

2012 – 2013 EWCPA Board Meeting

Date: September 30, 2012

Location: Hale Halawai

Attendees:

- | | |
|--------------------------|---------------------------|
| 1. Micah Fisher | 10. Megumi Chibana |
| 2. Poya Harirchi | 11. Ayane Ishigaki |
| 3. June Dela Cruz | 12. Jacob Meir Barsky |
| 4. Meysam Asadi | 13. Mika Okuno |
| 5. Leo Elizario | 14. Ben Schrager |
| 6. Karin Hermes | 15. Leif Walcutt |
| 7. Chamamas Intarakrotok | 16. Wakana Ishihara |
| 8. Ehsan Yavari | 17. Jimmy Utley |
| 9. Sayaka Sakuma | 18. Shaliha Afifa Anistia |

MEETING AGENDA:

Time	Item
7:00 – 7:05	Intro (Micah)
7:05 – 7:20	recapping last year; overview on logistics (Poya and other returning board members)
7:20 – 8:00 (please keep each item to less than ten minutes)	-Sustainability kickoff (Mika and Ben); -Sound system (Jakob); -Thanksgiving (Sam – unable to attend); -Public involvement (Micah); -Foosball (Poya); -Shuttle (Jimmy); -Festival/Bash (all)
8:00 – 8:30	Concert on the Lawn (all)
8:30 – 8:45	Other items? and open discussion, Q/A, etc.
8:45 – 8:50	Budget readout (Meysam)
8:50 – 9:00	Next steps and closing

Minutes

Time Started: 7:05 P.M.

Time Ended: 9:10 P.M.

- **VOTE: Approval of Board Minutes for September 21, 2012 meeting**
- **Logistics:** Poya gave a brief introduction on how the Board works
 - Rundown of events done last year:
 - Halloween Party
 - Concert on the Lawn
 - Jeffrey Feeger's Live Painting
 - Thanksgiving potluck
 - EWC Craft Fair

- East-West Fest
- Appreciation Party
- Craft Fair
- Kukui Cup

- Activities Request Form
 - Poya will email us a blank copy of the form
 - Must obtain board approval first
 - Important things to fill in:
 - Title
 - Date
 - Budget Requirements
 - Signatures of Board Members
 - Must be accompanied by official letter request, signed by the Treasurer and the President, which letter will go to Mendl for approval; if it is for a yearly (recurring) project, it will normally be approved, but for innovative ones, it is advised that the proponent talk to Mendl first
 - Check:
 - Mona will email the proponent when the check is ready for pick-up;
 - For big events, money will usually be split
 - It is important to remember that these funds CANNOT be commingled
 - Lead time for making requests: at least two (2) weeks
 - It is possible to make additional event proposals in case you missed anything

- Facilities
 - All facilities must be reserved
 - Reservation form must be given to Mona for approval
 - For activities needing the services of the van, the van must also be RESERVED in the request
 - However, it is still necessary to fill another form for the van: talk with Jimmy or Meysam for more details
 - Lead time for reservations: usually one month, but may be as little as one week
 - Lead time for reserving the van is 1 week to 3 days
 - The reservation for the reading room is done through the Facilities

- Spending Money
 - Unspent money must be returned (by the cent)

- Receipt Log for Expenditures
 - Poya will email us a copy of these documents
 - The log must indicate all items on the receipt
 - It is important to know which receipts are official or not (e.g. Chinatown receipts are usually not official)
 - Talk to Poya for more information/questions/clarification

- **Sustainability Night:**
 - **TENTATIVE DATE: OCTOBER 15, 2012, 6-9 P.M.**
 - Kick – off activity
 - Objectives:
 - get volunteers
 - brainstorm ideas
 - create groups (housing, gardening, volunteer activities, movies)

- Create an inventory of all sound equipment currently possessed by EWCPA, and its current condition (if it can still be used or not)
- Recommend items for purchase
- Possible solutions to sound system issues:
 - Rent
 - Find sponsorships/donations from music stores
 - Partner with UH Campus Center Board Activities Council
- **Thanksgiving Party: point person: Sam**
- **Halloween Party**
 - **VOTE: Board unanimously approved to have the event**
 - Suggested activities:
 - Pumpkin carving
 - Costume contest
 - Haunted house
 - Candies
 - Proposed date and time: October 31, 2012, 5-7PM
 - Details to be finalized at next meeting
- **Public Involvement**
 - Reminded to inform participants that they are welcome to join the board meetings and make suggestions
- **Foosball / Badminton Set**
 - Problems:
 - Funding: was not placed in event proposal
 - Location: cannot be placed in Hale Halawai
 - Not properly assembled
 - Possible solutions:
 - Place in HM 12th fl lanai
 - Point person (in asking residents if it is ok to have it there, and to assemble it properly): Leo
 - Currently stored in EWCPA Board Room
 - **Suggested activity: Foosball Tournament**
 - **Point person: Leif**
- Shuttle
 - Jimmy's report: in need of new drivers, but waiting for responses
- Festival
 - Talk to Sam and Jacob
- Budget Status
 - Fiscal year commences on October 1, 2012
 - Come up with suggested budget
- **Concert on the Lawn**
 - **VOTE: Board unanimously approved to have the event**
 - Suggested location: Hale Halawai and Friendship Circle
 - Tentative date: November 17, 2012, Saturday
 - Time shelved to next meeting
 - **Point persons: Sam and Jacob**

- Budget allocation: \$1500
 - Food
 - Drinks
 - Others – van, sound system rental
 - Call for performers
 - Call for volunteers
 - Invitation to people at Burns Hall
 - **Created committees**
 - **Backstage Committee**
 - Jimmy
 - Ayane
 - **Food & Beverage & Shopping Committee**
 - Meysam
 - Sayaka
 - Wakana
 - **Sound Committee**
 - Ben
 - Leo
 - **Stage Manager & Decoration Committee**
 - Ehsan
 - Poya
 - **Attendance Committee**
 - Mika
 - Wakana
 - **Find emcees**
 - Micah
 - June
- **Karaoke Night / EWC Idol**
 - Must come up with costs and options
 - Shelved for next meeting
- **Movie Night**
 - Suggestions:
 - Country showcase
 - Increase budget if necessary
 - Blockbuster night
 - Drive – in movie
 - Create FB page
- Micah will clarify with Mendl if EWCPA can be used for websites/FB pages/ public sites
- **EWC Website:**
 - **Point person: Fifa**
- **Elections:**
 - Rewrite election by-laws to fill-in gaps
 - Await recommendations by previous Election Board

NEXT MEETING:

OCTOBER 14, 2012

7 PM