



PARTNERS IN CARE

Oahu Continuum of Care

Partners in Care is a coalition of Oahu's homeless service providers, government representatives and community stakeholders working together in partnership to end homelessness.

MINUTES

AWARENESS Committee Meeting

October 3, 2017

TIME: 10:00am to 12:00pm

LOCATION: Steadfast Housing Development Corporation
888 Iwilei Road, Training Room 2nd Floor, Honolulu, HI 96817

Attendees: Names: Maile Montallana, Randy Villanueva-Ahue, Keala Souza, Sharaleen McShane, Ana Piloton, Leslie Ueyahara, Ashlen Keomaka, Cora Lee Chin and Ruth Ann Balbin

Agenda Topic	Discussion	Outcome/Action
Intro:	Welcome everyone. . . .	
I. Call to Order	Maile Montallana called the meeting to order at 10:02 am.	
II. Approval of Minutes	September 5th, 2017 minutes approved.	
III. Special Events:	<ul style="list-style-type: none"> - Welcome back to Cora after taking leave! - Welcome back Leslie from her vacation leave! - Holly is not in attendance due to her current vacation leave. - Dr. Kim not in attendance due to a personal emergency. - Gregg is out sick. - Jen is also out sick. 	
V. Continuing Business: a. Objective #3	<p>Open discussion held regarding different aspects of coordinating the conference. Discussions are as follows:</p> <p><u>Cost Analysis:</u> Maile provided current PROJECTED budget with goals we set for receivables in order to cover costs. This will be used to compare against the CURRENT budget.</p> <p>Maile provided the CURRENT budget with ACTUAL receivables.</p> <p>As of 9/27/17:</p> <ul style="list-style-type: none"> • 127 early bird registrants = \$6,985 • 12 regular registrants = \$780 • 5 Gold Sponsors = \$2,500 • 3 Silver Sponsors = \$900 • 2 Bronze Sponsors = \$300 • City and County Sponsor = \$1,200 • 7 shirt sales = \$140 • TOTAL Receivables = \$12,805 	

Total projected COST is \$20,404.56 making us \$7,599.56 SHORT. We need to increase registration numbers by at least 117 more regular registrations in order to raise \$7,605 to break even unless we receive additional sponsorships.

Maile reported that although Jen is not in attendance, she emailed that she received many more check registrations since her last report of 9/18/17 to present and will email Maile a more updated report. Once received, Maile will update the committee.

Maile also reported that if the committee needed to market the conference even more in order to increase attendance, she can use an email list that Cora previously provided to her and send out an email blast to over 300+ people. Maile will wait to see Jen's report before doing this so that there is an even balance on attendees rather than an overflow of registrations.

Some reminders:

- 50% of event balance is due 30 days prior to the event which KROC denotes is October 17, 2017. This equates to \$8,141.36. We currently have enough to pay this.
- Final food selection and guest count is also due 30 days prior to the event which is October 17, 2017.
- 100% of the event balance is due the day of the event which is November 17, 2017.
- Although final head count is due 10/17/17, headcount changes need to be reported to KROC asap.
- If the headcount changes after 10/17/17, the kitchen needs guest attendance to be confirmed by 11/2/17 to ensure they have enough food. **Changes CANNOT be made after this date. Kroc recommends we overestimate.**
- There will be no additional charges for additional walk-ins on the day of the event, but KROC will only accommodate an additional 5% of walk-ins - which means they will accommodate 15-20 guests on the day of the event.

Jen will email a more updated report and Maile will then update the committee via email.

Sponsorships/Gift Card Donations:

Maile reported on the sponsorship changes since the last meeting.

Gold:

- City and County of Honolulu: \$1,200
- Aloha United Way: \$500
- Waianae Coast Comprehensive Center: \$500
- Project Vision Hawaii: \$500
- U.S. Vets: \$500
- State of HI/HPO: \$500

TOTAL: \$3,700

Silver:

- The CHOW Project: \$300
- Kealahou West Oahu: \$300
- Housing Solutions, Inc. : \$300
- Healthcare for the Homeless Project: \$300 (coming)

TOTAL: \$1,200

Bronze:

- Steadfast Housing Dev. Corp: \$150
- State of HI/DHS: \$150

TOTAL: \$300

TOTAL: \$5,200

Maile opened the floor for discussion on whether or not ALL the gold and silver sponsors should be put in the Ballroom since there are 12 tables available in there. The committee decided to leave the plans *as-is* and have the silver sponsors in the auditorium atrium and the gold sponsors in the ballroom.

Over the next few weeks, Maile will get a complete count of ALL sponsors and report that to KROC so they can eliminate tables we may not need. Although KROC is dressing all the sponsor tables for free, we should give the courtesy of canceling tables that will not be used.

Maile reported on the gift card donation changes from the last meeting:

- Big Island Candies - 2 / \$25 cards donated
- Hawaii USA FCU - 4 / \$25 Longs cards donated
- Walmart (Keeaumoku) - 1 / \$50 gift card donated

Maile will update the committee at our next meeting with any changes.

Registration:

Ana provided an update to our CEU application. She confirmed having submitted the application on September 25th for 6 CEU credits. Now she's just waiting to hear back on whether or not we were approved. The application is a cost of \$25 and each credit has a fee of an additional \$25 for a total cost of \$175. Ana confirmed that ASI will cover the cost of our CEU application if/when approved. Cora opened the floor for some discussion on how to issue the CEU certificate. Maile reported that she's the only one that signed up for a certificate versus 60+ people who asked for one last year. Maile confirmed that people can request for a CEU certificate the day of. Cora suggested she send out electronic certificates once she knows the names of all those who requested it. She can get this information from the final registration list.

Maile thanked Keala for working with HMIS to post our conference registration form on their website. Maile printed their website showing our form for all members to see.

Maile was cc'd to an email from Jen regarding a correspondence Jen received from a Gloria Park offering her services regarding a Whova app that could help our conference next year. Maile asked who on the committee would be willing to email Gloria and find out what her organization offers and how much it would cost. This way, the committee can see what the benefits are compared to cost. Ana volunteered to make the inquiry and will report her outcomes at another committee meeting.

Cora suggested pre-printing attendees name tags and clipping it to their folders and organizing the folders in alphabetical order during the stuffing party - so that when each person checks in at the registration table, they will be given their own folder with their name tag and the registration people wouldn't have to fuss with finding and giving out name tags. This took up a lot of time at last year's conference during registration. All members were in agreement. Maile will forward Cora the final registration list once she merges Jen's report with the EventBrite report.

Conference Breakout Sessions Discussions:

Maile shared a KHON 2 news article on the L.E.A.D. diversion program by The Chow Project. This will be the subject of discussion for the "Public Health-Public Safety Partnerships to End Homelessness" breakout session.

Thank you to Holly for putting all the speaker information and conference agenda together before going on vacation leave and for providing the information to Ana to submit our CEU application.

Ana to make contact with Gloria regarding the Whova App. Ana to report findings at a committee meeting.

Maile to email Cora the final registration list so she can make each attendees name tag before the stuffing party.

Maile reported that Holly coordinated a special guest "Alexis Bugarin" to sing in the morning introduction session. She is in a wheel chair. Leslie mentioned we need to make sure she has access to the stage. Maile will check with KROC.

Maile to check with KROC if the stage in the auditorium has accessibility for a wheel chair person.

Maile provided the updated conference outline worksheet for review and receive updates from coordinators. All morning speakers have been confirmed. All breakout session speakers have been confirmed. Maile reported that Dr. Kim was, in fact, able to submit biographies and pictures of all speakers for the "Public Health" session to Holly by the due date. The only other pending item is whether or not Holly received the session description for the "Bridging the Gap" session.

Updates:

Opening Speakers - Holly confirmed Scott Morishige, Harold Brackeen, Marc Alexander and Ryan Okahara. Maile confirmed Jon Berliner and Jen Stasch via email. No pending items for the morning session.

1) *Strategies for Increasing Housing Inventory in an Affordable Housing Crisis (lead-Dr. Kim)* - No items pending for this session.

2) *Public Health - Public Safety Partnerships to End Homelessness (lead - Dr. Kim)* - Maile reported that Dr. Kim emailed this morning that she was able to submit the bios and pictures of all the speakers to Holly by the deadline. No items pending for this session.

3) *Crisis Intervention / De-escalation Techniques (lead- Maile)* - No items pending for this session.

4) *Spotlight on Hawaii's Keiki Without Homes - Birth to Age 8 (lead - Dr. Kim)* - No pending items for this session.

5) *Continuation of NVP communication from keynote speaker. (lead-Maile)* - This will be a continuation of the keynote speaker. No pending items for this session.

6) *Coordinated Entry System Overview (lead-Maile)* - Maile just needs to check what the panel's IT needs are. No other pending items for this session.

7) *Community Policing (outreach, warm hand-off) (lead - Holly)* - No pending items for this session.

8) *Bridging the Gap - Best Practices on Solving Homelessness (lead-Holly)* - Holly just needs to check what the panel's IT needs are and if they submitted the session description. No other pending items for this session.

Leads need to ensure they remind their presenters of the conference date as it approaches. Presenters can check in at the registration table.

Leads - please remind your presenters of the conference as the date approaches and inform them they can check in at the registration table.

Conference Overview:

Maile provided the committee a 3 pg general overview of the conference so all are aware of duties and responsibilities. Maile will confirm this with KROC as well seeing as she has a new contact there from the original coordinator.

Schedule of Events:

7:30am	Setup
8:00am-9:00am	Registration (Courtyard Pavilion)
9:00am-10:45am	Welcome Session (Auditorium)
10:45am-11:00am	Break
11:00am-12:15pm	Breakout Sessions #1
12:15pm-1:15pm	Lunch (Ballroom)
1:15pm-2:30pm	Keynote Speaker (Ballroom)
2:30pm-2:45pm	Break
2:45pm-4:00pm	Breakout Sessions
4:15-4:30pm	Closing Remarks; Collect Evaluations; Raffle Prize Drawings

Registration Tables:

- Letters A-H - Keala/Randy
- Letters I-P - Ana/Ruth
- Letters Q-Z - Dr. Kim/Cora
- T-Shirt and Bag Table - Sharaleen
 - At 10am, registration staff will move to the ballroom.
- Leis/Sponsor Tables/Support to Holly - Leslie
- Front Greeter: Ashlen
- Back Greeter: Gregg

Sponsor Tables:

- 12 in Ballroom
- 12 in atrium of Auditorium
- All will be dressed

Rooms:

- Ballroom (A)
- Breakout Facilitator: Gregg
 - L-shape table at entrance (late registration, PIC Membership, t-shirt/bag sales)
 - 32 Round Tables (10 chairs each)
 - Raised Stage for Projector Screen
 - Podium and Microphone (no laptop)
 - Maile to provide laptop and HDMI chord
 - Buffet and Beverage lines setup
 - 12 sponsor tables

- Auditorium (B)
- Breakout Facilitator: Ashlen
 - Full projection package (projector and computer provided)
 - Podium and (2) wireless microphones
 - Need a microphone stand for **Alexis Bugarin, performing an original song "Lucky"**
 - Front row of seats reserved for speakers (9 seats)
 - Use of back entrance to access Auditorium to allow guests to visit vendor tables**

- Hibiscus Classroom (Double) (C)
- Breakout Facilitator: Ruth
 - Theater seating for 80 (facing the Hibiscus whiteboard)
 - AV table
 - Table up front for facilitator
 - No projector/computer from KROC
 - Holly to provide projector and laptop for 2nd breakout session
 - Sound System ??

- Pikake Classroom (D)
- Breakout Facilitator: Randy
 - Seating for 40
 - AV table
 - Table up front for facilitator
 - No computer from KROC
 - Projector from KROC??
 - Cora to supply laptop/HDMI chord

Maile to check with KROC if there will be a sound system in double classroom and if there will be a projector in the Pikake classroom.

Meals:

- Continental Breakfast - pastries, danish, muffins (in Courtyard)
- Beverage Station - coffee, iced tea, water
- The Sandwich Buffet includes:
 - Prepared Salad
 - White and Wheat Bread
 - Ham or Turkey
 - Variety of Cheeses
 - Variety of Veggies (Lettuce, Tomatoes etc.)
 - Bags of chips
 - Cookies are the afternoon snack
 - Beverage Buffet

Committee decided not to request for special vegetarian or vegan sandwiches as they can be accommodated with the current sandwich buffet.

Closing:

- Holly - closing remarks
- Randy, Ashlen, Gregg, Ana, Ruth, Dr. Kim - assist in collecting evaluations
- Keala - assist in selecting from evaluations and business card fishbowl for prize drawings
- ALL to help in clean up.


Stuffing Party:

- Wednesday, November 15th - 10am to 1pm
- Potluck
- Keala - folders from Salvation Army
- Maile to print:
 - Facility Map
 - Evaluation Form (blue)
 - CEU Form (yellow)
- Leslie
 - Coordination of retrieving brochures
- Holly to professionally print:
 - Agenda
 - Session Descriptions
 - Conference Sponsors
 - Speaker Information Packet
 - 2017 PIC Membership Form ??

NO. Committee decided NOT to include a copy of the membership form as Organizational Development will already be running a PIC Membership table at the conference in the ballroom.

The committee mentioned they wanted to ensure all folder printouts are correct and accurate - especially the Sponsorship List.

Leslie will make contact with all the GOLD sponsors to retrieve their brochures in time for the stuffing party.

	<p>Maile provided the committee with a layout of the ballroom which shows 32 round tables, 12 sponsor tables and an L shaped table near the entrance for late registration, PIC Membership and t-shirt/bag sales. Maile will email this layout to KROC to ensure they know how we want the ballroom set up.</p> <p>Maile provided the committee with the facility map which will be provided in each attendees folder. This was a suggestion from attendees last year.</p> <p>Maile provided a copy of the conference evaluation. Maile will bring 300 copies in blue to the stuffing party. Ana said she will email Maile information regarding the CEU application to revise the CEU Form so the credits add up properly.</p> <p>Maile is awaiting an updated report from Jen regarding current registration and sponsorship numbers. Jen emailed she would send the report today. Once she sends the report, Maile will email the committee with the updated numbers.</p>	<p>Maile to email KROC the ballroom layout to ensure it's set up that way.</p> <p>Ana to email Maile info on CEU application so Maile can revise the form to match the number of credits we can offer.</p>
New Business:	None	
Other Issues	<p>- Maile reminded all committee members of the final meeting schedule. We have 1 more meeting <i>before</i> the conference: 11/7/17. Maile will do a review on # of registrants, # of sponsorships, # of gift card donations and discuss any other pending items prior to the conference.</p> <p>The stuffing party is on Wednesday, 11/15/17, from 10am to 1pm with a potluck.</p>	
Next Meeting	<p>The meeting ended at 11:15am.</p> <p>Next committee meeting will be on Tuesday, November 7.</p>	
Minutes Prepared by:	Maile Montallana, Awareness Committee Chair 	

(NOTE: Minutes must be distributed to Committee members and posted on the PIC website prior to the next Committee meeting. Committee Chair/designee must also forward minutes to the PIC Chair prior to the PIC general meeting (held on 3rd Tuesday of month).