

EWCPA Board Meeting Minutes

DATE: November 6, 2011

PLACE: Hale Manoa EWCPA Office

TAKEN BY: Megumi Chibana

ATTENDEES: Chip, Megu, Nancy, Jojo, Duyen, Nozomi, Pei-luen, Meggy, Mika, Saeko, Poya, Muguwa, Saipul, Roma, Kanitha = 15 total

Meeting started 5:10 pm

A motion to approve October's meeting minutes and attached notes was proposed by Duyen, and Nozomi seconded.

1. Halloween Party Evaluations

- Don't forget Piñata
- Recommend to have it next year also
- Judging processes of games should've been easier
- more advertisement on costume contest
- couldn't focus on one thing to advertise on flyer because there were too many attractions
- some refreshment should've been provided
- suggest collaborative work with movie
- better to be held on weekend for more people to join
- invite Mendl and Mary
- friends and family (kids) of participants are welcome
- organize EWCPA and make inventory

2. Concert on the Lawn Evaluations

Food

- great job on the first event from scratch
- gained some ideas to allocate money
- food choice and amount of pizza was good
- don't freeze carrots
- at least 8 people needed to serve food
- mini plates should've been provided to guests
- more fruits than vegetables were preferred by audience

Stage

- stage decoration was better
- set a standard rule for performances (length of performance, # of equipments, etc.)
- be flexible for misunderstandings and ask to be flexible to performances for last minute changes
- MC were great to keep the program flow

- don't assign performers to be stage/backstage staff
- need to know how performers make the entrance

Sound

- more communication and information exchange with stage team needed
- make a rehearsal mandatory
- label microphones (color and numbers)
- if there's enough microphones, save them for MCs
- make recommendations of how to improve sound system (mics, cable, monitor), report model and brand to Mendl → Nozomi and Jojo
- there were complaints about noise → make an announcement about noise/rehearsal in advance
- make inventory for equipment

General

- great job on the first event from scratch
- too many e-mail senders to handle communication with Ohana about one event
- suggest to appoint e-mail manager for an event and he/she will be "the customer service" and responsible to send/forward e-mails
- gained some ideas to allocate money
- list up the expenses paid out of budget and not from budget
- report all expenses out of your pocket to Chip for reimbursement
- report general expenses from budget to Muguwa by Nov. 12

3. Reports from each Rep.

President

- made official introduction to EWC President
- EWCPA will help EWC in March regarding improving WES and EWCPA activities; further details will come later
- private organizations' fundraising activities at EWC need to provide detail information and go through Mendl

Secretary

- suggested creating EWCPA Board team T-shirt, approved, called for designs, will be charged at our own expense
- suggested Thanksgiving cooking dinner; will decide to process as an EWCPA event or small private pot luck

Activities

- left over foods will be offered free at HM and HK kitchens

Community Service

- suggested to participate in Xmas parade as EWCPA group
- will need at least 5 people to parade

- will contact Lion's club and update via e-mails
- Roma will be responsible of managing/checking/signing volunteer hours on EWCPA related volunteer works

Hale Manoa

- looking for keys for suggestion boxes
- cockroach and kitchen hygiene issues; will have more communication with housing staff
- fridge and cabinets occupations by residents of different unit
- Kanitha will work with Nozomi regarding kitchen issues
- unit storage issues

Hale Kuahine

- HK rep. will take over HK listserv managing from long-term resident
- suggestion to bring another water fountain and coin machine; Kanitha volunteered to work with
- reported on a minor sexual harassment issue
- make sure to indicate Resident Conduct Code conduct, keep records and report to Hale representative and Housing staff when any accidents/harassments occur
- make sure to

GSO

- UH Bus Pass will charge \$20 from next semester

Friends

- will be an event to sell crafts in December; welcome to join

EWCA

- EWCA is interested in international potluck and East-West Fest
- EWCA International conference will be held in Beijing in Sep. 2012
- Pei-luen will update more info about the conference and detailed reports via e-mail

Sustainability

- having many ideas on activities such as community outreach
- UH professor showed his interest on composting project; will talk to Garden rep.
- may implement devices for fridge energy consumption; take example of Hale Aloha undergrad dorm project
- sus-tea gathering is held once in two weeks, next meeting will be on Nov. 15
- alternating meeting times 5-7pm

Garden

- having difficulties in reaching garden users
- suggestion to make rules to avoid prolonged use of garden

Movie

- suggestion to rent movies free from Sinclair Library instead of Netflix

Shuttle

- got 3 new drivers
- will change Sunday shopping schedule
- list up concerns regarding shuttle and e-mail the participants

3. Other Issues

Sexual harassment

- Nozomi provided information of accessible places such as Campus Security and Women's Center
- members discussed process we need to take if anything happened

Elections

- suggestion of changing election rules
- Nozomi will make a proposal and submit to Board

Board blog

- need to appoint someone for update the blog
- suggestions for list-serv manager and web designer
- Chip will contact nominees

4. International Potluck

- Considering event schedules and school responsibilities, the Board agreed to hold International Potluck in January

Meeting adjourned at 8:00pm