

Hawaii Dental Association

1345 S. Beretania Street, Honolulu, HI 96814

Meeting of the Board of Trustees

Oahu Country Club, Thursday, October 6, 2016

Minutes

Members present: Drs. Steve Wilhite, Patsy Fujimoto, Lynn Fujimoto, Christopher Lee, Dayton Lum, Robert Baysa, Sean Holliday, Shelliann Kawamoto, Jaclyn Lum, Curtis Tom, Michael Lutwin, Scott Kanamori

Members excused: Drs. Ed Cassella, Alan Fujimoto, Wayne Leong

Guests present: Drs. Lili Horton, Curt Shimizu, Ms. Jennie Yu, Ms. Catha Combs, Ms. Melissa Pavlicek

1. Call to Order by Dr. Steve Wilhite, President

- A. Establish Quorum and call to order at 8:35 AM.
- B. The introduction of guests.
- C. Conflict of interest and anti-trust policies reviewed and sign-in sheet made available for guests.
- D. Minutes of the July 14, 2016, board meeting and executive sessions reviewed. **MOTION: To accept the minutes as amended. Seconded. Carried.**

2. Priority Items

- A. Auditors' Report
Ms. Jennie Yu and Ms. Catha Combs of Wikoff, Combs & Co., LLC presented their 2015 Draft Audit Report to the Board for review.
Motion: To move \$16,090.00, the remaining building assessment fund after the mortgage was paid off, from temporarily restricted net assets to the HDA building reserve. Seconded. Carried.
- B. HDA Financials-Dr. Lum, Dr. Horton
 1. HDA Policy Manual Revision
MOTION: The Financial Program will review Form 990 and Form 990T with the auditors and the BOT will approve the tax returns on the recommendation of the Financial Program prior to the President or Treasurer signing the returns. Seconded. Carried.

45 **MOTION: To approve the “Interim Accounting Flow Chart”**
46 **prepared by the accountant and reviewed by the Financial Program.**
47 **Seconded. Carried.**

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49 **MOTION: To accept the HDA Policy Manual as revised.**
50 **Seconded. Carried.**

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52 **MOTION: To accept the revised travel reimbursement policy.**
53 **Seconded. Carried.**

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55 **MOTION: To accept the new HDA Employee Manual effective Jan. 1,**
56 **2017. Seconded. Carried.**

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58 **MOTION: To add the following to the HDA Policy Manual V.**
59 **Executive Director/HDA Staff, B. HDA Personnel Manual: All**
60 **revisions to the HDA Employee Manual shall be approved by the**
61 **BOT. Seconded. Carried**
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64 **3. Board Reports**

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66 A. President-Dr. Wilhite
67 President Wilhite reported on the Western States Conference held in
68 Hawaii in July, the HDA beach cleanup and the DOH press conference
69 in which he participated.
70
71 B. President-Elect-Dr. Lee
72 Dr. Lee reported on the activities of the ED Search Committee. Bishop
73 and Company has been retained to aid in the search. An ad was placed
74 on October 5 to gather applicants.
75
76 C. Interim Executive Director-Dr. Wilhite
77 Dr. Wilhite has taken over as the interim executive director.
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79 D. Component Society Presidents: no reports.
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81 E. HDA funds- No report
82
83 F. Nominating/Awards Committee-Dr. Patsy Fujimoto

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85 The following will be receiving awards at the Award Luncheon after the
86 HOD in November.

87 Lifetime Achievement: Dr. Gary Yonemoto

88 Distinguished Service: Dr. Lynn Fujimoto

89 Award of Honor: Ms. Sheri Tomishima

90 Legislator of the Year: Senator Jill Tokuda

91 President's Award: Drs. Christopher Lee, Dayton Lum, Wayne Leong,
92 Lynn Fujimoto, Patsy Fujimoto, Lili Horton, Curt Shimizu
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94 The following members have been nominated for the following offices:

95 President: Dr. Christopher Lee

96 President-elect: no nominee

97 Vice-President: no nominee

98 Secretary: Dr. Wayne Leong

99 Treasurer:Dr. Dayton Lum

100 Speaker of the House: Dr. Patsy Fujimoto
101

102 Board of Trustees

103 Oahu: Dr. Amy Choy

104 Dr. Shelliann Kawamoto

105 Dr. Sean Holliday

106 Maui: Dr. Scott Kanamori

107 Kauai: Dr. Michael Lutwin
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110 G. Action for Dental Health Committee-Dr. S. Holliday, Dr. L. Fujimoto
111 There was no report but it was noted that the HIOHTF will be meeting
112 on November 20. The issue of fluoridation was brought up at the DOH
113 news conference last week.
114

115 H. ADA SPA Committee-Ms. Pavlicek
116 Ms. Pavlicek presented a report on the activities of the SPA committee.
117 She noted that discussion will begin in the next legislative session.
118 GKAS will be held on February 25. Ms. Pavlicek is currently in talks with
119 DOE to sign a MOA to allow dentists to go into public schools. There
120 have been several media outreach efforts. There is the possibility of
121 having the HDA on the TV program "Living 808". Reporter Denby
122 Fawcett has approached the HDA for commentary on fluoridation.
123

124 I. Senior Delegate ADA Delegation-Dr. Ed Cassella
125 Dr. Wilhite gave the report for Dr. Cassella. Dr. Lynn Fujimoto will be
126 nominated for an alternate delegate's position.
127

128 **4. Reports** 129

130 A. Administration-Dr. Wilhite-no report.
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132 B. Education-Dr. Lynn Fujimoto
133 Dental Education Program-Dr. J. Lum
134 Of the 122 booths for the 2017 convention, 120 have been sold
135 and the Program expects those to be sold.
136 Registration packets have gone out-members urged to register

137 early for the Ethics course.
 138 The life members lunch and women's breakfast will be held again
 139 this year. The rice drive will also continue to benefit Aloha
 140 Harvest.
 141 Most of the speakers for 2018 have been contracted. The meeting
 142 will be held on January 18 and 19, 2018.
 143 ADA Hawaii meeting dates are October 18-22, 2018.
 144 The HDA annual session has been tentatively scheduled for April
 145 11 and 12, 2019.

146

147 C. Fiscal Management-Dr. D. Lum
 148 Dr. Lum reviewed the 2016 financials and the 2017 Budget.
 149 **MOTION: To suspend the increase in the Honolulu County Dental**
 150 **Society administrative fee for 2017. Seconded. Carried.**
 151 **Motion: To accept the 2016 financials and the 2017 Budget.**
 152 **Seconded. Carried.**

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154 D. Government Relations-Dr. Lee
 155 Legislative Program
 156 The HDA currently does not have a lobbyist. It has been
 157 determined that hiring Hawaii Public Policy Advocates would not
 158 be a conflict of interest since they also work with the HDA on the
 159 SPA program.
 160 **MOTION: To hire HPPA as the HDA lobbyist for 2017 at the cost**
 161 **of \$45,000.00. Seconded. Carried.**

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163 **MOTION: To approve up to \$800.00 to send the new lobbyist to the**
 164 **ADA Lobbyist Conference in 2016. Seconded. Carried.**

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166 Board of Dental Examiners
 167 The "new" rules have been posted. Another set of new rules is in
 168 the process regarding new sedation rules and rules to allow assistants
 169 to apply topical fluoridation.

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171 E. Membership-Dr. Leong
 172 Young Dentists Program
 173 Dr. Wilhite reported that he will accept the Golden Apple Award for the
 174 Young Dentist Program at the ADA in Denver.
 175 Auxiliary membership task force- Dr. Kawamoto
 176 There was no update but the task force is continuing to work on the issue.
 177

178 F. HDA Building report-Dr. Wilhite
 179 There have been minor repairs needed for the building. Parking abuses
 180 are still ongoing and attempts are being made to rectify the situation.
 181 There are also issues regarding the use of service dogs by one of the
 182 tenants.

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5. Old Business

- A. Dr. Amy Choy replacing Dr. Kim.
MOTION: Dr. Amy Choy is nominated to replace Dr. Gerald Kim on the BOT. Seconded. Carried.

- B. HDA Foundation-Dr. Wilhite
The fledgling HDA Foundation is on schedule to receive the IRS 501 c 3 designation. No active contributions can be solicited at this time.

- C. HOD Structure task force-Dr. Shimizu
Dr. Shimizu reported that two resolutions will be brought before the HOD in November regarding two changes in the governance structure- one to change the date of the HOD to coincide with the annual session and two that the HOD be changed to a General Assembly.

- D. Lobbyist contract 2017
MOTION: To hire HPPA as our lobbyist for 2017. Seconded. Carried.

- E. Revised HDA travel policies
MOTION: To accept the revised HDA travel policies. Seconded. Carried.

- F. 2016 Hawaii Health Workforce Summit-Drs. Lum and Baysa
Drs. Lum and Baysa reported on their experiences at the Summit.

6. New Business

- A. **MOTION-To establish a loan document up to \$2500.00 to the HDA Foundation. Seconded. Carried.**

- B. Update HDA Internet-Dr. Wilhite
Dr. Wilhite detailed the need to update the internet connection at the HDA office. Cost estimates are currently being explored.

- C. Changing the 401K retirement plan for HDA employees from a 6% HDA matching contribution back to 3%, effective Jan. 1, 2017.
This was included in the motion to accept the new HDA Employee Manual.

- D. Dr. Alan Chang donation-Dr. Wilhite, Dr. Horton
A donation was made in 2013 by the representative of the estate of Dr. Alan Chang. These funds were to be transferred to the Hawaii Community Foundation but were never transferred. The monies will be maintained as a temporarily restricted net asset until the family of

- 229 Dr.Chang can be contacted to further clarify the use of the monies.
230
231 E. Adding Veteran’s Day to the list of paid holidays for HDA employees.
232 This issue was covered in the motion to accept the new HDA Employee
233 Manual.
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235 F. Extension of Ms. Sheri Tomishima's contract.
236 **MOTION: Extend the contract period for Ms. Tomishima for two**
237 **years. Seconded. Carried.**
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239 **7. Announcements and Adjournment**
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- 241 A. Announcements. Thank you from Dr. Wilhite.
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243 B Next Executive Council Meeting: December 6, 2016
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245 C. Next Board of Trustees: TBA
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247 D. Next House of Delegates: Saturday, November 19, 2016, Oahu CC
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250 Respectfully submitted,
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254 Patsy Fujimoto, DDS, on behalf of the Secretary
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