

## **EWCPA Board Meeting Minutes**

**DATE: December 4, 2011**

**PLACE: Hale Manoa EWCPA Office**

**TAKEN BY: Megumi Chibana**

**ATTENDEES:** Chip, Kanitha, Megu, Poya, Saeko, Nozomi, Mika, Jojo, Duyen, Gita, Roma, Wakana, Sam, Muguwa = 14 total

*Meeting started 5:10 pm*

Last meeting minutes was approved by the Board.

### **1. Thanksgiving**

- acknowledgment of members' contribution to Thanksgiving dinner
- Nancy (absent at the meeting) will arrange the share of the dinner cost via e-mail

### **2. Housing Report**

- HM Rep. Nozomi reported about a meeting with Housing staff with additional written report
  - Personal fridges are checked regularly by housing staff
  - Utility staff will check the use of empty kitchen cabinets by people who are not assigned
  - Communal fridges are cleaned up every 5 weeks. Request to EWCPA Board to provide markers so that residents can label their belongings. → Board does not have budget allocation for the office supplies. → budget for the office supplies will be included in the next event proposal.
  - New organic cockroach traps installed in kitchens, bathrooms, and other communal areas.
  - HM rep will make new posters about kitchen hygiene
  - Unit Storages are cleaned each semester. Call for volunteers to clean storages. Housing is revising the storage policy.
  - Sexual Harassments: all Housing staff went through training regarding the issue; Housing and Board should not counsel people involved but need to support them and refer appropriate source to them; Student Conduct is being updated
- HK Rep.
  - Due to the current infrastructure, new water fountain installment is impossible
  - Installment of vending machine is up to UH. But HK do not have enough space and the one at HK is not making enough sales
  - Issues of unwelcomed visitor and sexual harassment were recently reported by HK residents

- How residents reach to Housing rep? → either rep. will provide his/her contact information or contact to Board
- Suggestion to send out information about filing theft report to UH
- Discuss housing issues with EWC, include topics (e.g., sexual harassment) in EWC orientation to raise more awareness among participants
- Suggestion to provide residents a way to make anonymous report about theft so that residents will aware how often it happens

#### **4. Board T-shirt**

- T-shirt design was set; Megumi will continue working on finalizing the design, checking sizes, ordering them by the end of Dec.
- purchase is not mandatory

#### **5. Community Building Institute**

- Spring semester orientation for participants to introduce EWC on Jan. 6&7
- Focusing on dorm life and social life, each representative or (substitute of rep) will present on own activities
- Chip will clarify details about presentation with AI
- BBQ plan on Jan.7
- Suggested potluck competition (like Fall 2011 orientation) for more fun and creative “get to know” activity
- Will come up with more ice breaking games
- Chip will follow up with AI about this and discuss via e-mail

#### **6. Ho’opuka**

- End of semester party on Dec. 8, Thursday afternoon
- Call for volunteer from Board
- Chip will ask Mendl and Mary about the event and details follow later from Chip via e-mail
- Suggestion of guest speaker Prof. of Geography (Sam’s)?

#### **7. Listserv Manager**

- Chip contacted the nominee but no response yet

#### **8. International Potluck**

- Event date was set with approvals of majority of Board members on January 21, Saturday afternoon
- Expecting 15 groups to participate
- Current estimate budget is \$1700
- Activity Rep. will prepare an event proposal before the winter break
- Further discussions on set-up, competition, and other details will happen after finals/break/approval of event proposal

#### **9. Suggestion from Election Commissioner**

- 2011 Election Commissioner Nozomi proposed changes in Election Documents
  - Election Rules: add “Three nominations are required for the nominees to be eligible to candidates” to Part III Section 2 → approved
  - Voting Procedure: delete “publishing the list” (concerns of privacy), instead the voters have to provide their participant status by presenting EWC ID; change “signing his/her name” into “crossing out his/her name” → approved
  - Board Role Description: delete list-serv management from HM Rep’s role → approved
  - Questions on procedures:
    - When there is only one candidate, should it be confirmed by yes/no votes? → Yes.
    - Include the number of Activity and Sustainable coordinators in Constitution or Board Role Description? → Yes.
    - When there is no candidate for a position, the nomination should be reopened, but should it follow the same procedure (i.e., requiring three nominations), or can it be something like this year, where people can volunteer for the positions? → Commissioner’s decision
    - suggestion to leave some budget for supplies and food needed for election process → agreed.

#### **10. EWCPA Contact**

- reported inaccessible e-mail account posted on Board website
- suggested to create a new EWCPA Board e-mail account for participants/public to contact Board
- Megu will create one, check it regularly, forward e-mails to concerned Board members

#### **11. Board Room Clean-up**

- Suggested to clean up the room during the break
- Megu will contact members who can help

#### **12. Report from each rep. (if any)**

- Roma (community): reminder for Xmas Parade on Dec. 10, will pass out candies to audience
- Mika (sustainable): suggestion to reduce lights in dorms; Sus-tea x Garden x Movie collaborative event on Jan. 13
- Saeko (garden): having garden meeting in the beginning of next semester

*Meeting adjourned 6:41pm*