



## 2022 Joint NW/SW Regional Conference

Co-Chairs: Gayle Lum and Naomi Yap

Planning Meeting #6

April 30, 2022

9:00 a.m. – 11:20 a.m.

Alaska • Idaho • Montana • Oregon • Washington • Wyoming •  
Arizona • California • Colorado • Hawai'i • Nevada •  
New Mexico • Utah • Queensland • Victoria

**Present:** **Alpha:** Sandra Kubota, Janice Kutsunai, Diane Nakai. **Beta:** Gayle Lum, Linda Matsumoto, Kathy Tanaka, Karen Yanagida. **Gamma:** Christine Hondo, Diane Orikasa. **Delta:** Joyce Hirata. **Epsilon:** Grace Kwon. **Zeta:** Jeanne Chang, Jean Suzuki, Doris Yoshioka. **Eta:** Daisy Ishihara, Betty Yoshida. **Theta:** Meredith Ching. **Iota:** Jo Ann Iwane. **Kappa:** Lori Chun, Anne Kuroda, Melanie Mizusawa. **Lambda:** Lori Endo, Linda Osumi, Naomi Yap, Annette Young-Ogata. **Mu:** Cherylyn Inouye. **Nu:** Phyllis Horita, Kathy Kiyabu, Susan Okano. **Xi:** Carol Emerson. **Pi:** Sherry Kobayashi. **Sigma:** Sherrylyn Yamada.  
**Guests:** Diane Best (SWRIVP), Janet Johnson (NWRIVP), Kathy Babcock (MT Theta), Melodee Burreson (MT Eta).

### A. **Welcome – Naomi and Gayle.**

SWR IVP Diane Best and NWR IVP Janet Johnson welcomed and thanked the Regional Conference planners. Not present, but recognized, were RPEs Mary Ann Englehart (SWR) and Helen Foster (NWR) and Sgt-at-Arms Susan Lund (SWR) and Marlene Boltman (NWR).

### B. **Updates**

#### 1. **Updated Timeline - Naomi.**

- RC Meeting will now be held on Sunday, May 22, 2022, from 1 – 3 p.m. [Note: Date changed.]
- Link to be sent about a week/night before. Let Naomi know if you don't receive it– she may not have your correct email address.

#### 2. **Updated Schedule at a Glance – Gayle.**

- Wednesday's Opening Session, God Bless America will be sung in place of Star Spangled Banner.
- AΔK Foundation's Ann Quinlan may give a report. (Since our meeting, we were informed that Barbara Stanfield will be giving the report.)

**Q:** For Friday, has each state's picture-taking been scheduled?

**A:** Question referred to Kay Yogi for schedule update.

#### 3. **Regional Conference Registration Updates – Naomi.**

- 262 registered, paid/unpaid. Hoping for 300 registrants.
- Budget based on 250 - the breakeven number. Registration payment prior to May 2<sup>nd</sup> is \$280. Go to RC website for registration link/AΔK link.
- Hotel block still open; on May 2<sup>nd</sup>, hotel block will be opened to the general public.

Note: Let Naomi know if you have any problems with registration. Jenni is receiving payments with no registration form. Or registration form received, but no payment.

### C. **Committee Reports - Questions and Concerns:**

#### GENERAL COMMENTS AND QUESTIONS:

\*MT does not need 12 Quart Jars for their luncheon – jars will be provided by Daisy Ishihara.

\*Submit names of donors (individuals or companies) to Booklet Committee by 9 a.m. Sunday morning – May 1<sup>st</sup>. Booklet is in final draft to be printed next week.

\*Does anyone have a cash box? Yes, Annette Young-Ogata will give to Naomi.

**1. ALTRUISTIC – NU**

**C:** The registration schedule seems to be very long each day and we have only six from our chapter who has registered and who can help to give out favors or collect donations.

**R:** Help is available - Lambda and Montana sisters will be at the Registration Table. Jenni will collect any donations.

**2. BANQUET – XI, MU, MT**

**C:** Timing and flow of all aspects of the banquet (e.g., welcome and introductions; dinner blessing, serving/clearing; Hawai'i entertainment; closing w/ announcements, acknowledgements, songs).

**C:** If anything is to be projected or needs to go through the sound system, share files with Naomi by May 1<sup>st</sup>.

**3. BOOKLET – LAMBDA**

**C:** Have all committees submitted information for inclusion in the Conference booklet? Any acknowledgements for Opening Session, General Session, and/or Banquet? Information needed asap.

**C:** Diane and Janet – need updated script (by Sunday, May 1<sup>st</sup>, 9:00 a.m.).

**4. COURTESY & ALOHA – KAPPA**

**Q:** When and where to deliver presenter “thank you” goodie bags, lei, and gift baskets.

**A:** For Workshop Presenters – coordinate with Betty and Daisy.

Gift Baskets for VIPs – they will receive them when they are introduced by Diane at the Opening Session on Wednesday.

Gift Baskets for Speakers – they will receive them after they talk.

Gift Basket for Lisa and Catering – need to coordinate this with Lisa – will get back to you.

**C:** If there are funds available, please consider compensating Melodee for the postage paid to ship items to Hawai'i. She has probably spent over \$100.

**R:** Iolani 7 is filling up – will be workroom, too. Gift baskets to be put together there.

Anne Kuroda and Lori Chun: As transporting baskets can be difficult, Committee thought a decorative gift bag (rather than baskets) might be easier to handle (for those who receive them to take home). Note: Montana sent gift bags and tissue.

**R:** Melodee will be compensated for her shipping costs.

**5. FIRST TIMERS – ALPHA**

**C:** The Committee continues to adjust to the growing number of first timers who have registered.

**R:** Last count = 70+ first timers registered. Many out-of-region sisters will be attending.

**6. PRE-POST TOURS – LORI CHUN and MELANIE MIZUZAWA**

**Q1:** Location of bus pick-up/drop-off and how long they can park there to on/off load passengers. Do we need to notify the hotel of dates and approximate times for pick-up/drop-off?

**A1:** We will ask Lisa and get back to you.

**Q2:** Does the hotel have a preferred area for us to meet/assemble for the Waikiki Walking Tours, since we have a large group of over 60 participants, plus volunteer guides? Or can we determine the meeting site on our own - concerned about blocking walkways in the hotel?

**A2:** You can determine your own meeting place as long as you are not blocking the walkways or businesses.

**Q3:** Is there a safety plan or emergency plan in case anyone gets sick or is unable to continue walking during the field trips? Who do we call?

**A3:** Committee to handle. Options: Notify Naomi or Gayle. Call 911 if emergency. Call Hotel Security 21 if on premises. Note from Naomi: Security personnel wear navy blue uniforms.

Will clarify with hotel regarding off/on premise emergency response.

**Q4:** Will we have hard copies of emergency contact info for the participants on hand during the field trips? What info should we have or be aware of?

**A4:** Committee to handle. Concern: Privacy of participants. Suggestion: Committee should have their own Google Form of participant information – e.g., physician to be notified, medication, emergency contact.

**C:** Request: If anyone has fresh flowers to spare, like crown flower, stephanotis, pakalana, puakenikeni or similar type to make fresh lei, please contact us. We hope to present our 3 kumu presenters and Ku'uipo (singer) with fresh flower lei. Mahalo!

**R:** Shortage of flower lei. Need to research flower shops. Contacted Leis by Ron – flower shortage – call back 2 weeks prior to need – however, no guarantees.

**Note:** Jo Ann Iwane needs name of another lei shop on Oahu. **R:** Cindy's Lei and Lin's.

**Susan O.:** Neighborhood flowers – plumeria - a possibility.

**Meredith C.:** Offering crown flowers and plumeria.

## 7. WELCOME BAGS – BETA

**Q1:** Kathy and I will be willing to sell the bags and luggage tags, but we need advice regarding the sale price of the items.

**A1:** \$5 for Welcome Bag and Luggage Tag; \$10 for 3 Welcome Bags and Tags. Monies collected will be donated to HUGS.

**Q2:** Will we need to get a cash box and change?

**A2:** We will try to get a cash box; otherwise, I have a zippered money pouch you can use. Change will also be provided.

**C:** Annette will provide the cash box and Gayle will give the change.

## 8. WORKSHOP – ETA

**C:** Depending on the number of attendees and seating arrangements for each workshop, room assignments may change. However, changes will be limited because seating arrangements cannot be changed once room is set up.

## D. Committee Reports – Questions and Concerns

**Note:** Complete Committee Reports on HAΔK website.

### 1. #22 - Cultural Fair. Susan Okano, Nu

Sent email to those in charge of their state's Cultural Fair sales - gave table placement diagram, food items commercially packaged, and asked if electrical outlets were needed. Receiving emails back regarding changes for those in charge.

### 2. #21 - Workshops. Daisy Ishihara, Betty Yoshida, Eta

Daisy: Working on room assignments and hostess assignments for workshops. Need at least 4 volunteers to be workshop hostesses – plan to ask Hawai'i sisters attending the workshops. News Flash sent to presenters and Workshop Committee receives feedback. Check periodically for presenters' workshop handout submissions on RC website. News Flash #4 to be sent to presenters in May. Presenters want to know workshop numbers. Janet able to give them current numbers. Daisy has been receiving inquiries from sisters wanting to change workshop selections. Regarding confirmation of workshops – some email addresses may have been incorrect – sisters should inform Janet if confirmation has not been received. Disclaimer: If workshop filled, Janet may have assigned a different workshop. If no confirmation received, contact Janet, Betty, or Daisy.

**Q:** DEI workshop closed. Presenters are asking why it was closed so early with so many sisters wanting to attend. Should room be changed according to number of participants?

**A:** Rooms – theater or classroom style - allow only a set number of participants. Janet is working with room chart/number of seats available. Room change was considered due to workshop popularity. DEI – D2 (40 participants) is now switched with D7 (25 participants).

3. **#20 - Welcome Reception.** Hawai'i Co-chairs Gayle Lum and Naomi Yap  
 Chef is working on menu for appetizers.  
 Will secure 40 parking validations for the Royal Hawaiian Band. Royal Hawaiian Band will bring own AV equipment. They are in communication with Naomi.
4. **#19 - Welcome Bags.** Linda Matsumoto, Kathy Tanaka, Beta  
**Q:** Where at registration table should bags/luggage tags be set up for distribution?  
**A:** Committee needs to decide where in distribution line to place the Welcome Bags as Royal Hawaiian Shopping Center flyer/pen, envelope with meal ticket(s), RC Booklet, lei, lanyard/ID will also be distributed. Should Welcome Bags be at the beginning? or end?  
 Note: There will also be a place where presenters check in and a place for parking validation.
5. **#18 - SWR Luncheon.** Sherry Kobayashi, Pi  
 Favors/Table decorations set. Working on program and seating chart. Diane Best will share program from NW so SW can mirror their luncheon program. Need to receive names of SWR participants so name tags can be made.  
**C:** There will be out-of-region/International Chapter guests. To Diane and Janet: Where should these guests be placed. Suggest a balance of numbers between SW and NW luncheon attendees.  
**Q:** How many participants will there be at the SWR Luncheon?  
**A:** Approximate participant no.: SW = 150 - 200?, NW = 36?  
**C:** Naomi will work on SWR participant list.
6. **#17 - Registration/Treasurer.** Jenni Tomas, NW/SW Conference Treasurer  
 Registered = 262. Let Naomi know of any registration issues.  
 Registration cost of \$280 if postmarked by April 30th. Late registration cost is \$300.  
**Q:** Fr Tour Committee: What to do about "bounce-back" emails for field trips?  
**A:** To check on correct emails: Go to International website or ask IVPs or State President for assistance.
7. **#16 - Printing.** Sherrylyn Yamada, Sigma  
 No changes from last report #5. Booklet pages: 32 pages. Cost: \$785 invoice total amt.  
 Booklet content delivery date: May 1<sup>st</sup>.  
 Note: Down from \$1200.
8. **#15 - Pre-Post Conference Tours.** Lori Chun, Melanie Mizusawa, Kappa  
 Mahalo to sisters for sharing info on field trips and rallying your sisters to sign-up. Met maximum number for all field trips by deadline of April 2<sup>nd</sup> – more sisters on waiting list for all field trips. There are 46 participants for free walking tour. Request that any local sisters on walking tour act as guides/chaperones. There may be 2 to 3 split groups walking the same path. Volunteer guides needed – email Lori and/or Melanie. Script with points of interest will be provided to volunteers. Script for Karen Victor's podcast also being discussed by the Committee. Fresh flowers needed for 6+ lei for presenters – do have crown flowers, need puakenikeni. Meredith has plumeria flowers. Lori and Meredith can make/provide lei. Volunteer guides will also be given a lei so that they can be spotted easily by participants.
9. **#14 - Photographers.** Doris Yoshioka, Zeta w/NW  
 Banner is done! Designer is Imelda Corpuz-Amano. Advised by Aiea Copy Center. Printing – at good price - by Aiea Copy Center. Since Hawai'i has 120 attendees, Hawai'i's picture-taking time will be more than those of other states with smaller groups.  
**Q:** Lori: May we borrow the banner for the 'Iolani Palace Tour, Walking Tour to take pictures of the group?  
**A:** Yes.  
**Q:** Are sisters able to upload pictures/send pictures in – to be shared?  
**A:** Suggestion to send to one person. Also, tour participants need to give permission – oral

permission or photography waiver - to share their photos on the website via e.g., Dropbox, Goggle link (otherwise, sister needs to step out of photo-op). Note: Person sending photos may need a data plan to send to internet site.

**10. #13 - NWR Luncheon. Melodee Burreson, MT**

Everything is completed – have a couple more boxes to send.

**Q:** Should I be working on table seating and name tags?

**A:** Depends on IVP - contact Janet.

**Q:** What is the NW number for the luncheon?

**A:** Close to 40 coming from the NW.

**C:** Janet and Diane will decide on the out-of-region and International attendees.

**11. #12 - NW/SW IVP Reception.**

No one in attendance from Epsilon Chapter today.

**Q1:** Need names of people paired on the tables.

**Q2:** Should Committee introduce and close the IVP Reception?

**C:** Could Janet and/or Diane get back to the Committee on this?

**Naomi:** Information important due to mic setup.

**Janet:** Not to worry about introductions – people coming and going at different times.

**A:** There will be a short welcome introduction (by Epsilon) – no closing needed. Will need a placard on the table regarding who is paired together, e.g., NW paired with SW.

**12. #11 - Music. Meredith Ching, Theta.**

Have updated list of registered chorus volunteers. Sent volunteers words to songs, schedule of events for chorus, and how to find chorus info on website. Continue to contact chorus volunteers. Two practices with Na Wahine held in April – two more will be held in May.

**C:** Received list of conductors for sessions. Need names of conductors for practices in Tapa 2 and 3.

**R:** It's as noted on the schedule.

**C:** Need someone from Na Wahine to advance slides for projection on screen.

**Grace** - note to participants – go to Conference website for chorus songs/recordings and to practice before Tuesday, May 31<sup>st</sup>.

**Grace:** Is the booklet already done? One song has a verse deleted; can the verse be reinserted? Requesting to take out Hawai'i Aloha and reinsert the first verse of America the Beautiful.

**Naomi:** If not in booklet, it can be shown on the screen.

**Lori:** Send request by 9:00 a.m. tomorrow.

**13. #10 - Lei. Jo Ann Iwane, Iota**

Request names of lei companies to be emailed. Also need information on when and how many lei to be purchased. Meredith will be pick-up person. Note: Payment will be made by Jo Ann and reimbursement form submitted. Note: Yarn lei and lauhala items were received by Naomi.

**14. #9 - Flower Arrangements. Joyce Hirata, Delta**

Flowers and greens set/under control. Head table floral arrangements will be pre-made and brought to the hotel on May 31<sup>st</sup>. After the RC, would like to give head table floral arrangements to a retirement community facility for enjoyment.

**Naomi:** Needs to be after Friday speaker - about noontime.

**Joyce:** Want to offer large stage arrangements to hotel. **Grace:** Tell hotel about this.

**Cherylyn:** Large floral arrangements and leftover table flowers/greens needed for banquet night.

**Joyce:** Bringing 3 dozen anthuriums for Carol Emerson and banquet night. Bringing in on May 31<sup>st</sup>. Bucket for flowers will be given to Naomi by Judy Kaya.

**15. #8 - First-timers Activity. Sandra Kubota, Janice Kutsunai, Alpha**

Number of participants increasing in numbers – will do our best with those who attend. Want participants to make connections with each other and have fun.

**Naomi:** Be prepared for several out-of-region attendees – there may be some attending First Timers. Honolulu 3 for the First-timers Activity confirmed.

**16. #7 - Evaluation. Doris Yoshioka, Zeta.**

**Q:** Re: General evaluation. How many were turned in at the State Convention? Thinking of putting hard copies on table on the last day since not everyone has their booklet at banquet. However, will also try to get copy to Lori Endo to insert in booklet. And for workshop evals - hard copy will be provided. Betty and Daisy will receive envelope with evals to be given to the workshop hostesses. Jean Suzuki and Kay Yogi will collect envelopes from all the workshops at the end.

**17. #6 - Courtesy & Aloha Gifts. Anne Kuroda, Kappa. Melodee Burreson, MT Co-chair.**

Received Melodee's boxes. Also received bookmarks for baskets/bags at registration. Donating chapters will be recognized in RC Booklet. Naomi donating 5 cases of lilikoi butter.

**18. #5 - State Sales. Christine Hondo, Diane Orikasa, Gamma**

Emailed State Sales Chairs to ask for contact name/phone no. of person in charge – waiting for replies.

**Q:** 'Iolani 7 – is there someone to direct where state sale items can be stored?

**A:** Yes, there will be a labelled floor plan for 'Iolani 7.

**Susan:** How many states are participating?

**A:** Hawai'i will have 2 tables and 6 other states are participating. One more will be added for the Welcome Bags. Total = 9.

**19. #4 - Booklet. Lori Endo, Lambda**

Deadline for submissions is 9:00 a.m. Sunday, May 1<sup>st</sup>. To all committees: Submit names for acknowledgements page so contributors to Regional Conference can be thanked.

**20. #3 - Banquet. Carol Emerson, Xi. Cherylyn Inouye, Mu**

Schedule: 15 min opening, 1 hr. dinner, 1 hr. entertainment, 15 min closing. Banquet Theme: "Celebrate Cultures Through Fellowship in Alpha Delta Kappa". Entertainment: "Celebrating Cultures with Music". Need number of attendees to determine number of favors, centerpieces, tables, table tents, programs. Table seating to be determined by Xi Chapter sisters. Contact Carol if there is a request for a special seating arrangement. Need Ballroom Floor Plan to do table no./assignments. Table map will be posted at entrance. There will be table tents with numbers/possibly names. Acknowledgements will be on back of Banquet Program.

**Naomi:** All tables will have pre-assigned numbers.

**Cherylyn:** Joyce's decorations/flowers needed for stage for the banquet. Nu Chapter – Karin Brown - will be singing Lamp of AΔK in 4 languages – translated by Nu Chapter sisters. Do we want those words in the RC booklet? Na Wahine Mele will learn/sing it. There will be a screenshot, but do we also want it printed in the booklet?

**Naomi:** Yes, since this RC is on diversity and if we consider that RC Booklet will be a keepsake for attendees.

**Grace:** Could we consider printing the words on the inside/outside of RC Booklet cover?

**Naomi:** Plans have been made for the inside and outside of cover.

**Cherylyn:** Susan, is it okay to print it?

**Susan:** Concern is whether printing Lamp of AΔK in other languages is a copyright issue? "Is that okay, Janet?"

**Janet:** "I would think so."

**Cherylyn:** Words to song will be submitted to Booklet Committee w/notation "translated by".

**Grace:** Do we have a recording?

**Cherylyn:** No recording.

**Susan:** If available, it will be sent to Na Wahine Mele's Joy Koyanagi.

**21. #2 - Archives. Doris Yoshioka, Zeta**

Have not received confirmations from all NW/SW States. Confirmations received from Idaho, Washington, and Arizona that they will be displaying their archives. A second request was sent out - digital reminder/instructions included.

**Jeanne:** Can past IVPs be asked to share historian books, too – not just states?

**Naomi:** Could committee possibly check on that? Also check with Janet or Diane for archives from their states?

**Janet:** Yes, I will share the archives from when I was State President. Note: Helen Foster is presenting Susan Rae her archives booklet at the NWR Luncheon.

**Diane:** My archives is not completed.

**22. #1 - Altruistic Project (HUGS). Phyllis Horita, Kathy Kiyabu, Nu**

Looking for bulk candies for favors. Local candies too expensive, so may be shopping at Sam's. Manpower limited so favors – for everyone - will be laid out on Registration Table at Thursday's meeting when HUGS Executive Director Joan Naguwa is speaking. Suggestion to have (perhaps pre-printed) donation envelopes available as they enter the meeting room.

**E. Questions, Concerns – not previously covered**

**Betty:** Greeting cards - could 12x18 paper be used? How about envelopes for cards?

**Phyllis:** Card stock/other supplies have been purchased. HUGS is providing the envelopes. Note: Naomi will donate some felt pens for session.

**Lori C.:** Is the Reimbursement Form posted on the website?

**Naomi:** Yes. However, it will be sent out to all the committees.

**F. Announcements**

**Next Meeting:**

When: Sunday, May 22, 2022

Place: Zoom

Time: 1:00 p.m. – 3:00 p.m.