



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

March 5, 2019

TIME: 10:00am to 11:30am

LOCATION: Steadfast Housing Iwilei Room

888 Iwilei Road, Honolulu, HI 96817

Attendees: Jere Kalima, Sharleen McShane, Holly Holowach, Maile Montallana, Roberta Maldonado, Keala Souza, Danielle Gella, Kim Oshiro, Oli Shimasaki, Sharon Baillie, and Irene Willis

Agenda Topic	Discussion	Outcome/Action
Intro:	Welcome everyone....	
I. Call to Order	Jere Kalima called the meeting to order at 10:05am. The following members were absent: <ul style="list-style-type: none"> a. Gladys Peraro b. Summer Pakele c. Ramon Mraz d. Jay Purvis 	NA
II. Approval of Minutes	<ul style="list-style-type: none"> • February 5, 2019 minutes reviewed and approved. 	Approved
III. Continuing Business:	1) IHS 3 rd Annual Faith Summit: <ul style="list-style-type: none"> a. Information on Awareness Committee's involvement: Irene expressed her gratitude for allowing her time to discuss how she would like the committee's involvement. Irene requested PIC to invite service providers to setup booths at the Faith Summit to be held as followed: <p style="margin-left: 20px;">3rd Annual IHS Faith Summit Theme: "Empowering Ministries: Inspiring Transformation" Date: May 4, 2019 Time: 8:00am – 4:00pm Place: HPU at Aloha Tower Marketplace Goal: To connect ministries with resources within their areas and statewide. Registration Cost: \$40 per participant</p> <p>Providers will not be charged for registration costs (limit 2 per Agency). However, Providers will be subjected to register with Irene Willis for head count purposes at the following:</p>	

For more info contact Irene Willis at
Tel: (808) 447-2800
Email: irenew@ihshawaii.org

Tables will be provided. Irene will disseminate information whether tables will be stand alone or shared depending on the amount of response. Tables will be lined up around the perimeter on the plenary room. Setup time is from 7:00am to 8:00am. The expectation is that booths will remain setup through lunch, which ends at 1:00pm. Providers are welcome to stay for the entire conference until 4:00pm. Breakdown will be immediate at 4:00pm.

Irene Willis

2) Committee Name Change Update:

- i. Feedback from PIC Board: At the last Awareness Committee meeting held on February 5th, 2019, the committee was asked what their thoughts were on the idea of a name change and its direction based on a suggestion made by Executive Director Sam Millington. The committee deliberated and decided on the name change of “Conference Committee” to reflect the general purpose of organizing the Annual Statewide Homeless Awareness Conference. Jere presented the committee’s suggestion and feedback to the Board. Jere explained how it takes an entire year to organize the Homeless Awareness Conference. Committee members are balancing their own company’s workload and volunteering their time to organize this event. Jere mentioned to the Board that the committee is okay with a name change as long as it reflects the sole purpose of why the committee was assembled. Jere than explained to the Awareness Committee that he understood Sam’s direction and purpose considering that our committee acts similarly to an event planner. After the case was presented to the Board, Jere told the Awareness Committee that the name change was post-poned at this time. The Awareness Committee will remain as is with no changes as of now. Jere did mention to both the Board and the Awareness Committee that he is open to Sam’s suggestion by creating sub-groups within the Awareness Committee to take on new obligations...but at a later time in the future.

Jere Kalima

3) Homeless Awareness Conference 2019:

- i. Budget Request Update: Jere presented to the Board the Committee’s concerns with the surplus in funds raised at last year’s Homeless Awareness

	<p>Conference. Committee members had asked what happens to the profits raised from each conference and why this money isn't carried over into the new conference year. Members felt the committee earned that money and should be able to use it. Jere explained to the Board that the Committee starts off with zero dollars. There are upfront costs that we incur but are dependent on sponsorship monies to support our cause. Jere explained how sponsorship has dwindled in the past 2 years which means registration costs would have to increase to support the overall cost to hold the conference. Chairwoman Connie Mitchell stated she didn't see why the committee shouldn't get the money and forwarded the suggestion to Executive Director Sam Millington. Sam asked Sharon Baillie how much money is in the budget. Sharon stated there was about \$10,000.00 in the budget. Jere stated that the committee profited \$3145.52 from last year's conference which is all he's asking for. Overall, the motion was made by the Board to award the Awareness Committee with the funds in the amount of \$3145.52.</p> <p>ii. 2019 List of Committee Roles: The roles of each committee member was established as followed: KROC Coordinator/Budget – Jere Kalima Conference Emcee – Left open to invite other willing participant to emcee (Note: Holly Holowach will assume this duty if unable to appoint a willing host) Sponsorship Leads – Keala Souza Gift Cards/Prizes/Donations – Keala Souza, Sharon Baillie, and Sharaleen McShane Registration – Sharon Baillie Registration Support (Day of Event) – Danielle Gella, Maile Montallana, Roberta Maldonado, Kim Oshiro, and Oli Shimasaki CEU Application – Maile Montallana (Note: Committee discussed charging registrants \$10.00 for CEU's this year. Fee will be added with registration fees upon request) Technology Coordinator – Pending until further notice Room Coordinators – Summer Pakele (Auditorium), Kim Oshiro (Hibiscus Room), and Oli Shimasaki (Pikake Room) Courtyard Coordinators – Sharaleen McShane and Roberta Maldonado Leis – Sharon Baillie Name Tags – Kim Oshiro</p>	<p>Jere Kalima</p> <p>NA</p>
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IV. New Business:	4) Conference T-shirts: a. Sharon Baillie suggested new t-shirts for this year's conference. The committee discussed briefly on printing costs, design, and minimal sales from prior year's conferences. This option was left open to discuss further at next meeting.	Sharon Baillie
V. Other Issues:	None	
VI. Next Meeting:	The meeting ended at 11:40am. The next meeting will be on Tuesday, April 2 nd at the SHDC training room from 10:00am – 11:30am.	
Minutes Prepared by:	Jere Kalima, 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).