

Annual Hawaii Convention

Steering Committee Meeting Minutes

December 10, 2011

Members present: Kunane D., Patti L., Zeke J., T. A., Bob H., Ken K., Heidi G., Cathy J., Carolyn A., Judy P., Ernie A., David L.

Meeting convened: The meeting convened with the Lord's Prayer at 9:14am.

Minutes: Motion by T, to accept the November minutes with changes, seconded to Patti, motion passes.

Steering Committee Chair - Kunane: - It was a great convention. Thank you to Patti for all your service on the Steering Committee. Kunane brought up communication as the main thing to focus on next year in several areas. First, we had some committee members who went to different SC members until they got the answer they wanted to hear. Perhaps we need to refer these committee members to the SC member on duty and leave it up to that SC member to decide if they need to involve other SC members. Second, regarding communication with the hotel, Kunane did have confusion on where the roles cross between Steering Committee chair and past SC chair. The SC chair signs the contract but it is the past SC chair who signs the bill. As time progresses this may become more clear however we may need to define it more specifically in Appendix C. The communication between us and the hotel and us among ourselves, could be improved. Third, Kunane also felt in the planning committee, many things were last minute and it created a lot of confusion.

BEO's (Banquet Event Orders)- what's important is they are looked at in a timely fashion. There was a lot of confusion this year with APEC being the week before us, and we thought we had reviewed the BEO's completely a week prior to convention however there still was an issue with the meals being incorrect. We also need to be able to have better communication with the hotel during the convention.

Secretary's Report – Heidi G.: - Heidi reports that everything went very well. The numbers matched exactly between the secretary and treasurer which is wonderful considering much of the coordinating is done manually. The surveys have been tallied and results provided to the Steering Committee along with a report from the Forum. Heidi is wrapped up with 2011 with the exception of Appendix C (which she will work on later today with Kunane and Bob) and looking forward to 2012. We are already getting many inquiries for next year's convention.

Treasurer's Report – Debbie G.: See attached reports. Debbie was unable to attend so Kunane reviewed the financials with the SC. We still have some outstanding receipts, and once we have final reconciliation we will look at Appendix C and if there is any extra money will disperse accordingly. If there are any questions, please refer them to Debbie and she will be happy to address them.

Area Committee Report – Ken/Bob:- Ken reports nothing is going on at the Area level as no Area business has taken place since the last meeting. Thank you for a great convention. Bob reports that they did have an officers meeting and he again advised the officers that the convention will pay for the Alt. Chair and Alt. District airfare travel, this was well received by the Area officers.

Convention Chair – Tayshea "T": - Thank you everyone for a great convention! What she learned was that communication could have been better with the chairs and there may have been less confusion. Some lessons learned were to work closer with program, and be mindful with last minute details. Tayshea will follow up with the volleyball to see if any additional monies were collected that have not yet been turned in.

Facilities: – Ernie thinks that better communication among the committee would have helped. It was a great convention and thank you to the Steering Committee.

Webmaster: – Unable to attend.

AI-Anon- : Carolyn reports this year that she sent out email blasts to recruit speakers. AI-Anon liked the location of their meeting rooms and also that there were a lot of AA's in their meetings. Liked the shell leis! People loved the recovery countdown vs. sobriety and also the service ribbons. One hour meetings on the hour much proved to be more successful than staggered meetings.

Old Business –

Appendix C – Pending

- Facilities job description (Kunane)
- Kunane, Bob and Heidi will be meeting December 10th after the SC meeting to review Appendix C.

Neighbor island chair: Pending.

New Business –

The survey results and comments were reviewed.

There will be an additional facilities position slot open next year as one person has chosen to resign before their term was up. The facilities committee will be discussed in January

Cathy- has a draft of her logo. The committee meetings will be held on the last Tuesday of the month at Kaumakapili church, 6:00pm.

Patti motions we elect Zekke be elected as SC chair, T seconded the motion, motion passed. Zeke reports the SC meetings will be held the first Saturday of the month from 10-12 at Trinity Baptist Church (Where the Black Experience meets)

Adjournment: The meeting was adjourned and closed with the Serenity Prayer at 11:52am.

**Next meeting January 7th ,10am
Trinity Baptist Church**