Windward CC  
Staff Development Minutes  
September 12, 2005  
Kuhina 106 3:00 pm  

Present: Toshi Ikagawa, Paul Briggs, Brian Richardson, Kalani Meinecke, Emi Troeger, Weiling Landers, Jean Okumura, Letty Colmenares Elizabeth Ratliff  

Not present: Michael Tom, Kathleen French, Margaret Coberly,  

1. Approval of Minutes from 8-29-05 Meeting.  
Motion to accept minutes with corrections: moved Kalani, seconded Toshi. passed  

Contract renewal had 11 people attend, including presenters  
   Linka suggested to give information for each section (rather than for semester)  
   more detail is better  
   Paul will write letters to the presenters to thank them  
Wine and Cheese followed the contract renewal event  
   “rather painless” for the organizers  
   extra food and wine was donated to Toni’s gallery’s opening  
   cost of about $100.  

some suggested tying events with Toni’s gallery openings in the future  
some suggested making sure that IEC was not meeting that day  
   Paul will get calendars for these two to see the possibilities, and send it to Elizabeth  

3. Programs Subcommittee Report  
The subcommittee will present a proposal at the next meeting  

4. Grants Subcommittee Report  
Have approved one grant proposal (for Weiling) for a conference on the mainland  
Another proposal is waiting in the wings  

5. Fundraising/White Elephant Report  
The junk just keeps piling up.  

Move stuff up: Wednesday, September 21  
   Paul will do a work order with Steve  
   Tables will also be setup  
Sort and price things: Wednesday and Thursday
Presale: Friday, September 23, 12:00 to 4:00 p.m.
   Letty will help with presale
Main sale: Saturday, September 24th, 10:00 a.m. to ?
“Get rid of it all” sale: Monday, September 26th, 10:00 a.m. to 2:00 p.m.

Strategic thoughts
   categorizers and cashiers, calculators (with paper tape)
   Paul will send a press release to Susan Lee asking for donations and advertising the sale

Categories (tentative)
   Dresses/Mumus
   Aloha Shirts
   T-Shirts
   Shorts
   Trousers
   Kitchen ware
   Children’s Clothing
   Bedding
   Toys
   Puzzles
   Games
   Sports Equipment
   Paintings/art
   Crafts
   Gardening
   Tools
   Computer Equipment
   Luggage/Handbags
   Plants
   Boutique (expensive stuff)
   Other stuff

6. Other Business
   Motion to support (by co-sponsoring) Franny’s webCT training with leftover water and food.
   Moved: Elizabeth; seconded: Weiling. passed.

   Toshi will be organizing a geocaching event during the Hoolaulea. He will offer an introduction to geocaching to faculty.

   Letty handed over to the fundraising committee information regarding recycling

7. Next meeting: Monday, October 17th, 3:00, Kuhina 106

Meeting adjourned: 4:08 p.m.
To be placed on the Agenda page (for Paul’s guidance)

1. Entertain a motion
2. Second
3. Discuss
4. Call the vote
4a. yeas
4b nays
5. Announce motion carried or not