

Minutes
Board Meeting: DATE

Present:

	Name
1.	Beth
2.	Layla
3.	Angela
4.	Emily
5.	Garrett
6.	Mark

7.	Ben
8.	Matt Kelty
9.	Reksa
10.	Cheng-Cheng
11.	Skayu
12.	Rodrigo

Agenda No.	Agenda Item
19/3/1	Approval of previous board minutes
19/3/2	East-West Fest Updates (Matt Kelty) EWCPA booth: Items for sale
19/3/3	Updates from Friends and Alumni
19/3/4	Movie nights projector problems
19/3/5	Other upcoming events? - End of year yard sale Staff appreciation day
19/3/6	HM Wifi problems
19/3/7	GSO scholarship updates
19/3/8	Summer plans

19/3/1 Approval of previous board minutes

The board approved the previous minutes

19/3/2 East-West Fest Updates (Matt Kelty)

- **EWCPA booth: Items for sale**

Matt updated the board on the progress of planning of East-West Fest. He said the teams are working well together and things are going smoothly. Currently there are 20 cultural booths signed up. Due to the large number of sign-ups discussions are in place for how to fit the tables in the area around Imin. Matt reported that the booths are a variety of nationalities and cultural booths. He also mentioned that some booths will include activities and crafts. For performances, there is over 4 hours of performances



lined up. These performances are a good mix of EWC participants and outside groups. The performances will be limited on time due to the large number of performers.

For the first time, there will also be activities inside including dancing and storytelling. In addition to the activities there is also discussion about having a quiet room for people to decompress as well as potentially a room for children. The goal for this year is to be kid-friendly. One of these initiatives will be to have a caricaturist.

Food will be provided by local food trucks. There are a few confirmed with the hopes of adding another.

The biggest thing that needs to happen is publicity. EWC is helping with a press release. Additionally a save the date email will be sent to all EWC listservs. There is hopes to create yard signs to display around campus. Also work is being put in to contacting UH newspapers and radio stations. Also hoping to reach out to local radio shows and morning news shows. Also hoping that food trucks will advertise their location on social media.

Additionally work needs to be done on logistics and coordinating everything.

The T-shirt design is in the works but there have been minor roadblocks with using the EWC logo. Layla has been in works with Mona about the purchase order. She said the logo needs to be designed and approved by this Friday (March 15). It was decided that 100 shirts will be ordered.

The EWCPA table will sell t-shirts and drinks. The Friends of EWC table will sell white elephant gifts. Ben will be meeting with the Friends this week and let the board know if they need board members to help man the table. These will be the only tables selling items as there will be no commercial booths this year.

As of now, the teams are working well and do not need much assistance. The only team that could use some help is the logistics team. Currently there is only one person on the logistics team. Logistics would include knowing for example how many people are needed to set up the stage. One person is needed to be in charge of the generator. Layla said that the best way to find people to help is by asking the community. Matt said he will talk with the current logistics team member to get feedback on what they want. After that conversation, Layla will send out a message to the community.

Ben asked if there will be charges for using Imin. Matt said that they are including paying for staffing in the budget. Layla said there are things that need to be purchased such as mic clips, ink cartridges, etc. Layla asked Matt if that would come from the East-West Fest budget or the larger EWCPA budget. Matt said that should be a discussion between the board and the logistics team.



Layla said that each board member will have a role in helping on that day. Matt said that they will soon be sending out a call for volunteers for participants. Garrett suggested that the board see where the gaps are after others have volunteered. The next board meeting will be the day before East-West fest so the board will be able to assign roles at that time.

Action Point: Garrett will put Matt in contact with KTUH.

19/3/3 Updates from Friends and Alumni

Ben will be meeting with the friends later this week. On a recent meeting Ben said that the Alumni chapter is still looking for board members. Ben has given them 4 names of recent EWC graduates. Ben also said that the Alumni is having a dinner on April 28. Last year they invited a few members of the EWCPA board. Ben said they are also looking for a few (3-4) performers.

19/3/4 Movie nights projector problems

Layla said that the facilities manager from HM got the DVD and projector to work with no problem so he does not know why it hasn't worked for previous events. Layla said she does not want any more movie nights until it is for sure that everything is working.

19/3/5 Other upcoming events?

- **End of year yard sale**

Layla said she would like to have a year-end sale where participants can sell their own items and make money. It was proposed that the event will be held on May 4.

- **Staff appreciation day**

Ben said that it is a day where EWC participants cook food for the staff to enjoy in Hale Halawai. This event takes place in May after the semester is finished.

Garrett suggested that there be two days, one for cleaning and maintenance staff and the other for the front desk and other housing staff. Angela will organize the cleaning/ maintenance event while Garrett and Layla will plan the front desk/ housing staff event. Angela will plan her event for May 8, Garrett's event will be on May 9.

- Skayu is planning a trip to Ka`ala farm in Waianae in April. Keep eyes open for details.

19/3/6 HM Wifi problems

A survey was sent out to get feedback from community on wifi. Front desk staff said that those who are having issues should call the front desk between the hours of 8-5. Chris from housing said they will be installing more hotspots. Once the hotspots are installed, another survey can be given out to see if there are improvements, perhaps towards the end of the year.



19/3/8 Summer plans

Layla informed the board that she will be gone in early April. Emily will also be busy at that time and unable to do things for the board.

Layla surveyed the board to see who would be around for the summer. Layla will be gone June- August and Emily will be in charge

Layla also asked each board member to write up a small report on what their role was and what they did to give to the incoming board members.