



2022 Joint NW/SW Regional Conference

Co-Chairs: **Gayle Lum and Naomi Yap**

Planning Meeting #4

February 26, 2022

9:00 a.m. – 11:30 a.m.

Present: **Alpha:** Sandra Kubota, Janice Kutsunai, Diane Nakai. **Beta:** Gayle Lum, Kathy Tanaka, Karen Yanagida. **Gamma:** Christine Hondo, Diane Orikasa. **Delta:** Joyce Hirata. **Epsilon:** Grace Kwon, Nadine Okazawa. **Zeta:** Jeanne Chang, Kay Yogi, Doris Yoshioka. **Eta:** Daisy Ishihara, Betty Yoshida. **Theta:** Meredith Ching. **Iota:** Jo Ann Iwane. **Kappa:** Amy Katsumoto, Anne Kuroda, Melanie Mizusawa. **Lambda:** Lori Endo, Linda Osumi, Naomi Yap. **Mu:** Cherylyn Inouye. **Nu:** Kathy Kiyabu, Susan Okano. **Xi:** Carol Emerson. **Pi:** Sherry Kobayashi. **Guests:** Diane Best (SWRIVP), Janet Johnson (NWRIVP), Jennifer Lynn Tomas (Conference Treasurer, WA Alpha Upsilon), 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.

B. **Updates:**

1. **Updated Timeline – Naomi.**

No new additions were made to the 2022 Joint NW/SW Regional Conference Timeline. The Regional Conference Website continues to be a work in progress.

2. **Updated Schedule-at-a Glance – Naomi and Gayle.** Subject to change.

- Monday (early afternoon) - Foliage and flower drop-off and storage.
- Tuesday (“traveling day”) - Set-up and meetings. Note: 6:00 p.m. Presenters/Assistant Sergeant-at-Arms meetings to be held in two (2) rooms. 7:00 p.m. **Chorus Practice: What is the ending time?**
- Wednesday – NW & SW Membership Seminars - by invitation only. First Timer’s Activity: Naomi needs to know how room should be arranged. Opening Session: International Pledge will be recited. **Add International Pledge into Regional Conference Booklet.** Royal Hawaiian Band confirmed – is it a full/partial band? Welcome Reception for All – may we have (paying) guests, e.g., spouse, traveling companion? Will we need to add a bar/bartender?
- Thursday – General Session Speaker: 2019 – 2021 International Teacher Education student, Trang Hoang (Vietnam). 5:00 p.m. Hawaii State Gathering.
- Friday – General Session Speaker: Pamela Young, newscaster known for “Mixed Plate” specials.
- Saturday - Post Conference Tour of ‘Iolani Palace and State Capitol area, \$40.
Should schedule be further revised? Let Naomi know.

3. **Google Registration Form and Regional Conference Website Updates – Naomi.**

Email Naomi if any concerns about the registration form or Regional Conference website. Recommended: On-line registration using Google form and on-line confirmation. Requires no hard copy. Google will send confirmation. Diane Best (SWR) and Janet Johnson (NWR) will send registrants their workshop assignments. Workshop tickets will be included in the registrant’s packet. Note: February 2022. Re Covid vaccination status of attendees: Hilton Hawaiian’s Covid check will occur during registration. Hotel follows Hawai’i City & County mandates. Hotel guests will receive a Covid-check wrist band. (What will be the procedure for the other registrants without wrist bands?) State Covid mandate updates will be communicated as the Regional Conference gets closer.

Grace Kwon: Re Chorus: For safety, singers will be required to wear masks.

4. Keynote Speakers on Diversity – Gayle.

Keynote Speakers include Karen Victor, Trang Hoang, and Pamela Young. Mollie Acosta and Catherine Payne will give short Welcome Addresses.

C. Committee Reports – Questions and Concerns:

1. PHOTOGRAPHY – ZETA

Q: Would the banner be used elsewhere beside group picture-taking?

A: Possibly at Registration? Good idea! Any suggestions?

2. WORKSHOP/CULTURAL FAIR -- ETA

Q: Workshops with limited number of participants: Masks & Traditions of Native American Indians – 20 and Easy Kupe'e (Floral Wristlet) – 40. Who assigns workshop selection?

A: IVPs Diane Best and Janet Johnson.

Q: Workshop Evaluation: Who prepares them? Where or who distributes them? Will it be in the booklet? Will we need to provide an envelope for each workshop session?

A: The Evaluation Committee will be making the evaluations. Workshop facilitators will distribute the evaluations as sisters enter the room, have them fill it out at the end of the workshop, and collect the evaluations as they exit the room. The Evaluation Committee or cadre will provide the envelopes as needed.

Q: Gifts for presenters: When will it be given to the presenters? Do all general workshop presenters and membership seminar training presenters receive a Gift Bag?

A: A presenter receives her gift bag at the end of the workshop. For membership seminar training presenters or sisters presenting multiple workshops, they should receive their gift (or goodie) bag during their last workshop presentation since they will be receiving only one (1) gift bag.

Q: Should a table be set up for presenters to meet with their host(s) when they arrive?

A: Yes, a table will be set up for presenters to sign-in and will be located by the Registration table.

Q: Hilton has provided us with each room's capacity for classroom style (round or rectangular tables) and theater style (no tables, just rows of chairs). Could we be invited to the next visit of the hotel to get a better picture of seating arrangements and capacity?

A: Yes, that can be arranged. Possibly on Monday, the 28th of March. Note: Hilton needs to know room set-up in advance; if last minute notice, charge is \$250.

3. COURTESY & ALOHA – KAPPA

Q: HI – We need to know if our committee is responsible for 7 or 10 gift baskets? This is doable since Montana has already created 5 baskets and we have 3 in progress. However, since each basket will contain between \$25 - \$35 worth of items (mostly donated), we do need to know how many to prepare.

A: Since Executive Board Members (Chairman of the Board Bev Card, International President Mollie Acosta, International President-elect Ann Marie Brown) are attending, the cadre felt that we should give them a basket. In addition, it would be nice to present Immediate Past IVPs Kitty Nutting and Susan Rae Long with a basket since their conference was cancelled. A total of 12 baskets are now being requested. Montana and Hawai'i will make 6 baskets each. If additional money is needed, please let Naomi and Gayle know.

Jenni Tomas: If any committee has already incurred expenses, request/send/email reimbursement form to Jenni. Naomi will also post reimbursement form on Regional Conference website.

Comment(s): Add Judy Ganzert International Past President and 2-year Board Member, Kim Mathias -- they are also workshop presenters.

Q: Do we need thank you cards to go along with the gift baskets?

A: Yes, thank you, that would be nice!

4. BOOKLET – LAMBDA

C: Unable to meet March 15th deadline for completion before editing. Less time to edit.

A: Do not worry, everything will work out.

5. BANQUET – XI, MU, MT

Q: When will we be able to get the confirmed attendance count so purchases, acquisitions, logistics for evening can be finalized?

A: A tentative count can be given after the early registration date of March 31st. Updates can be given every 2 weeks or sooner.

Q: What about AV arrangements (especially for entertainment portion of program)?

A: You may give your AV requests to Naomi or Gayle.

C: Timing and flow of all aspects of the banquet, i.e., welcome and Introductions; dinner blessing, serving, clearing; Hawaii entertainment portion; Closing with announcements, acknowledgements, song. Janet Johnson: International Representative, Bev Card, may want to speak at beginning or end of Banquet.

Q: Cherylyn: Is Banquet an appropriate time for speaking?

C: Carol E.: Limited time on Banquet schedule – a speaker may feel rushed.

C: Carol E.: Can Hawai'i State group photo be scheduled earlier so Banquet Committee can make banquet preparations?

6. SWR LUNCHEON - PI

Q: Will we have access to the guest list for table assignments?

A: A tentative list can be given after the early registration date of March 31st. Updates can be given every two weeks.

Q: What will the turnout be due to Covid? We are planning for 200-300 attendees.

A: You can project for approximately 200 attendees since NW will be having their own luncheon. A more accurate number will be given as the Conference date draws nearer.

C: Cost is high (for attendance, hotel, parking) that chapter members may not be able to stay/attend. Trying to figure out a way to help with set up.

Naomi: Added info. Hotel Kamaaina rate = \$179/rm w/no resort fee and free parking. However, Kama'aina rate not applicable May 31 – June 1 - to be confirmed. During that time, least expensive room is \$285 w/3% surcharge.

7. STATE SALES - GAMMA

Q: Is the Palace Lounge 4:00 – 5:00 p.m. to store our sales items? We need 8-9 tables.

A: 'Iolani VII will be used as our office where states may store their items and you may organize your area of the room. Sales are scheduled Tuesday from 4:00 – 8:30 p.m. in the Palace Lounge. You may start selling at this time.

8. PRE-POST TOURS - KAPPA

Q: Whether the original Google Form link for volunteers is still working.

A: This is the new link: <https://forms.gle/s4AMmZnsT6awpAm>

C: Clarify that 'Iolani Palace Tour chaperones (3-6) don't sign up on the registration form, but must sign up on the volunteer form and will only pay for the kama'aina tour rate of \$11.95 directly to Lori Chun once they are confirmed as Palace Tour chaperones. Lori will confirm with the first 6 to sign up and notify others in case they want to sign up for the tour itself. Note: Both are our special group rates, which are \$10 less than the regular price.

9. REGISTRATION

C: We are hoping that we will be able to meet in-person.

10. PARADE

C: Kathy Babcock will be collecting the Power Point slides and putting them into a file to send to Naomi.

11. CULTURAL FAIR

Susan Okano, incoming HAΔK State President will be Chair of the Cultural Fair.
C: Need to inform participants of Hotel requirements should they want to bring in food items.
C: Gayle: pre-packaged food items from businesses are allowed.

D. Committee Reports

Note: Complete Committee Reports on HAΔK website.

1. Altruistic Project (HUGS). Kathy Kiyabu, Nu

No report. Waiting for registration count before purchasing items. Joan Naguwa, Executive Director from HUGS will speak and receive the donation check. HUGS donation checks – Kathy will get back to Jenni T. re HUGS checks.

2. Archives. Kay Yogi, Zeta

Names and addresses are needed for State Presidents and Australia representative.

3. Banquet. Carol Emerson, Xi. Cherylyn Inouye

Banquet details still a work in progress. Waiting for registration count to do purchases.
Comment: Could speakers be worked into another time during the business session rather than during the Banquet?

4. Booklet. Lori Endo, Lambda

Welcome letters received from Governor of Hawai'i and Mayor of Honolulu.
Pages will be created from now till March 15th deadline. If deadline cannot be met, please inform Lori and Linda Osumi. Note: Draft to be reviewed by Naomi, Gayle, Diane Best and Janet Johnson, from March 15th – April 15th.

5. State Sales. Christine Hondo, Gamma

When is the set-up time? Setting up display and selling will be at the same scheduled time in the Palace Lounge. 'Iolani Suite #7 – secured room - will be for storage (not advertised); someone will be manning the room.

6. Courtesy & Aloha Gifts. Anne Kuroda, Kappa. Melodee Bureson, MT Co-chair.

Need to know exact number of gift baskets needed. Bags and gift baskets will be put together in April. Items have been donated, crafted. Naomi: Exact number not known at this time.
Melodee: 50 presenter gifts to be shipped. For six (6) gift baskets – waiting to purchase last minute gifts. Some items to be shipped to Naomi.

7. Evaluation. Kay Yogi, Zeta.

Diane Best has sent copy of a regional evaluation form to Kay. Evaluation form will be placed on the Regional Conference website. Workshop attendees will receive printed ½-sheet evaluation form to fill out before exiting the workshop.

8. First-timers Activity. Sandie Kubota, Eta

Tri-fold pamphlet, including Hawaiian words and places to visit will be placed in the Welcome Bags. Presently working on ice-breaker worksheet and fraternity activity.

9. Flower Arrangements. Joyce Hirata, Delta

Floral arrangements will be kept in room with stage area, head table and registration table.
Joyce requests being part of the Monday group that is gathering the foliage. Delta Chapter is willing to be responsible for any expenses exceeding the \$100 budget.

10. Lei. Jo Ann Iwane, Iota

Need someone on Oahu willing to purchase the fresh flower lei. Budget is \$300.

11. Music. Meredith Ching, Theta. Grace Kwon, Epsilon.

Songs to be printed in Regional Conference Booklet. Words will also be projected on-screen. Words to song will be placed on NW/SW Regional Conference website – see Resources. Note: Words to song(s)/file will be emailed to Naomi by May 1st. Also, technical assistant(s) need song schedule.
Naomi: Seeking additional tech assistants for other committees.
Grace: Chorus practice(s) will be in April via Zoom. Shared chorus leadership.

Q: Since words to the songs will be up on the screen, should songs be printed in the booklet?

A: Lori E. Following past regional conference booklets, songs were printed. Some songs are unique to Hawai'i. Booklet pages still not set – waiting to receive complete information for workshops, presenter information, etc.

Q: Are (live) mics needed for practices? If so, how many and what type of mics needed? Practices will be held in Tapa II and III. AV person/team will be present to assist. Note: Budgeted monies to create chorus booklets is available (to Booklet Committee) since chorus booklets will not be made.

12. NW/SW IVP Reception. Nadine Okazawa, Epsilon w/NW

Naomi: Waiting for names for placards. Once received, Naomi will send names to Nadine.

13. NWR Luncheon. Melodee Burreson, MT

No report.

14. Photographers. Kay Yogi, Zeta w/NW

Banquet Committee requests rescheduling Hawai'i photo-op to an earlier time. Kay is offering the first scheduled slot.

Note: Photo Release Form will be either at the registration table or emailed prior to the Regional Conference, filled out ahead of time and dropped off at registration.

15. Pre-Post Conference Tours. Melanie Mizusawa, Kappa

a. Karen Victor is our kumu presenter creating the podcast for the Waikiki Walking Tour.

b. Monte of Royal Hawaiian Shopping Center has designed a custom-designed enhanced Waikiki walking tour at Royal Hawaiian Shopping Center titled "A Visit with Princess Pauahi." Helumoa is the legendary land and surrounding area on which the Royal Hawaiian Hotel stands. Limit = 20 participants. Cost per participant = \$20. 3-1/2 hrs include hula, lei and bento lunch. (Note: The Hilton Hawaiian Village to Duke Kahanamoku statue walking tour is free.) Tour will be offered to all sisters – local and mainland - at the same time. April 12 is the deadline for the enhanced tour sign-up. No volunteers needed for the enhanced tour as Kaleo and her 2 former students will be there to assist. Next: Contact those who sign-up with additional information/reminders, if any.

c. Kāhili, Kaleo Hanohano's daughter will lead the Pu'u o Kaimuki Tour and talk about the cultural and historical significance of the area. (Note: Steep incline involved. No restroom facilities.)

d. Kaleo helped with custom tours. Knows Kumu Ku'uipo Kumukahi who will sing for us outside 'Iolani Palace as well as share Iolani Palace stories for approx. ½ hr. (Looking for location.) Then whole group will break into 3 tour groups and enter the Palace at intervals. While waiting outside, the other 3 kumu will talk about historical and cultural significance of surrounding areas of Palace. Interactive activities will be part of what the kumu do outside. Volunteer sisters/guides are needed to help outside the Palace. Sisters willing to help inside the Palace (total = 6) must be willing to pay the Kama'aina rate of \$11.95. A Volunteer Google form link is available on-line. Kaleo Hanohano, Alohilani Okamura and Miki Maeshiro are the kumu presenters for the areas outside Iolani Palace. 'Iolani Palace Tour is confirmed for June 4. Price = \$40 per person when registering. Kama'aina price for volunteers is \$11.95 (to Lori).

Revised budget request: For singer/storyteller, a \$50 honorarium.

April 2 is the deadline for sign-ups for field trips. Need to put (non-refundable) deposit down for 'Iolani Palace.

Minimum number of participants required for 'Iolani Palace and Pu'u o Kaimuki tours due to cost factors, i.e., bus, entrance fees, etc.

16. Printing.

Gayle reported that House of Photography will be printing our 32-page booklet. Cost is \$2.50 per booklet.

17. Registration/Treasurer. NW/SW

Registration: Jenni Tomas reported 39 payments collected. Naomi reported 74 sisters registered.

18. SWR Luncheon. Sherry Kobayashi, Pi

Waiting on final count of attendees before making purchases to make favors, centerpieces, etc.
Working on luncheon agenda/program with Diane Best.

19. Welcome Bags. Kathy Tanaka, Beta

No report. No changes. Committee will print the luggage tags.
Naomi: Box of bags can be left in storage room and with Registration.

20. Welcome Reception. Hawai'i Co-chairs Naomi Yap and Gayle Lum

Royal Hawaiian Band will entertain – may be full or modified band.

21. Workshops. Daisy Ishihara and Betty Yoshida, Eta

Hostesses needed for each workshop. Reach out to other chapters, if needed, to help Eta Chapter with hostess duties. ½-sheet evaluation will be given to each workshop attendee and collected at the end of the workshop. Room assignments need to be confirmed.
Continue to work with tech cadre (on AV needs of presenters).
Request parking validation for presenters who are not staying at Hilton.
Sent updated date/time of their workshop session to each speaker. Room assignments to be sent when confirmed. Covid updates will also be sent.
Will be communicating with Booklet Committee on workshops and biographies of presenters.

22. Cultural Fair. Susan Okano, Nu

Every state in the NW and SW will be participating in the Cultural Fair.
Re: 14 tables. Naomi will be sharing floor plan with Susan.

E. Questions, Concerns, Comments:

1. Gayle: If any sister willing to be on the Tech Committee, please let Gayle know.
2. Melodee: Ready to ship materials for 50 presenter gifts. 6 gift bags – waiting to purchase items – coffee and candy -- to put in bags and ship for NW Luncheon. Janet finished favors. Chapter helping with decorations that Janet chose.
3. Naomi: Please send any questions and concerns.

F. Announcements

Next Meeting:

When: Saturday, March 19, 2022
Place: Virtual
Time: 9:00 – 11:00 a.m.
What: Regional Conference Updates