

Annual Hawaii Convention Steering Committee  
January 7, 2012  
Minutes

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Meeting called to order at 10:25am with the Lord's Prayer.

December 10, 2011 minutes were approved.

**Steering Committee Chair: Zeke**

- Emailed Marcos to request a meeting with the Hilton management to discuss food in the hospitality and possible kiosks with food throughout convention weekend.
- Zeke will be talking with Charley about actual A/V costs so they can be reflected in the budget.
- Zeke will be attending the area assembly. In regards to the proposal to separate the area and the convention, the steering committee is unanimous that we are opposed to the proposal.
- Zeke continues to work with Cathy and Debbie to finalize the budget.
- The committee meetings will be the 3<sup>rd</sup> Wednesdays of the month at Kaumakapili Church at 6:00pm
- Only one resume submitted so far for the secretary's position. We will be interviewing next month. Deadline for submissions is February 1<sup>st</sup>. Zeke will announce at the area assembly.
- Thanks to T for a great convention.

**Treasurer's report: Debbie**

- Treasurer's reports approved as presented.
- \*\*\*\*Need to look at Debbie's notes and insert.

**Area Report: Ken & Bob**

Ken announced the upcoming area assembly. Ken noted the following items should be included in Zeke's report to the area. They will also be reporting these items.

- Steering Committee will be budgeting and supporting travel should the alt. delegate and/or alt. chair is from a neighbor island.
- Prudent reserve and bank balances are met as described in Appendix C. The remaining money will be split and contributed to the area and 5 central offices.

Ken will be researching other possible storage facilities that may be cheaper and more convenient. We currently pay \$89.00 a month.

Bob concurred with Ken's report.

**Convention Chair: Cathy S.**

- Continues to listen to speaker CDs. Cathy currently has 2 speakers in mind. Is in need of a female speaker.
- Cathy requested an archive list of speakers from conventions past. This will help to ensure speakers are not duplicated and can be updated every year.

- Cathy needs help with the convention logo taking it from a sketch to a graphic.
- Cathy requested a copy of the speaker confirmation letter be emailed to her.
- Cathy is finalizing the committee list. Cathy is looking for the original sign up from the wrap up meeting.
- Cathy is working with Zeke to finalize the menus.

**Facilities: Kat**

- Kat will be asking all members of the facilities committee to attend all monthly committee members to increase communication and contact with the committee chairs that they are responsible for.
- Current members are Kat, David L. and J.D. The facilities committee needs 3 new members. This will be discussed in new business.

**Web: Hugh**

- Hugh is working with Debbie and Heidi to finalize the new database.

Old Business:  
Holiday?

New Business:

**Facilities committee** needs 3 members. Kat will be recommendations to fill these service positions at the February SC meeting.

2 members for 3 year terms

1 member to fill the open position vacated by Misty.

*This person will be a past facilities committee person. Kat will call past facilities members to ask if they are interested and then pick from the pool of interested people.*

**Wristbands:** It's been recommended that we order wristbands for all attendees to wear during the convention. These wristbands won't be removed and will be waterproof. They are similar to the wristbands the hotel gives out to use the pool. This will help to ensure that everyone is registered. The steering committee agreed that this is a good idea. Everyone will have their wristband put on at registration.

**Committee Chairs:** All committee chairs need to be registered by October 1, 2012. If they aren't registered, they will be asked to step down as the chair of their committee.

**Split:** We will review the calculations of the split as written in Appendix C. We will make a decision on how we would like to split the remaining funds from last year's convention among the area and 5 central offices. If we decide to make any changes, we will make sure to update appendix c.

Meeting closed at 11:58 with the Serentiy Prayer

Next meeting is February 4, 2012, 9:00am at Zeke's house.

