

Clubs & Amenities Committee
Meeting Minutes
July 5, 2022 at 10:00 am at the Crown Center

Present were committee members: Mary Delamater, Laurie Petrie, Valerie Schuyler & Gayle Waiwaiole

- Mary reviewed upcoming room rental events and the assigned advisors.
- Mary listed the dates of Community Conversations for the rest of the calendar year given to her by Sandi Fuhrman. Sandi has reserved all these date through the KCCA office. They are:

July 16
August 27
September 24
October 15
November 19
December 10

- Mary went over several documents and their latest revision dates.

Room Rental Form 5/18/2022
Club Registration Form 6/20/2022
Room Use Policy 6/8/2022
The Room Use Checklist 1/7/2020

It was decided to use the Room Use Checklist informally for now—not as an official part of the procedure.

After some discussion, the committee decided that when a room is checked by one of the event advisors on the committee following an event, the advisor should email Mary and let her know if everything was in order. If, instead, any problems were found, the advisor should list the problems in the email. Mary will notify Deborah and Melva in the office.

The next meeting of the Clubs & Amenities Committee is scheduled for Tuesday, August 2, 2022 at 10:00 am in the Crown Center.

Prepared by Gayle Waiwaiole, Secretary