Agenda for 9/8/06
Green Room, Hale Kuahine – reserved from 5PM to 6PM
THANK YOU EVERYONE for your hard work!!!
Dana, Don, Pauline, Yuika, Angela, Roo, Hakyoon, Yoonah, Sachiko, Emily,
Dannis, Hyeuun, Yusuke, Ashwin

• Issue about decisions that had to be made right before/at the retreat.
• Please e-mail BOTH prez’s on all communication about HATESL: oishisac@hawaii.edu & emilylee@hawaii.edu
• RETREAT DEBRIEF: (pair work with people less familiar with): worst moment, best moment, potential issues for working together the rest of the year and proposed solutions- ex) Is it necessary to stay over night? Same place?
• follow-up for recruiting: blurb of duties in position as board member; advice for holding the retreat for next year; documentation of your responsibilities
  Needed: Everyone to send Yusuke their blurb by Sunday 9/10 – to post on HATESL site. Job document work → Sachiko (documentation)
• posting the budget: income and expenses for retreat
  Needed: our excellent Treasurers! (Hyeun and Yoonah)
    ➢ Finishing registration (Please communicate with Yurika and Angela.) ➢ Treasurers, FLERR Reps, and Co-Prez’s meet after meeting about payment issues
    ➢ Please make sure that all expenses are reported by board members.
    ➢ Please make sure that the budget is itemized (camp, transportation, food, t-shirt, etc.).
  auction earnings: recognizing contributors and collecting money
• Discussed how to split the money from auction
  Needed: Treasurers 😊
    ➢ e-mail to co-prez’s with the following information:
      total auction earnings $
      name of parties with contributor’s names
      names of all people and their total donations (?)
  Needed: Co-prez’s will take care of this.
    ➢ another e-mail that has to be sent out AT THE SAME TIME:
      specifying how funds distribution will be determined ➢ discussed in meeting
• follow-up on auction: e-mails to organizers and buyers
  Needed: Yao to write the form letters and send out half of the e-mails. Dennis to send out the second half of the e-mails.
    ➢ e-mails to organizers with the names and e-mails of buyers (Dennis)
    ➢ e-mails to buyers of the amount they owe and how to pay it (Yao)
• which fund to donate the proceeds of the auction to—method of deciding by all HATESL members (co-prez present some possible options, small-group brainstorm, then group discussion)
• cooler(?) or alternate event for end of September (brainstorm while eating and signing cards) – Wednesday SLS lunch- Moore 551
• signing thank-you cards for faculty/staff **(while eating)**
• follow-up on academic panel: Wednesday SLS lunches? room reserved for September and October to try out: Wednesdays from 12:15-1:30PM
• follow-up on t-shirts: expenses and earnings (?) **400 T-shirts were sold.**
  *Needed:* Roo to give information to treasurers
• possible hike(?) coming Monday afternoon? If people agree, Emily can lead group up Wa’ahila Ridge
• cooler schedule for the rest of the term and future open board meetings (besides last coolers of the term, dates set to fall on second Friday of the month—usually no regularly scheduled events around town)
  - October: 28th (Fri) or 31st (Tue)? ➔ Halloween
  - November: 17th?
  - December: 7th (last day of classes) OR 8th OR following week
  - January: 12th? (first week of classes)
  - February: 9th? (Friday before Valentine’s Day)
  - March: 9th?
  - April: 13th?
  - May 4 (last day of classes is May 2) OR May 11 OR any other day of that week
• other topics???