Present: Kathleen French, Toshi Ikagawa, Gerri Kabei, Paul Briggs, Brian Richardson, Elizabeth Ratliff, Kalani Meinecke, Emi Troeger, Weiling Landers, Jean Okumura

1. Respective Summers
Kalani reported on his visit to the Teaching and Leadership Conference at Austin, Texas – a conference organized by the National Institute for Staff and Organizational Development. Kalani suggested we invite Don Fraser, author of Making Your Mark, to speak in Hawaii.

2. Minutes Accepted
Change “November” to “October” for contract renewal deadline and Jean’s last name corrected to “Okumura”
Moved: Weiling, seconded Jean and approved

3. Grants Report from Jean Okumura
Grant applications considered up to April 15. A total of $6500.80 was granted ($0.80 over the allotment)
The sub-committee for this upcoming year: Jean Okumura (chair), Letty Colmenares, Toshi Ikagawa, Paul Briggs, and Emi Troeger
Moved: to accept the report: Weiling, seconded Kalani, and approved

4. Allocation of money for this year
Motion that:
- $5500 for grants
- $600 for Staff Appreciation Day
- $400 for Women’s History Month
- $400 for Wellness Day
- $300 for Common Book
- $800 for Presentations (8 presentations over the year)
  total: $8000
Moved: Emi, seconded Weiling, and approved

Paul will ask Angela if we can use money we fundraise for various parties

5. Staff Development Activities for the year
- September - Contract Renewal and Tenure Promotion Workshop
  (contract renewals are due in October)
  in conjunction with a “Meet the New Faculty” reception at the Library
Move: to hold the Faculty renewal and tenure on September 9th followed by a reception
Moved: Kalani, seconded Kathleen, and approved
Subcommittee to handle the details of the September presentation: Elizabeth, Gerri, Paul, Brian

Subsequent activities will be handled by the Program Committee

7. White Elephant Sale
Paul will do most of the work (and chair the subcommittee)

Motion: That we hold a White Elephant sale at this year’s Hoolaulea
moved: Jean, seconded Weiling, approved

Paul will ask Angela about whether we can keep the money raised (above our allotment)

This activity will be handled by the fundraising committee: Paul, Weiling, Gerri, Emi, Jean, Brian

8. Recycling on campus
Motion: that we form a subcommittee to propose a recycling program, to be considered at the next meeting.
Moved: Brian, seconded: Jean, approved

Subcommittee: Paul (maybe), Brian, Toshi and Letty

9. Other Business - Fundraising ideas
thank you gift for groups
solicit gifts and prizes from the community (in exchange for)
   Tickets from Tom Holowach

Next Meeting: tentatively set for Wednesday, August 31st, 3:00 at Kuhina 106

Need to determine membership of subcommittees: Grants, Fundraising, Programs
   Note: Kalani volunteered for the Programs sub-committee

Meeting adjourned, 2:56