

KA LONO KILOHANA

NEWSLETTER

THE SUPERIOR OF MESSAGES
NOVEMBER 2008

ABWA MISSION: To bring together businesswomen of diverse backgrounds and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition.

PRESIDENT'S MESSAGE



"I now announce myself as candidate for the Presidency. I anticipate criticism; but however unfavorable I trust that my sincerity will not be called into question."

Dear Members of Na Kilohana O Wahine,

Who do you think made the above statement and when? No, it wasn't Obama in 2006. It was Victoria Woodhull in 1872, the first woman to run for the U.S. presidency before women even had the right to vote.

How about this one:

"A wife should no more take her husband's name than he should hers. My name is my identity and must not be lost."

Sounds like something Betty Friedan, Bella Abzug, Gloria Steinem or some other modern feminist might have said, right? Well, instead it is a quote of Lucy Stone, a feminist and abolitionist who lived from 1818-1893.

Elizabeth Cady Stanton and Lucretia Mott co-founded the famous Women's Rights Convention in Seneca Fall, New York in 1848.

All these "suffragettes" had one other thing in common; they all died before women in the U.S. won the right to vote in 1920. None of them gave up the fight; they all worked selflessly throughout their lives so that we could have the right to vote. Don't waste their efforts. Be sure to vote on November 4th.

If you want advice on who to vote for, I'll be happy to discuss the candidates and issues with you as well. Just give me a call.

Aloha,
Myrtle

NOVEMBER MEETING

**Women and Finance:
How Women Can Protect
Themselves Now and
for the Future**

- Current Market Conditions
- Retirement Issues
- Estate Planning Issues

**Guest Speakers from
New England Financial**
Staton Mineshima
Nicole Woodham

Date: Wed., Nov. 12, 2008
Time: 5:30 p.m. to 8:30 p.m.
Place: Japanese Cultural Ctr
5th Floor
2454 S. Beretania Street

Cost: \$23 (No shows will be billed)
Parking: \$4

Raffles: N to Z
Favors: Myrtle

RSVP: Nov. 10 by 3 p.m.
through E-vite or to Gloria
Kelly at 469-3065 or 256-0655

See Buffet Menu on next page

KA LONO KILOHANA NEWSLETTER

Meet Our Executive Board



Donna Miyashiro

I've been a member of ABWA Na Kilohana O Wahine Chapter since October 1980 – almost 28 years. I don't know where the years have gone but the many friendships gained have helped me develop personally and professionally through this organization.

My professional experiences can be summed up by the decades. I graduated from the University of Hawaii with a Bachelor of Business Administration from the School of Travel Industry Management in December 1972, and the '70's were spent working in the hotel industry. In the '80's I worked for a franchise restaurant. Leaving the travel industry in the 1990's, I became a staff auditor at Bank of Hawaii. It appears my internal audit experience will come to good use as I serve you as treasurer this year. As the new millennium approached, I found myself working for a luxury retailer. Then in 1998, I made a career change when I returned to school. After completing graduate courses at Hawaii Pacific University, I earned my MBA with a concentration in Human Resource Management in May 2003. Currently, I am at BEI Hawaii (formerly part of the

C. Brewer Company) as their Senior HR Administrator.

Outside my professional life, I'm the second of five siblings and the oldest daughter. For the past eleven years, I am the primary caregiver to our youngest sibling, Ellen, who is in need of special care. I am grateful to my older brother Randy and my sister Carla who have been there for me throughout my ups and downs. My special interest includes different forms of needlework and beading, and I meet with a unique group of ladies to teach each other different techniques of needlework. We have even traveled on occasions to northern California and visited with mutual friends to learn Italian needle lace and tassels. The highlights of our travels included a visit to a Lacis shop in Oakland which offers an extensive selection of threads, ribbons, tools and supplies for the textile arts and to a San Francisco museums featuring "Italian Breads and Threads". These trips have been some of my most memorable vacations.

I look forward to this year and ask for your continued support and friendship!

Always,
Donna Miyashiro
ABWA – Na Kilohana O Wahine
Chapter Treasurer
2008 – 2009



November 12 Meeting - Dinner Buffet

Baked Ham
Chicken Marsala
Baked Potato w/condiments
Vegetable Crudités

Steamed Asparagus or Corn Niblets
Fresh Fruit Salad
Pumpkin Pie
Iced Tea, Hot Coffee, and Tea w/condiments

Price: \$23.00 (no shows will be billed)

RSVP by E-vite: November 10 by 3 p.m. or call Gloria at 469-3065 or 256-0655

KA LONO KILOHANA NEWSLETTER

Hiring the Right Person

by Myrtle Ching-Rappa

The best way to avoid personnel problems like absenteeism, low productivity, and disputes with employees is to hire the right person in the first place. Hiring the right person begins before you even advertise the job.

Job Analysis

It starts with a job analysis. This should be done every time there is a vacancy. First, figure out why this position is important and how it fits into the organization's objectives. Answer these questions:

- Why is the position necessary? (Support, coordinate, provides services, etc.)
- How does it fit into the organizational objectives/structure?
- What are the reporting lines (up and down), contact with others, etc.? Where will the person be located? What will be the major responsibilities (not tasks)?

Essential Elements

Then, determine the "essential elements" of the job: the three or four major tasks which are really necessary to accomplish the purpose of the job. Do not include tasks that will require on-the-job training.

Physical & Psychological Requirements

Next, determine the physical & psychological requirements of the position. For instance, if you need someone who can lift heavy weights, walk, or stand for long periods, say so. If the job requires certain mental adjustments: is demanding, stressful, customer service oriented, etc., those should all be listed. This step is important when you screen applicants and it could very well keep you out of the courtroom.

Knowledge, Skills, Abilities

The final stage of the job analysis is to determine the KSA's of the job. That is the knowledge, skills and abilities that will be necessary for the person to perform the duties of the position.

Having a good job analysis will help you determine the minimum and desired qualifications which will determine the right questions to ask both in the interview and of the references.

Searching for Candidates

The next step is to cast as wide a net as you possibly can. Think about where your prospective candidates will be looking for jobs. If you are looking for a new professional with new ideas, you

probably want to opt for the internet and college career centers rather than the AARP newsletter.

Interview & References

The interview is your opportunity to clarify any questions about qualifications as well as organizational fit. The reference check is your opportunity to test the sincerity and honesty of the candidate. Sometimes, former employers will be hesitant to provide character references for fear of being sued. Hawai'i has a "good Samaritan" law which says that as long as you speak the truth and can back it up with facts, you cannot be sued for providing a negative reference letter. Due diligence in the interview and the reference check will save both the supervisor and the employee a lot of heartaches.

Final Advice

In the end, the best advice is: "Trust your gut." If something inside tells you that the person isn't right, (s)he probably isn't. Just be careful not to discriminate based on any of the protected classes: race, sex, sexual orientation, age, religion, color, ancestry/national origin, disability, marital status, or arrest and court record (except in limited circumstances).

KA LONO KILOHANA NEWSLETTER

19th Amendment to the U.S. Constitution: Women's Right to Vote

by Lynn Miller

November 15, 1917 - "Night of Terror"

Forty prison guards wielding clubs (with their warden's blessing) went on a rampage against the 33 arrestees. Those arrested were grabbed, dragged, beaten, choked, slammed, pinched, twisted, and kicked on their way to the cells. One in particular was beaten and chained to the cell bars overhead and left hanging for the night, bleeding and gasping for air.

For weeks, the detainees' only water came from an open pail. Their food (all of it colorless slop) was infested with worms. When one of the leaders went on a hunger strike, the insurgent was tied to a chair, a tube was forced down the throat, and liquid poured in until forced to vomit. The leader was

tortured like this for weeks until word was smuggled out to the press.

Who were these insurgents? What was their crime?

The year was 1917. The place, Washington D.C. The insurgents: young and middle aged well-to-do women - our grandmothers and great grandmothers who were jailed for silently picketing the White House, carrying signs asking for the right to vote.

November 4, 2008 - "Voting is Our Right"

What are you doing on Tuesday November 4 that is more important than casting your vote? No matter what your politics, religion, beliefs, gender, age, or attitude...voting is our RIGHT....exercise YOURS!



KA LONO KILOHANA NEWSLETTER

ANNOUNCEMENTS

ABWA Na Kilohana O Wahine Chapter Education Seminar: "The Passion Test"

Location: Japanese Cultural Center of Hawaii

Date: Sunday, November 9, 2008

**Time: 8:30 a.m. - Continental Breakfast
9 a.m. to 12 noon - Program**



Presented by Dr. Eliza Kim, D.C.
Hands of Life Hawaii President &
Trilogy Management, LLC. Co-owner
Wellness family chiropractor and energetic holistic
healing through nutrition. Seminars and coaching
services for natural healthcare practitioners in personal
and business development.

How would you like to wake up inspired, happy and filled with gratitude day after day? What would your life look like when you clearly know your passions and life purpose? Who would you be to know you are using God's given talent to the fullest and living a life of your dreams?

Whether it is family, career, or paths to higher spirituality and humanity, The Passion Test® will help you uncover what is most important to you. The Passion Test® is a simple, yet powerful, process for discovering your passions and living your life purpose.

Fee Includes Continental Breakfast:

\$35 for Na Kilohana O Wahine member; \$55 for ABWA member;
\$65 for non-ABWA member; \$80 at the door

*(100% of proceeds after expenses will be dedicated to the
Na Kilohana O Wahine Chapter Scholarship/Education Fund)*

Parking: \$4 with validation

RSVP: November 5, 2008

Mail check to: ABWA, P.O. Box 283137, Hon., HI 96828

**Contact: Gloria Kelly, Member Education/Professional Develop Chair
ABWA Na Kilohana O Wahine Chapter
gkelly@kawaiiahao.org, ph. (808)469-3065**

Entertainment Books

Please turn in your monies for your sales to date at the next ABWA meeting on November 12th to Iris Yafuso. So far she has collected money for 33 books...a profit of \$198. We had a total of 69 books, so there are only 36 books to go!

If you need more books for the holidays, just call Patti (593-1803) or Iris (488-7514). We have until November 30th to SELL, SELL, SELL!!!

Garage Sale

Our October 25 Garage Sale has been postponed until after the holidays. However, Lynn is accepting donations anytime to be stored at her house. Please call Lynn at 988-3060 to arrange for pick ups or drop offs.

Kawaiaha'o Church Craft Fair

Myrtle and Gloria are looking for donations and volunteers on Saturday, November 29 at the Kawaiaha'o Church Craft Fair. Please bring your donations to the November 12 chapter meeting.

KA LONO KILOHANA NEWSLETTER



NaKilohana O Wahine members donated their time and talent at the 2007 Easter Seals Gingerbread Family Festival

Na Kilohana O Wahine Community Service Calendar

Thank you, Fran Hamasaki, for coordinating our ABWA Chapter community service projects each year. Na Kilohana O Wahine members may sign up to volunteer their time at one or both of these vital community events. Gingerbread volunteers' responsibilities include assemble packets with house building supplies, register participants, hand out packets, run errands for participants for materials they need, and clean up. Salvation Army Angel Tree volunteers will be helping to man the booths.

To sign up for a shift, contact:

Fran Hamasaki before 11/10/08 (hama2@hawaii.rr.com)

Roeana Alexander after 11/10/08 (roeanalex@hotmail.com)

or

Lillian Goroza (lillianvg@hotmail.com)

EASTER SEALS GINGERBREAD FAMILY FESTIVAL

SUNDAY, DECEMBER 7, 2008

Neal Blaisdell Exhibition Hall

Shifts:

7:30 a.m. to 12:30 p.m.

12:00 noon to 4:30 p.m.

SALVATION ARMY ANGEL TREE

SATURDAY, DECEMBER 13, 2008

Kahala Mall

Shifts:

10 a.m. to 12:30 p.m.

12:30 to 3:00 p.m.

KA LONO KILOHANA NEWSLETTER

Na Kilohana O Wahine...October Meeting

photos submitted by Donna Miyashiro



Claire Arakawa, Patti Hokama,
and guest found their match!



Speaker Terri Imada from Kapiolani Women's and
Children's Health Center shares on Breast Cancer



Fran Hamasaki, Iris Yafuso, and Lynn Miller
are searching for the correct answers

Thank you, Barbara Troegner, for the fun and educational activity at our October meeting. Members and guests networked by matching famous women business owners with their quotes or the business they created. Because October was Breast Cancer Awareness Month, about 70% of attendees wore Pink!. Guest speaker was Terri Imada, Cancer RN at the Kapiolani Women's and Children's Health Center.

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Na Kilohana O Wahine
"The Superior of Women"
Founded 1977

Meets the second
Wednesday of
every month



Chapter Emblem
An original Hawaiian
interpretation of ABWA's
traditional flower, the
white carnation.

Woman of the Year
Patti Ann Hokama
Real Estate Update, Inc.

Each year, our chapter
selects a member who
has made notable
contributions and
achievements to be the
Woman of the Year.

**Ka Lono Kilohana:
The Superior
of Messages**

Photographer:
Donna Miyashiro

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2008 - 2009 Executive Board



President
Myrtle Ching-Rappa
University of Hawaii
Director, Center of
Career Development &
Student Employment



Vice President
Claire N. Arakawa
New England Financial
Marketing Director



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Patti Ann Hokama
Real Estate Update, Inc.
Principal Broker/Owner



Treasurer
Donna Miyashiro
BEI Hawai'i
HR Administrator



President-Elect
Lynn S. Miller
City & County of Honolulu
Honolulu Police Department
Grants Coordinator

ABWA's Proud Code Of Conduct

1. All members will serve as goodwill ambassadors for the American Business Women's Association.
2. Members will not allow their personal beliefs and convictions to interfere with the representation of ABWA's mission.
3. Members will always treat their member colleagues, guests, vendors and sponsors with honesty, respect, fairness, integrity, responsibility, kindness, and in good faith.
4. Members will maintain compliance with ABWA National, Chapter and Express Network Bylaws.
5. Members will not use their personal power to advance their personal interest.
6. Members will strive for excellence in their professions by maintaining and enhancing their own business knowledge and skills, and by encouraging the professional development of other members.



American Business Women's Association
c/o Frances Hokama
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Kaneohe, HI 96744