LIS ALUMNI GROUP MEETING MINUTES
Saturday, January 18, 2013
Kapiolani Community College Lama Library
Present: Sunyeen Pai, Rebecca Knuth, Junie Hayashi, Carol Kellett, Alice Tran, and Stewart Chun
Excused: Jodie Mattos, Christian DeLay, and Mona Kwon

ORDER OF BUSINESS
Junie Hayashi called meeting to order at 1:13 PM.

1. VIOLET HARADA’S RETIREMENT RECEPTION
   a. Google RSVP form suggestions
      i. Change pupu line to “Feel free to bring a pupu or dessert…”
      ii. Remind people to cover their dishes so they can get through the front door
      iii. Take out section asking if people want to contribute to the gift basket. Gift basket will be from the LIS board. Carol will donate win and each member (not Mona) will donate $20.
         1. Carol and Alice will put together a basket.
      iv. In lieu of the section about a gift basket, a line will be added in the email that Dr. Harada has asked that in lieu of leis and gifts, gifts be donated to the UH Library and Information Science Program – Program Enrichment Fund.
      v. Include a line to RSVP by February 10th, for planning purposes.
   b. Food & Drinks
      i. Food will be potluck style, provided by participants
      ii. Drinks will be a punch provided by the board, paid with discretionary funds
         1. Carol will provide the punch
         2. Sunny will provide the ice, no more than 20 lbs.
      iii. Forks, chopsticks, napkins, small plates, and cups will be paid with discretionary funds
         1. Junie will pick up
      iv. Garbage bags, lawn size
         1. Sunny and Carol will bring a few
   c. Setup and Clean-up
      i. LIS Faculty will help setup and clean-up
      ii. Setup of tables and chairs, drinks will stay in the dining room but food will be in the community area to allow easier flow of traffic
      iii. Vinyl tablecloths will be purchased by Becky with funds from facilities, they can be reused for future LIS events.
      iv. Decorations – is HASL willing to help out with decorations?
         1. Stewart will ask HASL
   d. Entertainment
      i. Music – LIS Faculty will chip in and pay for entertainment
         1. Becky will coordinate with Shoji Ledward
ii. Slideshow – nixed. Unsure if we’ll be able to get enough pictures and the slideshow will be limited to a classroom only where the projector is located.

e. Email
   i. Draft will be done over the weekend, first email will be sent out Wednesday, Jan 23, and second email/reminder will be sent out Friday, Feb 1
   ii. Email will be sent out to:
       1. LIS Alumni listserv – lisalumni-l@lists.hawaii.edu
       2. HLA – hla-l@lists.hawaii.edu
       3. ICS listserv – Becky will provide email address
       4. HASL listserv – Stewart will provide email address
       5. Hamilton Library listserv – lib_ids@hawaii.edu
          a. Carol will forward to this listserv

   6. Special Guests:
      a. Larry Osborne – losborne@chaminade.edu
      b. Miles Jackson – jackson@hawaii.edu
      c. Karen Maeda – maeda@hawaii.edu
      d. Gail Morimoto – gymorimoto@gmail.com

iii. Social Media – Facebook, LinkedIn, and LIS Blog
    1. Christian will post information about the event in social media accounts.

f. Program
   i. Spontaneous

g. Sign-in Tables – need two tables
   i. Sign-in sheet (for statistics), name tags, pens
      1. Carol has name tags and sharpies
   ii. Memorabilia book for Dr. Harada setup on a different table with ball point pens
      1. Board members will bring ball point pens from home
      2. Sunny will order the accordion style book from Hiromi Paper, Inc.

II. ANNOUNCEMENTS AND ADJOURNMENT

   Meeting adjourned at 2:30pm
   Next Meeting – Sunday, March 3, 2013, 1pm at Hamilton Library Systems Office

Minutes submitted by Alice Tran