

Clubs & Amenities Committee

Meeting Minutes

August 2, 2022 at 10:00 am at the Crown Center

Present were committee members: Mary Delamater, Laurie Petrie, Valerie Schuyler & Gayle Waiwaiiole and Guest: Patty O'Toole

- It was decided that Mary will go over the procedure for handling checks with office staff and make a few changes to the "For Office Use Only" section of the Room Rental Form regarding the recording of rental and deposit checks and that photocopies of these checks do not need to be forwarded to the committee.
- It was decided that sometime before September 15 a 2022-23 Club Registration form will be sent to the contact person for each club to be updated, if needed. It will be accompanied by a cover letter containing instructions and asking that the completed form listing emergency contact information be returned to the office by November 15.
- Mary reviewed upcoming room rental events and the assigned advisors.

The next meeting of the Clubs & Amenities Committee is scheduled for Tuesday, September 6, 2022 at 10:00 am in the Crown Center.

Prepared by Gayle Waiwaiiole, Secretary