LIS ALUMNI GROUP MEETING MINUTES
Sunday, March 6, 2011
Present: Stewart Chun, Junie Hayashi, Carol Kellet, Becky Knuth, Sunny Pai, Christian DeLay, Jodie Mattos, Mona Kwon, and Alice Tran

Junie Hayashi called meeting to order at 1:20 PM.

I. ANNUAL DINNER: EAT CATERING & CAFÉ, APRIL 23, 2011
   a. Menu
      The chef will have control of the menu with the condition that the cost be $20/head and it includes at least one seafood, one meat, one salad, and one vegetarian. The menu will be heavy pupus that will allow guests to eat and mingle. We will provide a cake as dessert. Guests will be allowed to BYOB. Total cost of food, fountain drinks/iced tea, cake and gratuity will equal to about $20-25/head.
         i. Carol will check if the quoted cost includes fountain drinks and iced tea.
         ii. Becky will pick up a cake from Costco, paper plates, and utensils.

   b. Speaker
      Cat Toth has agreed to speak at the dinner and it was decided the topic will be, “Social Media in Education.” Her dinner will be comped.
         i. Jodie will double check with Cat about the topic, ask for a brief bio and if she would like to accept a stipend.

   c. Program
      5:30 pm – 7:00 pm  Mingling, heavy pupus, silent auction, and raffle
      7:00 pm – 7:45 pm  Speaker
      7:45 pm   Dessert
      After the speaker is done, we will announce that the silent auctions will be open for five more minutes. While the cake is being passed out, we will announce the winners of the raffle and let the winners of the silent auction complete their transactions.
         i. Junie will send the silent auction template sheet to Alice.
         ii. Alice will keep track of the donated items for the raffle and silent auction. Send details about items to be donated to alitra@gmail.com.

   d. Charge
      Will be $25/head all around. Winner of the LIS Alumni Student award and Cat Toth, the speaker, will be comped for their dinners.

   e. Fundraising
      Raffle tickets will be sold for $3/ticket or 4 tickets for $10.

   f. RSVPs
**Will be handled by Becky. Checks should be made out to Rebecca Knuth and sent to her address. RSVPs must be received by Monday, April 18, 2011.**

i. *Becky will send final headcount to Carol by Tuesday, April 19th.*

**g. Announcements**

There will be one announcement about the dinner in the newsletter slated to be published on March 15, two email announcements, and one announcement in the Malamalama. The email and online blog announcement will also include directions to the venue and a link to the online version (for more information etc).

i. *Junie will draft out an announcement and send it to Sunny and Christian so they can create the online version and send her back the link to include in the final announcement. Finalized version will be sent to:*
   1. Malamalama, deadline for print is 3/11 and online is 3/24.
   2. Mona, to include in the upcoming March 15 newsletter.
   3. Junie will send out the announcement to the LIS Alumni Group listserv on Friday, 3/11/11 and a reminder announcement on Monday, 4/11/11.

**II. SCHOLARSHIPS**

Due on March 31, student awardee will be comped for the annual dinner.

a. *Jodie will take care of this and send updates to Sunny for the blog.*

**III. NEWSLETTER**

The newsletter will be published on March 15, 2011 to PDF and sent out to the listserv.

a. **Postal vs. Electronic**

   It was decided that all newsletters from this point would go out electronically as a PDF since we lack the funds to send out printed newsletters. If people start to request printed copies of the newsletter, we will start compiling a new list to track this.

   i. *Jodie will email Ruth Horie ([ruthh@hawaii.edu](mailto:ruthh@hawaii.edu)) about the newsletter going electronic.*

   ii. *Carol will ask Nancy Sack ([sack@hawaii.edu](mailto:sack@hawaii.edu)) to issue an ISSN for the newsletter.*

   iii. *Sunny will upload the PDF, Christian will update the blog.*

b. **Due dates**

   i. *Jodie will send Mona a blurb about the Scholarship awards and an updated treasurer’s report.*

   ii. *Becky will write a blurb about recruitment.*

   iii. *Junie will write the president’s message.*

   iv. Mona wants all articles by **end of business day Friday, 3/11/11.** First draft will be sent out to the board after the 11th for approval.

Meeting adjourned at 2:50 PM.

Minutes submitted by Alice Tran