

Writing assignment
Week 10
Dropbox 8

Task:

Edit the following meeting minutes (there are errors in spelling, grammar, punctuation, number form, concise wording, and other writing faults studied on previous chapters).

Honolulu-Pacific Federal Interagency Board
Room 25, 310 Ala Moana Boulevard, Honolulu
February 4, 2019

Present: Debra Chinnapongse, Tweet Jackson, Irene Kishita, Barry Knaggs, Kevin Poepoe, and Ralph Mason

Absent: Alex Watanabe

The meeting was a call to order by Chair Kevin Poepo at 9:02 am. Minutes from the January 6th meeting were read and approved.

Old Business

Debra Chinnapongse discussed the cost of the annual awards luncheon that honors outstanding employees. The ticket price does not cover all the expenses incurred. Major expenses include awards, leis, and complimentary lunches for the judges, VIP guests, and volunteers. Honolulu-Pacific Federal Interagency Board can not continue to make up the difference between income from tickets and costs for the luncheon. Ms. Chinnapongse reported that it had come to her attention that other interagency boards relied on member's contributions for their awards programs.

MOTION: To send a letter to board members asking for there contributions to support the annual awards luncheon. (Chinapongse/Kishita). PASSED 6-0.

Reports

Barry Knaggs reported that the homeland defense committee sponsored a get-acquainted meeting in November. More than eighty people from various agencies attended.

New Business

The chair announced a Planning Meeting to be in March regarding revising the emergency dismissal plan. In other New Business, Ralph Mason recommended that the staff read an article titled Enhancing Nonprofit Resources that recently appeared in the Honolulu Star-Advertiser.

Next Meeting

The next meeting will be in early April at the Fleet and Industrial Supply Center, Pearl harbor. The conference will include a tour of the Red Hill underground fuel storage facility.

The meeting adjourned at 10:25 am by Keven Poepoe.

Respectfully submitted,

Rudolph V. Oliver