many other chapter activities, such as outreach programs with the State of Hawaii’s Department of Education.

More recently, Mr. Newberry he has pursued leadership positions in the Risk Management and Insurance (RM/I) Practice Specialty. After serving as Membership Chair and Assistant Administrator, Mr. Newberry will be taking over as the Administrator of this virtual group of 2,400 members in July 2011. He was also named the 2009 RM/I Safety Professional of the Year.

Mr. Newberry joined ASSE in 1991 and has been a Hawaii Chapter member for 14 years.
Regional Safety Professional of the Year Nominee
(25 points)
James Newberry
Upon his selection as the chapter’s Safety Professional of the Year, Mr. Newberry was nominated for recognition as the Region’s Safety Professional of the Year.

Public Recognition of Members through Chapter Media
(25 points)
The Chapter provides recognition to its members throughout the year. The recognition takes the form of verbal recognition at monthly chapter meetings and in the chapter newsletters. Examples include:

Jason Iwamasa was recognized at a monthly membership meeting after obtaining the CSP designation.

Retiring member Chester Yamaga was recognized in the chapter newsletter for a long and distinguished career in the Hawaii safety community.

Joaquin Diaz was in the chapter newsletter as he became the Chairperson of the Department of Labor’s Hawaii Occupational Safety and Health Advisory Committee.

James Newberry was recognized for his contributions as the Assistant Administrator of the Risk Management and Insurance Practice Specialty.

O’Neal McAfee, Jack Fernandez, Lt. Tanya Bates, Jack Ary, Joe Castro, Tristan Aldeguer, Johnny Cruz and Robert Hendrix were recognized in both the Chapter’s and the Section’s newsletter for taking leadership positions in the newly formed Guam Section.

Public Recognition of Members through Public/Society Media
(25 points)
In addition to the use of Chapter media to recognize members, the Chapter also uses public and Society media to publicize the recognition of its members’ contributions and accomplishments. Examples of this recognition include:

On February 11, 2011, several chapter officers visited two elementary and one intermediate school to present $50, $40 and $25 cash cards to the top three poster artists in each category of the Hawaii Chapter’s version of the NAOSH Safety Poster Contest.

A photo of the winners, school staff and chapter officers was submitted to the West Oahu News for publication.
After presenting the awards to the Waianae Intermediate School winners, President Neil Yamamoto was interviewed on camera by audio-visual students about workplace safety and ASSE. The interview was then broadcast to all students the next day during their morning message.

Press releases were also distributed to local media sources after Michael W. Thompson was named the recipient of the Edgar Queeny Monsanto Safety Professional of the Year at Safety 2010. Mr. Thompson’s achievement was also highlighted in Society Update (Vol. 14, No. 7).

A photo and article was submitted for inclusion in Society Update (Vol. 14, No.8) showcasing an event at the 2010 Governor’s Biennial Pacific Rim Safety and Health Conference entitled “Meet the Presidents”. This event consisted of five past, current or soon to be Society Presidents and a past Institution of Occupational Safety and Health (IOSH) President gathering in Hawaii to address members of the Hawaii Chapter.

Chapter Newsletters

Published Newsletters
(15 points for each publication up to a maximum 180 points)
The Chapter published 11 newsletters. Those newsletters were distributed to members via the Chapter website, email and at chapter meetings. Newsletters may be found at http://www.assehawaii.org/newsletter.htm.

Newsletter Graphics and Photographs
(25 points)
The Chapter enhanced its newsletters by including graphics, clip art and photos.

A recent example of photographs and captions in the chapter newsletter included a photo of Hawaii Chapter members at Safety 2010 presenting ASEE Foundation Chair, Mr. Eddie Greer, with a check for $23,000 to establish the Hawaii Chapter Professional Development Grant.

Another example is the special Science Fair 2011 edition which showcased the four ASSE Hawaii scholarship winners and their exhibits. These middle and high school students were each awarded $100.
Newsletter Focus on Members
(25 points)
The Chapter occasionally includes member profiles in the newsletters. Examples include:

- Howard Hendricks – July 2010
- Mark Behrens – September 2010
- Craig Shoji – February 2011

Other Hawaii members are also highlighted within each monthly newsletter.

Other Chapter Activities

Employment Information
(25 points)
The Chapter provided employment opportunity information to its members through the following channels:

- ASSE Hawaii website (www.assehawaii.org/jobline.htm)
- ASSE Hawaii website’s “Job Seekers” page (http://assehawaii.org/jobseekers.htm)
- Monthly membership meetings

Certification Preparation Assistance
(50 points)
The Chapter provided an 8-hour math review preparation class for members and non-members on June 24 & 25, 2011. The class was conducted by chapter members Mary Silva and Barbara Goto. A total of nine people registered for the class.

Career Day
(25 points)
The Chapter helped to promote the safety profession by sponsoring an informational booth at the Hawaii Construction Career Day coordinated by the Pacific Resource Partnership in Hilo, Hawaii on October 21, 2010. An estimated 660 high school juniors and seniors, as well as community college students from the island of Hawaii attended the fair to learn about the various jobs available in the construction industry. The following members participated:

- Howard Hendricks
- Neil Yamamoto
Chapter Scholarship
(25 points)
The Hawaii Chapter supports the growth of our profession through its two scholarship programs. Both committees are chaired by John C. Ramos.

ASSE Hawaii offered four $500 scholarships to students in the Honolulu Community College’s (HCC) Occupational Environmental and Safety Management Associates Degree program. This annual program is self-administered. Criteria for the ASSE Hawaii Chapter Scholarship Award may be found at: www.assehawaii.org/scholarship_award_criteria.pdf.

The HCC scholarship recipients were:
- John Rosevear – Class of 2011
- Darrell Suzuki – Class of 2011
- Steven Kalani – Class of 2012 (see appendix B)
- Birgit Sissom-Gram – Class of 2013

ASSE Hawaii also self-administers four $100 scholarships annually awarded to middle and high school students participating in the two-day, Hawaii State Science and Engineering Fair held on March 29 & 30, 2011 at the Hawaii Convention Center. Awardees for each category were:

Senior Research: Jessica M. Mina, James Campbell High School
Project: “How Much Biocide Would a Person Consume by Eating an Apple a Day?”

Junior Research: Tarin T. Tanji, Mid-Pacific Institute
Project: “What is the Best Contact Lens Solution?”

Open Division: Kelsy K. Palsgrove, St. Andrew’s Priory
Project: “Noise Pollution: The Invisible Danger”

Junior Display: Emily C. Moss, Island Pacific Academy
Project: “Do Foods Affect Your Mood?”
ASSE Foundation Support
(25 points)
The chapter supports the growth of our profession through its support of the ASSE Foundation.

The *Hawaii Chapter Professional Development Grant* managed by the ASSE Foundation, awarded two, $500 grants to help awardees further their professional development.

The chapter further funded the program when Chapter President Neil Yamamoto presented a check for $2,135 at Safety 2011, including all monies collected at the chapter’s Holiday Gathering in December 2010.

In addition, the chapter sponsored two tees at the annual ASSE Foundation Golf Tournament and donated a 2-night hotel stay to the Foundation’s silent auction at Safety 2011.

**Professional Development Conferences**

**Seminars, Conferences, Workshops, Symposia**
(50 points for each ½ day segment up to a maximum 300 points)
The Chapter sponsored a one-day 2011 ASSE OSHA Hawaii Workshop on May 4th at the Koolau Ballrooms. This date was selected to celebrate Occupational Safety & Health Professional Day. Over 300 safety and health practitioners attended the event, which consisted of a keynote speaker, nine breakout sessions and a closing general session. ([http://assehawaii.org/neil/Program%202011%20OHW.pdf](http://assehawaii.org/neil/Program%202011%20OHW.pdf))

The ASSE Hawaii Chapter and the Hawaii Occupational Safety and Health Division each had informational tables with handouts for attendees. Board of Certified Safety Professionals (BCSP) information was also available at the ASSE table.

The Guam Section partnered with the General Contractors Association to sponsor the 16th Annual GCA Safety Conference, held May 25-27, 2011 at the Holiday Resort in Guam. Guam ASSE presented topics such as Crisis Management Planning, The Role & Responsibility of the Safety Professional, Attaining your Safety Certifications, Creating an Effective Safety Program, etc. (see Appendix C)

Guam ASSE also conducted a 16-hour course on the Army Corps of Engineers’ EM385-1-1 in March 2011.

**CEU’s Offered**
(25 Points)
The Chapter was awarded .5 CEUs for the one-day 2011 ASSE OSHA Hawaii Workshop.

The Guam Section was awarded a total of 1.8 CEU’s for the three-day, 16th Annual GCA Safety Conference. (see Appendix D)
Vendor Exhibits
(25 points)
The Hawaii Occupational Safety and Health Division (HIOSH) and ASSE Hawaii manned informational tables and supplied handouts at the 2011 ASSE OSHA Hawaii Workshop. ASSE Hawaii also distributed Board of Certified Safety Professional (BCSP) information at the Chapter table.

Promotion of the Society

Public Relations Committee
(25 points)
The Chapter maintained a Public Relations Committee to promote Chapter activities and the Society. This year, the Committee was chaired by Neil Yamamoto; however, many members were involved with promoting the Chapter and the Society.

October 21, 2010 - ASSE Hawaii Chapter again participated in the Pacific Resource Partnership’s 2010 Hawaii Construction Career Days. This one-day event attracted approximately 660 high school and community college students to the Hilo Civic Center where they learned about various jobs in the construction industry. ASSE Hawaii Chapter members introduced students, teachers and counselors to the safety profession during this career fair. (see Appendix E)

October 29, 2010 - ASSE Hawaii continued its outreach safety training for approximately 110 Department of Education teachers during a one-day workshop. These teachers assist high school students find work-based learning opportunities. (see Appendix F)

December 10, 2010 – Following the NAOSH Week Kids Safety Poster Contest guidelines, ASSE Hawaii conducted a local version of the Safety on the Job poster contest. Students at two elementary and one intermediate school on the island of Oahu were invited to participate and 44 entries were received.

Three winners in three age categories were selected by chapter members at our Holiday Gathering. Winners in each category were awarded $50, $40 and $25 Visa gift cards. All entries were then forward to Society Headquarters for entry into the official NAOSH Week poster contest.
Member Mark Behrens routinely promotes ASSE as a community resource to high school students and faculty as part of a special program in the schools in which he conducts OSHA Training Institute courses enabling high school students to obtain their OSHA 10 & 30 hour certifications.

Submissions to Local Media Outlets
(25 points)
Chapter activities were disseminated to local print, electronic and television media.

On February 11, 2011, several chapter officers visited two elementary and one intermediate school to present $50, $40 and $25 cash cards to the top three poster artists in each category of the Hawaii Chapter's version of the NAOSH Safety Poster Contest.

A photo of the winners, school staff and chapter officers was submitted to the West Oahu News for publication.

On December 17, 2010, member James Newberry appeared on a local morning news show to discuss risk management in small businesses and referenced ASSE Hawaii as a credible resource in the community.

Member Recruitment and Retention

Member Recruitment and Retention Plan
(50 points)
The Chapter developed a plan for recruiting and retaining members. The recruiting plan focused on increasing the visibility of the ASSE brand throughout Hawaii by participating in functions with other organizations, using the local media to advertise special chapter events and targeting small businesses where people wear “multiple hats”, including safety.

Recruitment
ASSE Hawaii partnered with the State Department of Labor and Industrial Relations to co-sponsor the 2011 ASSE OSHA Hawaii Workshop. Approximately half of the 310 attendees were non-ASSE members. ASSE Hawaii, with the assistance of the Society’s printed material recruited heavily at the ASSE booth during the workshop.

ASSE Hawaii partners with the Department of Education to provide annual safety training to high school teachers who help students find work-based learning opportunities. Teachers are educated on basic workplace safety to help them evaluate potential employers. ASSE is promoted as a community resource.

Other organizations ASSE partnered with this year to promote the safety profession and the benefits of ASSE include the Hawaii section of the American Industrial Hygiene Association (joint meeting), and the Pacific Resource Partnership (Hawaii Construction Career Day).

The Honolulu Community College Student Section has been identified as a key vehicle to recruit new members. Chapter member and faculty advisor, Chulee Grove, plays an instrumental role in recruiting student members.

The recently established Guam Section has been a source of significant membership growth for the chapter. Since being chartered just over one year ago, the Guam Section has approximately 40 members and is looking to eventually become a full-fledged ASSE chapter. In January 2011, Chapter President Neil Yamamoto and member Mike Thompson made the 7.5 hour flight from Hawaii to mentor the Guam Section leaders and to speak at their monthly membership meeting. Mentoring continues as the Chapter believes it is important in assisting Guam establish a solid foundation to build on.

The establishment of the Hawaii Chapter Professional Development Grant at Safety 2010 is an attractive recruitment tool. Hawaii Chapter members will be eligible to apply for one of two $500 grants and therefore helps with recruiting new members.

All chapter functions are open to nonmembers who are offered the same registration or meeting rates. The only exception to this was the 8-hour math prep class in which members were charged $20 and nonmembers were charged $95. This gives potential new members an opportunity to learn about the chapter before joining ASSE. Membership application forms are available at each workshop, special functions and most general membership meetings.

Upcoming ASSE activities are frequently announced through AIHA, Veterans of Safety and the General Contractors Association safety committee meetings to increase attendance at chapter events, thereby reaching potential members.

Several local safety or construction related organizations in Hawaii have formed the Hawaii Safety Alliance to help facilitate training opportunities among the various organizations, thereby exposing ASSE to potential members. ASSE is a founding member of this alliance.

Retention
In June 2011, a ten question membership survey was conducted via SurveyMonkey. The survey sought to identify preferred meeting days and times, locations, topics,
interested volunteers, reasons for attending/not attending, etc. This information is being evaluated by the executive committee to better serve our members, with the goal of increasing our retention rate.

To further retain existing members, the executive board intentionally increased “touch points” with members throughout the year. Examples of this include increased mingling with members at chapter functions to facilitate the building of attendee networks and asking for feedback regarding member needs and ideas. One suggestion was to have more social events for members where they can network in an informal setting. This suggestion evolved into the Holiday Gathering which is a “fun” meeting with a scaled down business agenda and several games in which attendees are forced to randomly interact with one another.

The Chapter also hosted its third annual social event at the Safety 2011 in Chicago, IL. This event was open to all Hawaii members, their guests and several non-Hawaii ASSE members. This event allows non-members to get acquainted with the chapter, but more importantly, less active members can get to know the chapter in a non-threatening, social atmosphere and hopefully become more active. This year’s event was held at Gino’s East, a pizzeria in downtown Chicago.

The establishment of the Hawaii Chapter Professional Development grant mentioned above will also help to retain members as the awards are open to Hawaii Chapter members only.

The executive board constantly searched for members who exhibited an interest in becoming more involved with the chapter or members who regularly attend chapter functions, but have not made an attempt to get more involved. These targeted members were then asked to take on increased responsibility within the chapter. Based on their encouraging performance with these responsibilities, they were asked to run for elected office.

To further retain members, Membership Chair, John Ramos, reviews the membership roster monthly and contacts lapsed members either by phone or e-mail and inquires why their membership has lapsed. He then invites them to the next general membership meeting. Members who sponsored lapsing members are also encouraged to contact the lapsing member to encourage them to renew their membership.

Increased Membership
(5 points per one percent increase up to 50 points)
The Chapter started the year with 209 members and ended the year with 256 members. This change equates to a 22.5 percent increase in chapter membership.

New Member Orientation
(25 points)
The Chapter conducts New Member Orientation for its members. Membership Chair, John Ramos, contacted each new member with a welcome letter and a phone call when possible. He then invited them to upcoming Chapter events.
The welcome letter new members receive includes a complimentary lunch at their first general membership meeting. Upon arrival, new members were greeted by members of the executive committee, introduced to other members and accompanied throughout the lunch meeting. This process was usually repeated for several meetings, until the new member began to establish a network.

At their first meeting, the membership chair conducted an orientation meeting to explain the benefits of being an ASSE member. Other executive board members occasionally participated and offered their perspectives and experiences.

**Member Expectations**

(25 points)

To determine the members’ expectations of the Chapter, several methods were used.

As mentioned previously, a ten question membership survey was conducted via SurveyMonkey. The survey sought to identify preferred meeting days and times, locations, topics, interested volunteers, reasons for attending/not attending, etc. This information is being evaluated by the executive committee to better serve our members, with the goal of increasing our retention rate.

In addition to the increased “touch points” mentioned in the Recruitment and Retention section of this report, which provided valuable informal feedback from our members, the Chapter also collected evaluations of each speaker at the 2011 ASSE 2011 ASSE OSHA Hawaii Workshop.

Members are continually asked for their ideas on meeting topics, possible activities and other issues via the Chapter’s newsletter, website and at monthly membership meetings. The chapter president’s name, phone number and e-mail address is available on the chapter website, newsletters and every email message sent to chapter members.

**Chapter Welcoming Team**

(25 points)

The Chapter assigned all executive committee members in attendance at chapter functions to act as the Chapter’s Hospitality team. The President, Membership Chair and Treasurer welcome members and guests at the sign-in table, while all other available Executive Committee members move about the room during the networking period to welcome members and guests. In addition, Executive Committee members sit at different tables during the lunch/presentation to introduce members to each other.

**Member Retention Plan**

(25 points)

To increase member retention, the Chapter developed and implemented a plan to contact members whose membership recently expired in an effort to determine why they let their membership lapse. The plan involved having the Membership Chair, John Ramos, review the membership roster monthly and contact lapsed members either by phone or e-mail and invite them to the next general membership meeting. Sponsoring members of lapsing members were also encouraged to contact the lapsing member and encourage them to renew their membership.
Chapter Website

Maintain Chapter Website
(140 points)
The Chapter maintains a current website. The information posted on the website is kept current and is updated at least once a week. The Chapter’s website may be viewed at www.assehawaii.org.

Chapter Newsletters
(25 points)
The Chapter’s website includes the Chapter’s current newsletters and archives of prior chapter newsletters. The newsletters may be viewed at www.assehawaii.org/newsletter.htm.

Hyperlinked Resources
(25 points)
The Hawaii Chapter’s website includes hyperlinks to the Society homepage and the Next Steps page of the Society’s website. The Members Only page is accessible through the link for the Society’s website.

The Chapter’s website includes hyperlinks to the Society website, the Members Only page of the Society website, and the Next Steps page of the Society website. In addition, the Chapter provides hyperlinks to approximately 250 other websites. These websites are a mixture of selected ASSE chapter websites, government resources, professional and trade organizations, medical resources and other everyday useful web pages. These links may be found at www.assehawaii.org/links.htm.

Sections and Special Interest Groups
(25 points)
The Chapter’s website includes information on the Chapter’s Honolulu Community College Student Section and the one-year old Guam Section. The website also includes information and/or links to special interest and common interest groups, such as the Hawaii Safety Alliance, of which ASSE Hawaii is a founding member and the Society’s Women in Safety Engineering (WISE) webpage. (www.assehawaii.org).

The Hawaii Chapter is also a standing member on the State Department of Labor’s Hawaii Occupational Safety and Health (HIOSH) Advisory Committee. This committee brings the perspective of employers, unions, professional safety and health associations and trade organizations together to deliberate, resolve issues, provide direction for and guidance to the Director of Labor and Industrial Relations to ensure HIOSH’s outreach and enforcement efforts are fair and effective.

The Hawaii Chapter is a founding member of the Hawaii Safety Alliance. This Alliance is comprised of ASSE Hawaii, Veterans of Safety – Hawaii Chapter, the Building Industry Association, the Oahu Fleet Safety Organization and several other safety or construction focused groups in the State of Hawaii. The purpose of this alliance is to better communicate information about each organization’s upcoming activities to increase
attendance, reduce overlapping programs and avoid scheduling conflicts between organizations. The calendar is located at http://www.assehawaii.org/calendar.htm.

Student Sections
(25 points)
The Chapter’s website includes information on the Honolulu Community College Student Section. Contact information for Section President, Tom van der Hout, is posted on the website. The student section bylaws are also posted on the Chapter’s website. Periodically, information on upcoming the student section activities and officer election results are also posted on the Chapter website at www.assehawaii.org/student/.
### Appendix A

**Neil Yamamoto**  
*July 1, 2010 through June 30, 2011*  
**ANNUAL PERFORMANCE REPORT**  
**Hawaii Chapter**

Orange highlighted items are required to maintain Chapter Charter; Yellow highlighted items are Core Competencies.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Strategy</th>
<th>Per Activity Value</th>
<th>Chapter Achieved</th>
<th>Total Possible Points</th>
<th>Your Chapter’s Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Submitted Annual Performance Report by August 15.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>8</td>
<td>Submitted Annual Performance Report after the due date.</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>Submitted Chapter Officer, Delegate and Committee Chair Report by May 31.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>10</td>
<td>Submitted the Chapter Officer, Delegate and Committee Chair Report after the due date.</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>Submitted Chapter Financial Report by May 31.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>12</td>
<td>Submitted Chapter Financial Report after the due date.</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>13</td>
<td>Reviewed Chapter Bylaws annually, and resubmitted biennially by February 1.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>14</td>
<td>Submitted the Chapter Bylaws to RVP after the due date.</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>Maintained Chapter Incorporation and Affiliate Agreement.</td>
<td>200</td>
<td>yes</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>16</td>
<td>Developed and submitted the Chapter’s Operations and Strategic Plan.</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>17</td>
<td>Provided appropriate representation at the Annual House of Delegates meeting and Regional Caucus as well as other HoD business during the year.</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>18</td>
<td>Provided assistance to Society, Regional or Area activities.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>19</td>
<td>Submitted required chapter report to RVP and AD for each AOC and/or ROC meeting.</td>
<td>50</td>
<td>2</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>20</td>
<td>Chapter President or proxy attended AOC and/or ROC meetings.</td>
<td>100</td>
<td>2</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>21</td>
<td>Sent at least one representative to the Society Leadership Conference, Regional leadership training, Area leadership training, or conducted Officer training at chapter level.</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>22</td>
<td>Sent additional chapter representatives to Society Leadership Conference and/or Chapter Officer completed online Officer training on Officer Central.</td>
<td>50</td>
<td>7</td>
<td>350</td>
<td>350</td>
</tr>
<tr>
<td>23</td>
<td>Chapter Executive Committee conducted a pre-planning meeting before the first general member meeting of the Chapter Year.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>24</td>
<td>Developed a succession plan for the training and development of officers.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>25</td>
<td>Used a study checklist for all incoming officers.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>Hold 4 or more meetings each year, at least 4 must be technical meetings.</td>
<td>50</td>
<td>12</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>27</td>
<td>Distributed meeting notice at least 14 days prior to each meeting.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>28</td>
<td>Sections of the chapter met at least (4) times per year.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>29</td>
<td>Tracked meeting attendance and provided data in this annual performance report.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>30</td>
<td>Recognized volunteers for their service to the Chapter, Region, Area, or the Society.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>31</td>
<td>Nominated a Chapter Safety Professional of the Year (CSPY).</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>32</td>
<td>Nominated a candidate for Region CSPY.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>33</td>
<td>Recognized members in newsletter, web site and/or chapter functions.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>34</td>
<td>Submitted member recognition information to the Society for publication in Society publications and/or local/regional media sources.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
</tbody>
</table>

8/15/2011
<table>
<thead>
<tr>
<th>Goal</th>
<th>Strategy</th>
<th>Per Activity Value</th>
<th>Chapter Achieved</th>
<th>Total Possible Points</th>
<th>Your Chapter's Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>Published newsletters. (maximum 12 issues)</td>
<td>15</td>
<td>11</td>
<td>180</td>
<td>165</td>
</tr>
<tr>
<td>36</td>
<td>Included graphics and pictures in newsletters.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>37</td>
<td>Included membership profiles and membership surveys in newsletters.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>38</td>
<td>Provided employment information at meetings, in Chapter newsletters and Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>39</td>
<td>Developed a review class or study group for certification preparation.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>40</td>
<td>Participated in career day for local schools.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>41</td>
<td>Developed or maintained a Scholarship program.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>42</td>
<td>Supported the ASSE Foundation.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>43</td>
<td>Provided seminars, conferences, or workshops. (each 1/2 day = 1 activity; maximum 3 days (6 activities))</td>
<td>50</td>
<td>6</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>44</td>
<td>Offered CEUs for each Chapter seminar, conference and workshop.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>45</td>
<td>Included vendor displays/exhibits at Chapter PDC.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>46</td>
<td>Established/maintained a Public Relations program.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>47</td>
<td>Submitted Chapter events to local media.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>48</td>
<td>Promoted the Society's annual &quot;Member Get a Member&quot; campaign to chapter members and used that campaign in the Chapter's efforts to increase chapter membership.</td>
<td>100</td>
<td>yes</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>49</td>
<td>Increased chapter membership by X%.</td>
<td>25</td>
<td>22</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>50</td>
<td>Conducted a new member orientation session(s).</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>51</td>
<td>Surveyed members or used some other means to determine member expectations and shared the information.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>52</td>
<td>Assigned officers to welcome members at all Chapter functions.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>53</td>
<td>Instituted or maintained a program to contact former members whose membership has expired.</td>
<td>50</td>
<td>yes</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>54</td>
<td>Maintained a Chapter website.</td>
<td>140</td>
<td>yes</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>55</td>
<td>Included electronic versions of Chapter newsletters on Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>56</td>
<td>Hyperlinked Chapter website to the Society website, ASSE's Member Only area and NextSteps.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>57</td>
<td>Included Chapter's Section(s) and/or Special Interest Group information on Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>58</td>
<td>Included Student Section(s) information on Chapter website.</td>
<td>25</td>
<td>yes</td>
<td>25</td>
<td>25</td>
</tr>
</tbody>
</table>

| Total Performance Points Achieved | 4,870 | 4,866 |

<table>
<thead>
<tr>
<th>Month Technical Meeting Held</th>
<th>Meeting Attendance</th>
<th>Month Technical Meeting Held</th>
<th>Meeting Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>49</td>
<td>Jan</td>
<td>46</td>
</tr>
<tr>
<td>Aug</td>
<td>27</td>
<td>Feb</td>
<td>46</td>
</tr>
<tr>
<td>Sept</td>
<td>29</td>
<td>Mar</td>
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<tr>
<td>Oct</td>
<td>34</td>
<td>Apr</td>
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</tr>
<tr>
<td>Nov</td>
<td>35</td>
<td>May</td>
<td>61</td>
</tr>
<tr>
<td>Dec</td>
<td>40</td>
<td>June</td>
<td>24</td>
</tr>
</tbody>
</table>

Average Monthly Attendance: **88**
Appendix B

May 24, 2011
4472 – A Puu Panini Avenue
Honolulu, HI 96816
stevenhk@hawaii.edu
808.226.9817

Mr. Neil Y. Yamamoto, CSP, ARM, CPCU
Hawaii Chapter President
American Society of Safety Engineers
P.O. Box 1354
Honolulu, HI 96807

Dear Mr. Yamamoto,

I am writing to express my sincere gratitude to be the recipient of the ASSE Hawaii Chapter Scholarship for the Fall 2011 semester. I was thrilled to learn of my selection for this honor and I am deeply grateful for your support.

As mentioned in my scholarship biography, I am currently majoring in OESM with hopes of pursuing a career in the safety field. I am attending both sessions of summer school at Honolulu Community College and received straight A’s in my Spring 2011 classes. I have also decided to run for the position of Secretary of the HCC-ASSE Student Chapter organization.

The financial assistance you provided will be of great help in paying my educational expenses and will allow me to concentrate more of my time for studying.

Thank you again for your generosity and support.

Sincerely,

Steven Kalani

27
Appendix C

**Date:** Wednesday, May 25, 2011  
**Time:** 8:00 am - 5:00 pm (Includes lunch)  
Professional Development Track (1:00 pm - 5:00 pm)  
**Cost:** $65

**Date:** Thursday, May 26 or Friday, 27, 2011.  
**Time:** 8:00 am - 5:00 pm (Includes lunch on either day)  
**Cost:** $65 for either day

This professional development track for the safety professional is conducted by the American Society of Safety Engineers (ASSE). ASSE will award continuing education credits for the following days.

**Wednesday’s Topics (1:00 pm - 4:30 pm)**  

**Thursday and Friday Topics (8:00 am - 5:00 pm) - 1 Credit for either day**


**DOWNLOAD REGISTRATION FORM & CONFERENCE SCHEDULE HERE**

Please fax registration form to 647-4866 or email to gca@teleguam.net

For more information, please contact the GCA office at 647-4840/1
Appendix D

May 12, 2011

Tristan Aldeguer, CHST
Hawaii Chapter Guam Section - ASSE
DCK Pacific Construction Guam, LLC
P.O. Box 20429
Barrigada, Guam 96921

Dear Mr. Aldeguer:

Your request for CEUs has been approved and I am pleased to award you the following for each attendee of the Hawaii Guam Section Chapter’s Professional Development Conference, “16th Annual GCA Islandwide Safety Conference” on May 25-27, 2011.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>CEU Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 25, 2011</td>
<td>16th Annual GCA Islandwide Safety Conference - Day 1</td>
<td>.5</td>
</tr>
<tr>
<td>May 26, 2011</td>
<td>16th Annual GCA Islandwide Safety Conference - Day 2</td>
<td>.7</td>
</tr>
<tr>
<td>May 27, 2011</td>
<td>16th Annual GCA Islandwide Safety Conference - Day 3</td>
<td>.6</td>
</tr>
</tbody>
</table>

After the event, please forward a summary report listing the date of the event, title of the event and name of your organization. In addition, please provide the following information for each attendee on the enclosed sign-in sheet, which may be duplicated. Provide separate sign-in sheets for each event.

- Name
- Address
- Telephone and Fax Numbers
- ASSE member number

Please note that we do not issue an individual certificate to any attendee, but attendees may receive a free CEU transcript by requesting it from our Customer Service Department at (847) 699-2929. Attendees may also request a transcript in writing to ASSE Customer Service, 1800 E. Oakton Street, Des Plaines, IL 60018. If you have any questions, please call me at (847) 768-3405.

Good luck with your conference.

Yours truly,

Trudy Goldman, ARM
Manager, Education and Program Development

Enclosure
Appendix E
November 30, 2010

Neil Yamamoto, President
ASSE Hawaii Chapter
PO Box 1354
Honolulu, Hawaii 96807-1354

Dear Mr. Yamamoto:

On behalf of the State of Hawaii, Department of Education (DOE), I would to recognize Mary Silva and James (Jim) Newberry for their continued support to train our teachers on work site safety. The DOE’s Work Based Learning Program encourages businesses and other state agencies to provide work-study or internships for public school students. Act 24/SLH 2008 provides an incentive for potential employers by enabling students to work either paid or unpaid at businesses or other state agencies and be covered by the Department of Education’s workers compensation program should a work related injury occur. To qualify for this benefit, a site survey must occur to make sure the work site is a “safe environment” prior to placement. Act 24/SLH 2008 also mandates that the Department provide annually training for teachers on conducting a site survey.

Both Jim and Mary have voluntarily assisted with this eight hour training from the inception of the Act, including this year’s training session held on October 29, 2010 at the Pearl Country Club. Their expertise and knowledge has proven to be an invaluable part of the training. We are certainly indebted to both of them for the time and effort they continue to donate to the Department.

Sincerely,

[Signature]

Gilbert Chun
Program Specialist, Career and Technical Education

cc: Jim Newberry
    Mary Silva

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER