



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

November 5, 2018

TIME: 9am to 10:30am

LOCATION: Steadfast Housing - Training Room
888 Iwilei Road, Honolulu, HI 96817

Attendees: Maile Montallana, Sharaleen McShane, Ashlen Keomaka, Ruth Ann Balbin, Gregg Suzuki, Sharon Baillie, Kim Oshiro, Berta Maldonado, Jere Kalima, Kim Cook, Ana Piloton, Keala Souza and Gladys Peraro (via phone conference)

Agenda Topic	Discussion	Outcome/Action
Intro:	Welcome everyone....	
1. I. Call to Order	Maile Montallana called the meeting to order at 9:05am. The following members were absent: 2. Holly Holowach 3. Summer Pakele 4. Randy Villanueva-Ahue	
II. Approval of Minutes	<ul style="list-style-type: none"> • October 2, 2018 minutes reviewed and approved. 	NA
III. Special Events/Presentations:	Maile introduced Jere Kalima from Steadfast who is running for committee chair for the next term. He is running unopposed and voting is happening now. We welcome his creativity and organizational skills.	
V. Continuing Business:	1) Conference Coordination: <ul style="list-style-type: none"> i. Conference Deadlines - 1 pg <ul style="list-style-type: none"> a. Items not yet checked marked for completion is the submission of our documents to Office of Housing by today, sponsorship brochures due by 11/14 and 100% of the balance due to KROC on the day of the event. All other deadlines met and completed. ii. Update on Registration: <ul style="list-style-type: none"> a. Maile provided the committee with the updated and final invoice (1 pg) from KROC with the increase in the head count to 370 capacity. Total KROC expenditure is \$23,978.57. The total balance due on the day of the event is \$12,318.45. Sharon will ensure to have the check payment ready for submission on the day of the event. 	<p>Maile will remind KROC not to deposit the check until 1 week after the conference.</p> <p>Sharon will ensure signed checks are available the day of the event to pay for Kroc, leis reimbursement and gift card reimbursements.</p>

- b. Maile provided the committee with an updated Budget (1 pg) based on current registration numbers and receivables. There are 169 early bird registrations, 145 regular registrations and 3 late registrations. There are also 2 free platinum attendees from Salvation Army, 14 unpaid committee members, 45 speakers and 1 Reverend. The total count is 379. We are over capacity by 9 people. Total receivables to include sponsorships, donations and t-shirt sales is \$26,947.61. Expenditures increased when we included the lei purchases. Total expenditures is \$24,688.87. Expected profit after expenditures are paid is \$2,258.74.
- c. Of the 169 early bird registrants, 90 or 53% registered via EventBrite. Of the 145 regular registrants, 70 or 48% registered via EventBrite. Total registrants is 317 with 157 or 50% paying by check.
- d. Dr. Kim noticed a speaker name was missing from the registration report. Sharon said she will reconcile the registration report with the agenda to ensure all speakers are correctly listed. Maile gave a deadline to finalize the registration report by Wednesday, November 7th so she can forward the report to Kim O. for printing of name tags in time for our stuffing party on 11/14.

iii. Sponsorships:

- a. Sponsorships received in the PIC office:
 - (1) City and County of Honolulu = \$1,000
 - (2) AUW = \$500
 - (3) U.S.VETS = \$500
 - (4) I. H. S. = \$500
 - (5) Waianae Coast Comp = \$500
 - (6) HI Health & Harm Reduction = \$500
 - (7) Helping Hands Hawaii = \$500
 - (8) Kalihi Palama Health Center = \$500
 - (9) Child and Family Services = \$500
 - (10) Women In Need = \$300
 - (11) Steadfast Housing = \$300
 - (12) Hina Mauka = \$200
 - (13) Housing Solutions, Inc. = \$150
 - (14) PHOCUSED = \$150
 - (15) Cloudbreak = \$500
 - (16) AlohaCare = \$500
 - (17) State of HI, DHS = \$420
 - (18) HawaiiUSA FCU = \$300
 - (19) Cedric Gates = \$150
 - TOTAL = \$7,970

Sharon and Kim to review and reconcile registration report by November 7th.

Maile will forward Kim the final report to print the name tags.

Keala will email

	<p>b. Keala will follow-up with The Salvation Army about posting their banner up on the front stage in the ballroom as a Platinum Sponsor.</p> <p>iv. Gift Card Donations:</p> <p>a. Gift Cards received:</p> <ul style="list-style-type: none"> (1) Big Island Candies – 2 (\$25) gift cards (2) Zippy’s – 5 (\$5) gift cards (3) \$200 worth of the \$300 donation from HawaiiUSA FCU will be used to purchase additional gift cards since we did not receive a good response this year. Sharon has offered to purchase 4 (\$25) Walmart cards and 4 (\$25) Longs gift cards to be reimbursed by PIC. Sharaleen reported that the deadline for gift cards submission is still open and we may receive more from now until the conference. Sharon said she will hold off on purchasing the extra 8 cards until the day before the conference in case we get more submissions. <p>v. Breakout Sessions Review:</p> <p>a. Maile provided the committee with a revised Ballroom layout design (1 pg) from KROC who added 2 more tables in order for us to up the head count to 370.</p> <p>b. Review of revised <i>Conference General Outline</i> (3 pgs). Maile reviewed the assignments for all committee members for the day of the event. Keala and Kyna will be giving out the leis to all the presenters. Sponsor check in will be in the atrium. Berta, Kim O. and Sharaleen will be outside between breakout sessions directing people where to go. Ruth, Randy, Gregg and Ashlen were given reminders about Room Coordinator duties. Maile reminded Gregg about keeping presenters on time in the Ballroom especially right before lunch so we can start lunch on time.</p> <p>c. Maile gave the floor to Dr. Kim to discuss the Proclamation certificate that will be presented to the Conference during lunch. The committee agreed to ask the PIC Executive Board and the Committee Chair to go up on stage to accept the Proclamation. Maile will send an email to Heather, Jon, Anna and Robert to give them the heads up. The committee recommended</p>	<p>Anna to see if they will still post their banner in the ballroom.</p> <p>Sharon will purchase the additional gift cards if we do not receive any more donations.</p> <p>Maile to email the Executive Board about the Proclamation. Maile will email</p>
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Holly to introduce this section since she will also be introducing the success stories panel. Maile will inform Holly.

Holly if she can introduce the Proclamation.

vi. Review of Conference Documents Drafts

The following revisions were brought up by the committee members:

a. Agenda:

- (1) Pg 2; under Mini Landlord Summit; Dr. Kim's name is spelled incorrectly so she asked to just shorten her name to "Kim"
- (2) Pg 2; under BTG session; Maude's last name has no "s" at the end; her bio also has no s at the end and Keala checked an email she got from her to be sure;
- (3) Pg 2: under Interventions session; Duke's last name has an 'okina between the "a" and "e"; spelt "Ma'ele"
- (4) Pg 2: next to Duke Ma'ele; should be "U.S.VETS – Barber's Point"
- (5) Pg 2: How to Get Involved session; after Myra Andres; should be "U.S.VETS – Waianae"
- (6) Heather's updates if she gets back to Holy; or use the info Maile emailed

b. Session Descriptions:


- (1) Top section under the title "SESSION DESCRIPTIONS"; letter "A" should be "Ballroom" and letter "B" should be "Auditorium" to match the agenda

c. Sponsorship Page:

- (1) The committee agreed to remove "Partners In Care" as a Platinum Sponsor and instead just list the name under the "Special Mahalo To" section at the bottom.
- (2) Berta asked to add the word "Mayor's" before "Office of Housing" under the Gold Sponsors / "City and County of Honolulu, Mayor's Office of Housing"
- (3) Under the Special Mahalo section, I spelt Roberta's last name wrong when Maile emailed it to Holly; should be "Maldonado"

d. Speaker Information:

- (1) Pg 4: Heather's info after she emails it to Holly;
- (2) Pg 11: Under Myra Andres; should read "U.S.VETS – Waianae"

	<p>(3) Pg 13: under Maile's name and title; erase "GH" and list "Mental Health Coordinator....."; Maile has been with Steadfast for 12 years (rather than ten); erase "over"; "Maile.....for 12 years as...."</p> <p>(4) The committee noticed that some speaker names were bold and italicized and some were not; they pointed out some speaker names design to be revised for consistency;</p> <p>(a) Pg 4: Marie Vorsino (needs bold and italics)</p> <p>(b) Pg 4: Marci Lopes (needs bold and italics)</p> <p>(c) Pg 5: Marty Boegel (needs bold and italics)</p> <p>(d) Pg 5: delete "Mr."; Sterling Bear (needs bold and italics)</p> <p>(e) Pg 5: Emily Hewellyn & Brandon Abregano (needs bold and italics)</p> <p>(f) Pg 8: Maude Cumming (needs italics)</p> <p>(g) Pg 8: Heather Lusk (needs bold and italics)</p> <p>(h) Pg 9: Edward Mersereau (needs bold and italics)</p> <p>(i) Pg 11: can delete the extra punctuation mark after "20 years" under the Jane Burigsay's bio.</p> <p>Maile will email these revisions to Holly immediately after the meeting is done. Berta and Maile agreed on a deadline of 2pm today to email them to her. Maile will include that information in the email to Holly and will cc Berta as well. Berta mentioned Holly could send either pdf or word documents or send both.</p> <p>Maile reminded the committee of the November 14th stuffing party at SHDC in the training room at 10am. The committee agreed to potluck. Berta will bring the copied documents. Maile will have copies of the evaluation form, CEU form and facility map. Keala will coordinate with Gold and Platinum sponsors to ensure brochures are delivered. Some were already delivered. Conference folders were already delivered. Keala will coordinate with Anna on getting the last of the folders to Steadfast.</p>	<p>Maile will email Holly these committee revisions. Holly will make the revisions and submit the final documents to Berta for printing by 2pm today.</p> <p>Keala will coordinate with Anna on delivery of the final folders and delivery of final brochures for the stuffing party.</p>
New Business:	None	
Other Issues:	None	
Next Meeting:	<p>The meeting ended at 10:20am.</p> <p>The stuffing meeting will be on Wednesday, November 14th at the SHDC training room at 10am.</p>	
Minutes Prepared by:	<p>Maile Montallana, Awareness Committee Chair</p> 	

(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).