

# EAST WEST CENTER PARTICIPANTS ASSOCIATION (EWCPA)

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## Meeting Minutes Wednesday, November 15<sup>th</sup>, 2006 Hale Halawai, 9:00pm-11:00pm

**INTRODUCTION:** Yoshi has filled Hale Kuahine Representative. See attached attendees list.

### EWCPA BOARD UPDATES

1. Halloween Party: Amanda – Spouse Representative had an important reflection regarding the Halloween Party held my EWCPA.

The event went under budget and this remain budget will be used for other EWCPA future events.

The food provided at the party was not enough due to underestimation of the number of people showing up. Some showed up at the beginning – before the costume contest, taking the food and leaving little food for those who came later and actually participated in the contest.

Amanda will work on a Halloween manual, which is expected to provide guidelines on the budget for the event, the number of families and kids, and the breakout of budget. This will be useful for any one who organizes Halloween party next year.

1. Coffee Hours:

Coffee Hours had a good turnout in the last month. On Thursday 16<sup>th</sup> Coffee Hours was held in Burns Hall to attract more EWC staff and APLPers. Due to financial issues, the Coffee Hours seems infeasible to meet once a week. Frequency is to be discussed further.

2. Weekly movie:

The weekend movie team consists of four people who rotate taking the duty weekly. One challenge has arisen is the cleanliness and tidiness of the reading room after movie. Movie participants need to respect the rules more by putting the chairs back in their original places and cleaning after themselves (if they bring their food to the room) after movies.

The weekend movie teams proposed a new video player to replace the current video player.

3. Shopping shuttle bus

There have been complaints from the community regarding the number of seats available and number of sign-up slots. The van is able to accommodate only six people but there are eight slots for sign up. Volunteer drivers, therefore, sometimes have to squeeze more people in the van causing travel risks for the driver himself if he is caught by police and safety threats to the students because there are not enough seat belts. The number of slots for sign up should be the same as the number of seats available. Volunteer drivers should be made

aware that they do not have to drive more people than the allowed number of seats and take risk.

Some complained that the shuttle bus did not wait for them when they were late and had to take the bus back instead. It was agreed that the sign up sheet should indicate explicitly (by adding a sentence) if anyone misses the shuttle, it is his responsibility to catch the bus back on himself.

#### 4. Sustainability initiative

EWC Sustainability Initiative was awarded the UH sustainability prize of 100 dollars which will be used to purchase supplies such as dustbins and garden equipment. The recycle team has difficulty in finding volunteers to collect stuff in Hale Kuahine.

#### 5. Housing

After earthquake, EWCPA Board had a meeting with EWC about the disaster preparedness plan. With regard to the pumpkin incident, the detective has been working on it seriously.

There are some complaint that front desk at Hale Kuahine is left unstaffed at times. EWCPA president is to talk with Housing Facilities about this.

#### 6. Community service

The community service survey sent out by Community service coordinator in order to solicit ideas from community for community service activities has received very modest responses. Participants who received the survey are encouraged to turn in their response. The survey will be forwarded to APLP participants as many of them are not on the listserv.

#### 7. Others

Alumni Executive Board will throw an annul dinner in the Spring semester. The final date is to be confirmed. The Alumni Executive Board requires EWCPA's support in gathering cultural and music performance for the dinner.

EWCPA treasurer has worked to come up with final annual budget for activities. Any Board members who need supplies for their activities/events (e.g. new video player, dust bins, and print ink) should contact Alan and make sure their request is reflected in the annul budget.

Idea of International Kids Day is postponed due to time conflict with BBQ in Hale Manoa (19<sup>th</sup>).

Don Peel has drafted the job description for the newly created position – Sustainability Initiative Coordinator. Don is to forward the draft to EWCA Board member for comments and work with Lucas on procedures to include it into EWCPA Institution.

### **UPCOMING ACTIVITIES**

#### 1. November

- 1) BBQ at Hale Manoa: Sunday, November 19, followed by free music performance of Indian artist Tim Hoffman.

- 2) Outdoor movie and Thanksgiving Party: Thu, November 23
- 3) Christmas Craft: November 30: a white elephant craft fair will be held outside Burns Hall and in front of Hale Halawaii. Craft items donated by EWC staff and participants will be sold at the event and money earned from it will come back to EWC community in form of events and purchased equipment. Time and place to drop-off donated items are to be announced through listserv. Volunteers are needed at drop-off place and at actual event.

2. December

- 1) BBQ at Hale Kuahine: Sat December 2<sup>nd</sup>
- 2) New Year Eve Party: to be discussed later. Friends of EWC look for opportunity to join EWCPA organizing Christmas event.

3. Other events:

- 1) East West Fest: Sun, April 15<sup>th</sup> 2007
- 2) Alumni annual dinner: date to be confirmed.
- 3) Spouse potluck at late Nov/early Dec: date to be confirmed.

## NEW INITIATIVES

Yubin Wu, President of the International Students Association (ISA), presented the profile of the ISA which is an organization having a similar function as the EWCPA towards international students (undergrads and grads) attending UHM. He is exploring options for the ISA to coordinate and collaborate with EWCPA in events for the international students. In addition to many events such as picnics, camping, campus-life awareness programs, ISA conduct an annual International Night, traditionally on the last Friday before Spring Break (next event March 23, 2007).

Don Peel also sits on the ISA committee and passes on announcements through the East West list serve to our community members. Many of our members have attended ISA events and have participated in past International Night.

Eric and Mai recommended that ISA keep the EWCPA informed of the events and we would assess them for timing or collaborative options.

Amanda proposed to develop manuals of events/guides as per each event to carry on for those who organize the events in future. The manual should include information regarding the budget, breakdown of budget, estimated number of turnout, problems faced at event if any and solutions used, and any other information what will be conducive to success of the event in future.

The manual should be developed by the event coordinators and forwarded to Amanda – Spouse Representative who will help to put the manuals into a binder.

## MISCELLANEOUS

1. Office clean up, EWCPA Fridge Clean-up and Video Lounge Clean-up: some have volunteered to clean the video lounge on the third floor. Once clean supplies are available, the cleaning will begin.

2. From now on third floor video lounge reservation no longer requires fee. Those wish to use the lounge only have to present their EWCPA card (EWC ID) to reserve the room. EWCPA Board is to inform the front desk about this.
3. EWCPA board meeting will convene at Hale Halawaii on the second Sunday of every month at 6.30 pm instead of Wednesday night.
4. Opportunities to collaborate with ISA: Looking for opportunities for joint events between UH International Student Association (ISA), ISA Representative observed the EWCPA Board meeting and had a brief introduction into the ISA activities. As an official student association, ISA has similar goals and objectives as EWCPA, e.g. organizing activities for its international students. Like EWCPA, ISA works to accommodate students from a number of different countries and cultures. One of their upcoming events is International Night, which is very similar to the East West Fest. EWCPA and ISA agreed to stay closely informed of one another's concerns and events schedule and looked for opportunity for joint events that would mutually benefit the two communities.

**ATTENDEES LIST**

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