

EWCPA Board Meeting Minutes – April
Saturday, April 3, 2011
EWCPA Office on 3rd Floor of Hale Manoa

Attendance: Miguel, Anjali, Azeema, Chamil, Erenst, Kohei, Sanae, and Rebecca.

Meeting started: 17:35

The volunteer coordinator will assign approximately 12 to 13 volunteers to help the 14 booths. The people in charge of the booths will need to know how many booths, chairs and desks will be needed. If there is not enough, we will ask the housing for support. The booth people also need to do the setup and cleanup. The Impulse Café will merge with the East-West Fest this year and both the EWCPA and Impulse Journal team will have a booth. The Impulse Journal team will have a performance during the intermission for about 30 minutes. The cookbooks and t-shirts will be sold will be sold at the EWCPA booth.

The stage will need 2 volunteers and the sound system will be handled by 3 people. The kids will have 2 or 3 people with them. The stage will be managed by housing and Imin Center staff and they will install the stage at the friendship circle. We have 5 canopies which we will use. Booth people should tell them and say if they are going to provide snacks. If not we will get a vendor.

Food volunteer will get snacks (cupcakes) before the performances and will sell drinks (Aloha, Drinks and Water).

Evaluation gathering will be the same day at Hale Halawai with food. The pre-event will be held from 10:30 a.m. with bento service.

Garbage cans should be emptied and should be put insight.

MC: Hannah and another person.

Children activities – The kids can do face painting and scavenger hunt. Couples should have a booth so that they can link with each others.

Meeting Adjourned: 19:17