



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

January 9, 2018

TIME: 11:30am to 1:30pm

LOCATION: Panyo Bistro

1288 Ala Moana Blvd, Honolulu, HI 96814

Attendees: Names: Maile Montallana, Ashlen Keomaka, Ruth Balbin, Keala Souza, Ana Piloton, Holly Holowach, Sharaleen McShane and Kimberly Cook

Agenda Topic	Discussion	Outcome/Action
Intro:	Welcome everyone....	
I. Call to Order	Maile Montallana called the meeting to order at 12:00pm.	
II. Approval of Minutes	November 7, 2017 minutes approved.	NA
III. Special Events/Presentations:	Regularly scheduled meeting on 1/2/18 was rescheduled to 1/9/18 to allow the committee to engage in a congratulatory lunch for organizing the 2017 Homeless Awareness Conference. The luncheon/meeting was held at Panyo Bistro and was graciously sponsored by PIC. Maile announced she has been in discussion with Anna Stone with Salvation Army who has connected with the KROC Center to find ways to provide PIC with discounts in coordinating this year's conference - in exchange for recognition. Maile has invited Anna to attend the next committee meeting in February to discuss these discounts and the possible partnership PIC can establish with KROC via Salvation Army.	
V. Continuing Business: a. Review 2017 conference statistics.	<p><u>PIC Meeting Calendar</u> PIC 2018 Meeting Calendar provided to all members which includes the Awareness Committee meeting dates/times.</p> <p><u>Reviewed conference attendance statistics.</u> Total Registrants: 356 (including speakers)</p> <ol style="list-style-type: none"> 1. Total PAID registrants: 343 <ol style="list-style-type: none"> a. 127 Early Bird @ \$55 b. 151 Regular @ \$65 c. 61 Late @ \$70 d. Total Registrant Income: \$21,190 2. Total Walk-Ins: 11 3. Total attendees: 340 (329 registered & 11 walkins) 4. Total no-shows: 27 5. 51 attendees requested a CEU certificate 6. Total Sponsorships: \$9,150 	

2017 Conference Final Budget

Maile reviewed the final Conference Budget with all accounted receivables and expenditures. Total Receivables was \$31,575. Total Expenditures was \$26,023.94. Total profit was \$5,551.06. The committee's goal is to ensure enough receivables to cover all expenses without a loss. Maile is pleased to report the committee was able to achieve this goal.

Final KROC Invoice and Receipt

Maile provided the final KROC Invoice and payment receipt to the committee. Final invoice expense was \$22,412.56. Maile will work with Anna and KROC to find ways to decrease costs this year.

Sponsorship Report

Maile provided the committee with the final Sponsorship Report breakdown with a total receivables of \$9,150. Thank you letters and certificates were passed out to all sponsors except for the State of Hawaii, Director's Office because neither Maile or Leslie could find the representative at the conference. Maile will disburse when she finds the contact.

Eventbrite Reports

Maile provided the committee with an Eventbrite report showing statistics of all those who registered via credit card payment.

- 45 registered for Early Bird
- 42 registered for Regular registration
- 21 registered for Late registration
- Total: 108 or 31% of registered attendees paid via CC


Looks like many people took advantage of the Early Bird special which Maile recommends we continue this year.

A total of 4 people paid for CEU certificates via Eventbrite.

Evaluation Review: Suggested Topics

Maile provided a list of suggested topics attendees had commented on their conference evaluation form. This list will be used throughout the year in determining what breakout sessions we want to offer this year. Looks like attendees are looking for more community resources and training opportunities.

The 2018 Homeless Awareness Conference will be held on Friday, November 16th. This date has already been reserved with the KROC Center. Coordination of the conference will commence at the next committee meeting.

	<p>Maile thanked all committee members for their contributions and continued service with the committee for this year! Maile announced that Gladys Peraro of U.S. VETS will be joining the committee starting in March. Ana announced that Summer Pakele will also be joining our committee. This confirms 2 new committee members.</p> <p>Maile encouraged the committee to continue reaching out to PIC member agencies to recruit additional committee members and thanks the committee for their efforts.</p>	
New Business:	Maile recommended the committee not order conference t-shirts for next year seeing as we have a high inventory from the last 2 years. Most committee members agreed, but this can be further discussed at upcoming meetings.	
Other Issues:	None	
Next Meeting:	<p>The meeting ended at 12:45pm with lunch to follow.</p> <p>The next meeting will be on Tuesday, February 6, 2018 at 10am at the SHDC Training Room location.</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).