

Annual Hawaii Convention

Steering Committee Meeting Minutes

November 5th, 2011

Members present: Kunane D., Patti L., Zeke J., T. A, Bob H., Ken K., Debbie G., Heidi G., Hugh C., Carolyn A., Judy P., Kathleen T.

Meeting convened: The meeting convened with the Lord's Prayer at 9:16am.

Minutes: Motion by Patti to accept the October minutes, seconded by Bob, motion passes.

Steering Committee Chair - Kunane: -

- Insurance has been signed and should be mailed next week
- Marcos sent Kunane the floor plans and the room orders. There are some discrepancies and we need to review and get back to Marcos on Wednesday.
- December 10th meeting will not be changed.
- Nov 30th committee wrap up will be at Kunane's office at 6:00pm.

Secretary's Report – Heidi G.: - Everything is on track, ordered and ready to go. Packet stuffing underway, speakers and hotel rooms all set. Heidi is working on last minute details, linen and seating with Marcos. Will be working on the badges and meal seating prior to pre-convention.

Treasurer's Report – Debbie G.: See attached reports, as of yesterday we have not received the October bank statement yet. Everything is going smooth. Debbie will provide budget report for the Dec 10th meeting. Debbie is researching transferring our Merchant Services account to Central Pacific Bank. The bank will research to determine if they can beat the price we pay to use that service.

Area Committee Report – Ken/Bob: Ken has nothing to report and is happy to work with everyone. Bob reports there has not been any area business since the last meeting. They are having an officer's meeting today at 1:00pm and would be happy to bring any business to Area.

Convention Chair – Tayshea "T": T-shirts will be delivered by 11/10. Mugs will be delivered by 11/14. Pins are in and are beautiful, the second 300 will be in this week. T is meeting with the leis and decorations committee today. Entertainment is set and within budget. There was a question regarding parking. Zeke is working on this with the hotel and is trying to work out a spot with Marcos. Did we get a changing space for the entertainers? Golf is providing a brochure for onsite. Xiara is doing a wonderful job on the Parade of Chairs.

Facilities – Kathleen reports that Ernie is unable to make it. They will be meeting with Kunane at his office this Wednesday at 5:00pm and if anyone has any changes to the floor plans or event order to let them know by this week Wednesday and also anyone is able to attend at Kunane's office.

Webmaster – Hugh is working to put the survey online and also the new registration/data base system for next year. The system Civi Crm is the system we will be using. It is the same on that has been used for the 2011 and 2012 PRAASA. Stats on our website are running pretty consistently, however we had three big spikes in registrations, the Orientation Assembly, Father's Day and Oct 17th the cut off day.

AI-Anon- : Carolyn reports they are so excited that everyone has bought a brunch ticket and the committee will be given a reserved table. They made bookmarks as gifts for the brunch and also with every book they sell. They also made brochures, and sent out to AI-Anon's. They have a AI-Anon leis person and will coordinate with the AA leis

person. Past Delegates will be passing out Hershey's kisses in a meet and greet before the brunch and the Sat. dinner.

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.

2012 flier: The 2012 chair presented the pre-registration flier. Zeke reports that Andrea (who negotiates our contracts) recommended we increase the price a little for 2012, but the food price should be in the contract for 2013. She is working on getting us to be allowed to bring food after hours both this year and next.

Helping hands tickets – Helping hands will be given out by lottery for any available tickets to give away onsite. There will also be four tickets provided to the chair to disperse as they wish.

New Business –

2013 update- Zeke reports that so far everything is going well, they have a flier and after this convention will start working with Andrea and Marcos on next year.

2012 at Kaumakapili – The chair wants to hold the committee meetings the last Tuesday of the month. Zeke will call Kaumakapili Church for availability and advise at the next meeting.

Ices- The price has gone up by \$300 for delivery charges. This is for labor charges that we were not charged for last year. Zeke has offered to build a prototype or look for something. Patti will let Ices know by Wednesday if we want their booths.

Adjournment: The meeting was adjourned and closed with the Serenity Prayer at 11:53 am.

**Next meeting Dec 10, 2011
Kunane's Office**