

# Meeting Minutes

<b>Meeting Title: Kaauwai Reunion Meeting 2016</b>		
<b>MINUTES</b>	<b>Meeting Date: Feb 21, 2016</b>	<b>Meeting Time 5:15pm</b>

Meeting Location:	Kapaa First Hawaiian Church
Meeting called by:	Sam Kaauwai/Nalani Brun
Type of meeting:	Follow up to January Meeting
Facilitator:	Sam Kaauwai
Note taker:	Nalani Brun
Timekeeper:	Sam Kaauwai
Attendees:	Brenda, Lohe, Hokulani, Sam, Nalani, Aunty Tita, Mokihana, Pohai, Haunani, Kaupena, Hoku, Isaiah, Aunty Butchie (add Haunani and Pohai to main list)

	<u>Agenda Item</u>	<u>Action</u>																
1.	<b>General</b> <ul style="list-style-type: none"> <li>a. Welcome and Pule</li> <li>b. Ground Rules</li> <li>c. Review Minutes</li> </ul>	Sam																
2.	<b>Family heads</b> <ul style="list-style-type: none"> <li>a. Important as Kristin has requested to work with one person per family for genealogy. Names               <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;"><b>Kaluna:</b> Brenda</td> <td style="width: 50%;"><b>Joseph:</b> Loke?</td> </tr> <tr> <td><b>William:</b> Nalani</td> <td><b>Makai:</b> Jessica</td> </tr> <tr> <td><b>Bully:</b> Hoku</td> <td><b>Elizabeth:</b> Phillip?</td> </tr> <tr> <td><b>Abby:</b> Lohe</td> <td><b>Esther:</b> Ross?</td> </tr> <tr> <td colspan="2"><b>Sammy:</b> Isaiah, Sam, Hokulani, Moki</td> </tr> <tr> <td><b>Tita:</b> A. Tita &amp; STEPH</td> <td><b>Maureen/Bert:</b> NaPua, Art</td> </tr> <tr> <td><b>Ipo:</b> Pohai</td> <td><b>Linda:</b> A. Butchie</td> </tr> <tr> <td><b>Johnny:</b> Haunani, Kaupena</td> <td><b>Abraham</b></td> </tr> </table> </li> </ul> <p style="margin-top: 10px;"><b>NEXT MEETING: Sunday, March 20, 2016 5:15pm</b></p>	<b>Kaluna:</b> Brenda	<b>Joseph:</b> Loke?	<b>William:</b> Nalani	<b>Makai:</b> Jessica	<b>Bully:</b> Hoku	<b>Elizabeth:</b> Phillip?	<b>Abby:</b> Lohe	<b>Esther:</b> Ross?	<b>Sammy:</b> Isaiah, Sam, Hokulani, Moki		<b>Tita:</b> A. Tita & STEPH	<b>Maureen/Bert:</b> NaPua, Art	<b>Ipo:</b> Pohai	<b>Linda:</b> A. Butchie	<b>Johnny:</b> Haunani, Kaupena	<b>Abraham</b>	All
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5.	<p><b>LOGO Competition</b></p> <p>a. Logo flyer is available and has been posted on the website and facebook page. Need to encourage people to enter the contest. There is a prize for each contest.</p>	Nalani
6.	<p><b>Report: Finance/Registration/Communication</b></p> <p>b. Discussion on Registration Cost: Discussion ended at: 5 under free, 6-11 \$10 and 12 and over \$25. Need all committees to turn in budgets so that we can confirm that these amounts will cover everything needed.</p> <p>c. Website: Cost of upgraded website with more bells and whistles including more room for photos, videos plus ability to take payments and registration online costs \$200 a year plus each credit card taken costs 5% of total charge so need to work that into registration.</p> <p>d. Finance reports: Just under \$800 in account to start.</p> <p>e. T-Shirts: Michi Kaleiohi o.k. to do shirts. Pohai wil ask Eric to help with screening. Just need to purchase shirts. Working on getting the same price as last time. Logo on shirt needs to be in one color so decision committee should take that into consideration when choosing the one for the shirt.</p> <p>f. Suggestion to include on registration form (draft provided) a check box for which things people expected to participate in so that we had numbers for the Sunday lunch and any other activities.</p> <p>g. Budget sheet to be sent out to everyone with estimates from last year. NEED UPDATED NUMBERS.</p>	Hoku's Team
7.	<p><b>Food Committee:</b></p> <p>a. Looking to do food for same cost that we thought Shirley would ask for in cost. Which was \$12 a head. If he can save some money by doing the cooking suggests we use savings for "fun kid" type dessert or food stations-choc covered strawberries, marshmallow treats. Since his team would be handling food, we would put that on the activity list for people to participate in. Kill Pig, chopping, etc...Kaupena to provide Activity Committee with schedule to be included. Pig for Sunday and Boston Butt for Sat night. Extra pig could be frozen to send back with family to mainland or off island.</p> <p>b. Thinking 300 PAX - Recommend Younger kids (orange and younger) be the servers.</p> <p>c. Kaupena to provide budget and timeline including all papergoods.</p> <p>d. Suggestion made to keep it green. Hopaco has green products that are compostable. Hokulani and Nalani agreed to pitch in to make up the difference between green and foam.</p>	Kaupena and Team
8.	<p><b>Logistics:</b></p> <p>e. Nalani had not given Lohe any info yet. Trying to find it.</p> <p>f. Haunani reported they can get tables. Est. at 20 tables/bench sets \$3 per table set. Nalani noted to included delivery.</p> <p>g. Would need to move tables from Lydgate on Saturday to Church for Sunday.</p> <p>h. Depending on PAX may need extra tent.</p> <p>i. Need wind breakers.</p>	Lohe and Team