

Minutes

Board Meeting: January 12, 2019

Present:

	Name
1.	Layla
2.	Mark
3.	Skayu
4.	Angela
5.	Garret

6.	Ben
7.	Andrew
8.	Rexsa
9.	Rodrigo
10.	Emily
11.	Beth

Agenda No.	Agenda Item
19/1/1	Welcome to new members
19/1/2	Approval of previous board minutes
19/1/3	Housekeeping: <ul style="list-style-type: none"> <li>• Updating EWCPA Website</li> <li>• EWCPA Listserv</li> <li>• Updated Posters</li> </ul>
19/1/4	Housing updates
19/1/5	Introduction to EWCPA Receipt Purchase Itemization Form
19/1/6	Future volunteer opportunities (Andrew) <ul style="list-style-type: none"> <li>• Language Exchange</li> <li>• Cultural Event</li> </ul>
19/1/7	GSO updates: <ul style="list-style-type: none"> <li>• Any requests from the board?</li> <li>• Concerns about campus safety</li> <li>• Other graduate student concerns?</li> </ul>
19/1/8	Alumni and Friends updates
19/1/9	Status of new equipment purchases Other equipment needs? (Film screening system)
19/1/10	EWCPA T-Shirts
19/1/11	CSC updates: Goals for the semester
19/1/12	Upcoming events: <ul style="list-style-type: none"> <li>• Welcome back BBQ Jan 19</li> <li>• Sandy beach cleanup Feb 10</li> <li>• Intercultural potluck Feb 17</li> <li>• Ramen Night March 1</li> <li>• East-West Fest April 7</li> <li>• Upcoming Movie nights</li> <li>• Camping trips</li> <li>• Pool Party</li> <li>• Individual board member events <ul style="list-style-type: none"> <li>- Meet your neighbors event (Cheng-Cheng and housing reps)</li> </ul> </li> </ul>
19/1/13	EWCPA Office Hours
19/1/14	Board Room Keys
19/1/15	Harassment/ Title IX Training Update?
19/1/16	Scheduling meetings for rest of year



### **19/1/1: Welcome to new members**

The board welcomed new members Skayu Louis as Community Garden and Sustainability Coordinator, Rodrigo Rivero as Hale Kuahine rep, and Andrew Long as GSO rep.

### **19/1/2: Approval of previous board minutes**

Minutes of the previous board meeting held on December 1 were approved.

### **19/1/3: Housekeeping**

Beth reminded the board that the EWCPA website is still in need of updating. Emily said she needs contact information for JP who will hopefully be able to give her instructions on how to update the website.

*Action Point:* Layla will give Emily contact information for JP. Once Emily has contacted JP she will ask Beth for all the board minutes.

Beth also informed the board that she has updated the EWCPA Listserv with new residents. She asked the board that if there is anyone else who needs to be added to have them email Beth.

Lastly, Beth informed the board that all the EWCPA poster boards have been updated. She also asked Rodrigo if he would be willing to put up a new poster in the Hale Kuahine lobby.

### **19/1/4: Housing updates**

Garret updated the board that the housing survey data is in. Rodrigo will look at data and report what the biggest issues were. Garrett said they are hoping to take the data into a meeting with housing.

Garret also talked about the proposed lobby changes to the Hale Manoa lobby. Housing staff is hoping to divide off the lobby to make only one entrance (from the parking lot) and only one exit (towards Imin conference center). Garrett said that housing's biggest concern is tail gating, where one person is able to walk in after another without a key. Many residents do not believe that this problem will be solved by proposed changes. Originally plan was to implement the changes by Jan 3 however the plan is now paused indefinitely. Garrett explained that there will be a town hall event in late January to discuss lobby changes.

### **19/1/5: Introduction to EWCPA Receipt Purchase Itemization Form**

Reksa talked to the board about the receipt purchase itemization form. He explained that the form will be submitted after event when actual expenses are known. For example, request \$100 for event, after purchases, save receipt and submit form to Reksa. The form is uploaded on the board google drive. Will need Reksa to sign to acknowledge (sign) the form. Reksa explained that this form will help make it clear if funds are coming from A fund or B fund.

### **19/1/6: Future Volunteer Opportunities (Andrew)**

Andrew talked to the board about two future events he is helping to plan outside of EWCPA. The first event is a language exchange event that is being planned with UH outreach college. Andrew is looking for volunteers who would like to participate



The second event is a cultural event for Milun Hawaii in Art Auditorium in March. The event will include a variety of performances. Updates for these events will be coming through the EWCPA Listserv.

#### **19/1/7: GSO updates**

Andrew said that GSO is discussing concerns of campus safety. Andrew said if the board has any concerns to share them with Andrew and he will bring them up to GSO. Andrew also said that GSO is looking for events to help graduate students through workshops or anything else. Layla suggested having more therapists available would be helpful to graduate students.

#### **19/1/8: Alumni and Friends updates**

Ben informed the board that 2020 will be anniversary year for EWC and many events are being planned for that year. The last anniversary that was celebrated was in 2010. The calendar of events for that year can give an idea of events that may happen. Ben wanted to board to be aware and tell others to expect an increase in guests staying during the end of 2019 and throughout 2020.

Ben also talked about an alumni dinner that is being planned. The alumni are looking for student performers for this dinner. They are also looking for nominees for outstanding service. The alumni is also hoping to provide more funding for student travel. Lastly, they are also looking for younger alumni to join their board.

Ben also updated the board on the Friend of the EWC. He said they are looking for ways to replace fridges and other items in kitchen. They are looking for ideas of things to buy that students could use.

#### **19/1/9: Status of new equipment purchases**

Ben reported that the Friends of the EWC are willing to help purchase equipment and think new projection equipment might be a good thing for them to purchase. Before they buy anything they will need to have a better idea of what is wrong with what we currently have and what needs to be replaced. We will need someone to who is able to troubleshoot the problems. Ben said it would be nice to have a new projector by Feb 9 which is when the Valentine's movie event is.

Layla also updated the board that she has purchased new mic cables and stands that should be arriving soon along with office supplies.

#### **19/1/10: EWCPA T-Shirts**

The board discussed ordering T-Shirts to sell this semester. Garrett said he would be willing to help design and organize shirts for East west fest. Ben suggested that the shirts should not have date on them. There will potentially be two designs, one design will be the previous design sold last year and the second design will be new.

*Action Point:* Garrett will create new T-shirt design for EWCPA to sell



### **19/1/11: CSC updates**

Angela talked to the board about an upcoming volunteer opportunity. The Matson event at Sandy Beach will be on Feb. 10. She is still looking for more drivers to bring students on that day. Angela said she will also make announcement for more drivers at the exchange if needed. Angela also mentioned that she has a performance on the day of the event so Takumi Aoki will be in charge on the day of.

### **19/1/12: Upcoming events**

**Welcome back BBQ:** The EWCPA welcome back BBQ will take place on January 19. Various board members will help with set up, grilling, and take down. Also an opportunity for community members to get volunteer hours.

*Action Point:* Garrett will send out Listserv email looking for volunteers to help with set up and clean up.

**Intercultural potluck:** The board talked about looking for an appointed member to help plan event. Garret said he will include this opportunity in his Listserv email.

**Ramen Night:** Emily talked about how she is planning a ramen night event. She is currently looking at prices on different types of ramen either in town or online. Emily will be planning the event and reach out to board members for help when the event gets closer.

**East- West Fest:** Emily and Andrew reported that nothing needed from the board as of now but that help may be needed from board members on the day of the event.

**Upcoming movie nights:** Andrew said he is still planning on hosting these events throughout the semester.

**Camping trips:** Emily informed the board that she and Layla have talked about planning a camping trip for whole community after the semester ends. Emily said it might be nice to have a board camping trip to try it out. Right now they are looking for someone who is connected to EWC who might have land for us to camp on.

*Action Point:* Emily will talk with Ben and see if any Alumni or Friends have a potential camping spot.

**Pool Party:** Emily mentioned that Ethel Ward is willing to host a pool party for community. Ethel would have to have sign-ups because of limited space.

*Action Point:* Emily will contact Ben about planning.

**Individual member events:** Layla explained that most board members have money available to them to plan an event if they would like. Cheng-Cheng mentioned in an email that he would like to do an event with the housing reps. He will update board upon his return from break. Mark also said he will plan event for families this semester with Reksa. Layla also talked about having a board game night in Hale Halewai this semester.



### **19/1/13: EWCPA Office Hours**

Layla proposed the idea of having office hours in Hale Halewai for board members to spend time doing homework. She explained it would allow the community to come to board with any concerns. Emily said she will talk to Reksa about funding for coffee and tea. The board decided that the hours will be on Tuesdays from 6-9. Emily will send out email to community explaining the event once it is decided what date to start.

### **19/1/14: Board Room keys**

Emily asked the board if there is interest in having additional keys be available for board members or have our keys programed to open the board room. About half of the board members expressed interest.

*Action Point:* Emily will email Michael to look into options.

### **19/1/15: Harassment and Title IX training**

Emily told the board that a date has been set for the training. It will take place on January 22 at 10am. All board members are encouraged to attend if possible.

### **19/1/16: Scheduling meetings for rest of year**

The board agreed on the following dates for board meetings. Dates are subject to change if needed,

Feb 10 5pm

March 9 5pm

April 6 5pm (day before East- West Fest)

May 4 5pm