

Clubs & Amenities Committee  
Meeting Minutes  
September 6, 2022 at 10:00 am at the Crown Center

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

- Annual Club Registration
  - The president/contact person for each club will be sent an email in mid September requesting they complete an updated Club Registration Form and Member List for their club due to the office by mid November.
  - The completed forms will need to be checked against the calendar database maintained by office staff, and members of the Clubs & Amenities Committee can assist with this process if needed. Mary will talk to the administrator about how to handle this.
  
- Some minor cleanup of the calendar data is needed before it is submitted to the KCCA Newsletter publisher for events open to the community that have a set-up time prior to the start of the event. Mary will discuss this with office staff to come up with the best way to handle this to make sure events such as Community Conversations has the correct start time listed in the calendar rather than the set-up time.
  
- The committee decided to recommend to the administrator that KCCA not allow private for profit companies to hold promotional events in our amenities.
  
- Mary reviewed upcoming room rental events and the assigned advisors.

The next meeting of the Clubs & Amenities Committee is scheduled for Tuesday, October 4, 2022 at 10:00 am in the Crown Center.

Prepared by Gayle Waiwaiole, Secretary