

# Annual Hawaii Convention

## Steering Committee Meeting Minutes

### January 8<sup>th</sup>, 2011

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**Members present:** Patti L., Kunane D, Zeke J., Debbie G., T A., Kimo A., Hugh C., Carolyn A., Judy P., Bob H., Ken K. ., Linda Mc. D., Xiara J.

**Meeting convened:** The meeting convened at am with the Lord's Prayer at am 9:10am.

**Minutes:** Motion by Patti, seconded by Zeke to accept the December 2010 minutes, motion passes.

**Steering Committee Chair - Kunane:** - This year we have airline codes with Continental and Hawaiian Airlines. The Hawaiian code will be ongoing, not annual. The Convention gets a point for each mile and it will carry over. Please see the attached budget for 2011, the Convention is projected to profit \$16. We are planning on having a Ways and Means committee this year. The question is whether raffles are legal in Hawaii? Bob will check on whether or not we are within legal ramifications.

**Secretary's Report – Heidi G.:** Not able to attend this meeting. Notes taken by Debbie and Heidi typed them up. If there are any errors, please advise Heidi and revisions will be made.

**Treasurer's Report – Debbie G.:** See attached reports.

Regarding the t-shirts, we need to get the shirts earlier to count them before the convention.

Regarding the 2010 Profit & Loss Report, Zeke motioned that we move \$10,000 to the savings account for a Prudent Reserve as the goal is to have a Prudent Reserve of 15% of the operating budget, Patti seconded the motion and the motion passed.

**Area Committee Report – Ken/Bob:** Ken and Bob both report that they are happy to participate in the Steering Committee and Bob provided dates for the Area events this year. They are Feb 19<sup>th</sup>, Committee meeting, Waikiki district, April 8-9 – Inform the Delegate in Kauai, May 21 Committee Meeting at No Ka Oi (Maui), August 27-28 Budget at Windward and October 1<sup>st</sup> Committee Meeting at Leeward District. The November Assembly is optional and will be determined later in the year.

**Convention Chair – Tayshea (T):** - T reports the Convention committee meetings will be on the last Wednesday of the month at Kaumakapili Church. She will work with Aike G. to get the room reserved. She had selected three speakers Candice from Long Beach who is available for Friday, Paul from NY for Saturday and Leila for Sunday. Leila is not available so she will look for another Sunday speaker. There will be two local speakers on Thursday and one has already been selected from the Big Island.

T had a question wondering is it ok to have a committee co-chair who is not a member of AA or AI-Anon? This will be discussed in the Steering Committee Group Inventory to follow this meeting.

T questioned if t-shirts and mugs are one or two committees. This also will be discussed in the group inventory. We are looking to add a fun run this year and will look in to potential participation and requirement.

#### **Facilities – No report**

**Webmaster – Hugh C.:** - There was discussion over the minutes to be posted on the Area Website. The minutes need to be "scrubbed" before going online. The process would be to have the minutes typed, approved, scrubbed and then posted to the website.

Bob suggested a mailing list for emails.

The logo will be posted as soon as it is available from T.

**Al Anon – Carolyn:** - Al-Anon asked if they could have more than \$250 for their harpist, which was \$400. They are checking on speakers for this year and may not necessarily select a circuit speaker and will let Kunane know who to email.  
Al-Anon would like to look at the meeting rooms and will be doing one hour meetings this year.

### **Old Business –**

Facilities- What s the term, two or three years? Does Shirley want to stay on? Does Kimo want to be the chair? Kimo reports he wants to stay on, but not as chair. Zeke motioned for a three year term, no second. Kimo suggested a four year term, two years to learn the position, one year as co-chair, one year as chair. More discussion followed. Two people would rotate on each year and two off. Steering to make a recommendation on who will stay on for an extra year to make this new rotation schedule. Zeke motioned to have a three year term, two people go off, four stay on and two new. If there is an emergency, SC would make a recommendation of who would stay an extra year. Motion seconded by Patti and passed. For 2011 the committee Kunane motioned to have Ernie (chair), Shirley, Kimo and Kathleen, Tommy and Erin went off and JD and David L. expressed interested in the committee. Motion seconded by Zeke and passed. Kunane will call Ernie.

Committee job descriptions – see attached. Signage should be done by the signage committee, not the secretary. There was a question from Zeke asking if the webmaster position should be compensated as it is a lot of work. Is the webmaster part of the Steering Committee or Convention Committee? Bob suggested Hugh review how many hours he spends working on the Convention and discuss it next month. Parking and other expenses for the 2010 speaker, Tom I. Kunane as the Steering Committee chair will address the issue again in writing to Tom as Heidi had already done so.

Bob suggests a Best Practices Document – Appendix C, job descriptions, how to create a budget, final report for committees.

### **New Business –**

1. Group Inventory to follow this meeting.

**Adjournment:** The meeting was adjourned at pm and closed with the Serenity Prayer at 11:10am

# **Next meeting February 5<sup>th</sup>, 2011**