1. Approval of the Minutes for Feb. 6, 2007
2. Reports
   a. Grants
      i. Received one grant application from Toni Martin for $1000, which SD cannot fund due to lack of funds. Paul will write the non-acceptance letter to Toni Martin.
   b. Chair’s Report
      i. SD currently has $900 left in its budget, after accounting for expenses for the March 2\textsuperscript{nd} Non-Instructional Day.

UNFINISHED Business
3. March 2: Non Instructional Day
   a. Itinerary
      i. Bus schedule is as follows
         1. 8 am Bus departs WCC for Pali Lookout
         2. 8:30-9:00 am Pali Lookout
         3. 9:30-10:00 am Ameron Quarry Pit
         4. 10:15-11:00 am Na Pohaku o Huahine
         5. 11:15 am-12:00 pm Ulupo Heiau
         6. 12:30-1:00 pm Hoomaluhia
         7. 1:30 pm Lunch at WCC.
         8. All participants need to be at the parking lot by the White House by 7:50 am. Paul will send a facstaff email with the itinerary, the bus tour list and a lunch menu this week. Currently we have a 56 seat Gomes bus and it is full. It was mentioned in the meeting that we can do another bus tour next year that could focus more on Windward areas of Hawaiian interest.
         9. Denice will contact Elizabeth Ratliff for a megaphone, Momi will get a cooler for the bus and Elizabeth Ratliff will bring evaluation forms and perhaps a video camera.
b. Lunch – Costco or Kin Wah? Price comparison.
   i. Costco items will cost approximately $300. Please see COSTCO handout. Pam will get the COSTCO items on Saturday. Meats will be stored in Kuhina refrigerator. Kuhina staff will be available on Saturday until 1 pm. Denice has offered to store the dry
   ii. Jane will get the Kafe Koolau items on March 2nd. Kafe Koolau items will cost $270 and will be paid for via PO.
   iii. Denice will get the Kin Wah items on March 2nd. The Kin Wah items include spicy eggplant and cake noodle for 100 people. The Kin Wah items will cost approximately $100.
   iv. Paul will get $500 in cash from Angela, with $400 going to Pam Dagrossa and $100 going to Denice. The committee determined that it would be good to get $100 extra just in case of unforeseen circumstances.
   v. Lunch will be at Kuhina 115 and Steve N. will barbecue the meats (chicken and sausage) there. Momi will doublecheck to see if Steve N. is okay with this arrangement. Setup for lunch will begin at approx. 9 am. Momi, Denice, Jane and Gerri will help setup lunch along with Jacquie Maly (and perhaps some other WCC retirees). Jane will put in a work order for tables in Kuhina 115.
   vi. Momi and Denice will get Ziploc bags for any leftovers. Toni Martin is having a Art Opening at 4 pm and she will accept some leftovers as long as they are “finger food”.

c. Ho’okupu (gifts) for guest speakers
   i. Jane will get three leis for the three bus tour guides.

4. Purchasing pedometers to promote healthy living (Karen Q.). Developing a fitness program for WCC that will hopefully go systemwide….
   a. Karen Q. will give an informational talk during lunch on March 2nd.

5. Staff Appreciation Day-to be discussed at the next SD meeting on March 13.
   a. When?
   b. What?
   c. Emi has the paper from Gale Niwa for the letters. Do we need help with the letters?

NEW Business
6. Next Meeting-March 13th at 8:45 am in Kuhina 106