

*Halloween in Paradise Membership Committee  
July 11, 2018 Meeting Minutes*

*Attending: Lorna Linville, Tricia Yachcik, Karrie Larrabure, Mary Couch, Kathy Crawford*

*The meeting was called to order at 4:05 pm on Wednesday July 11, 2018 by Kathy Crawford.*

*Each attending member made a brief personal statement.*

*Kathy has proposed to be the Chair of the committee and Mary Couch offered to be Vice Chair. These positions and the position of Secretary will be voted on at the next meeting.*

*All agreed to retain the name of Halloween in Paradise and to have it be on Halloween which falls on a Wednesday. After some discussion it was agreed to request the activity center from 3-9 pm on Wednesday Oct. 31. This will allow 2 hours to set up, 2 hours for the event and 2 hours for clean up. Kathy was informed that Malamalama Waldorf School has a "Trick or Trail" event. She spoke with Sherry Barnes from the school and found out that their event is on a different day and the 2 events will not be repetitive.*

*Security, Rules, an Exit and Entrance was discussed as well as supplies needed including treats, decorations, activity games, tables, chairs, prepackaged goods, etc. etc. We also discussed if we wanted to offer food. Kathy*

*suggested we keep it simple and Mary wants to see if we can get some food trucks on the premises for the event.*

*There was a lot of discussion about funding the event. With the Swap Meet this Saturday we agreed to set up a table there with informational fliers and solicit donations. Lorna mentioned "Go Fund Me" and was asked to check into it. Karrie's husband works for Target and will ask him what the procedure is for requesting donations. We all talked about developing a form letter to be sent to other big box stores. Time is of the essence as many times these letters have to be sent to corporate head quarters up to a year in advance. For now we will see what happens at the Swap Meet. Tricia will attend it with Kathy and they will count the donations together and sign off on the amount. Until the bylaw amendment creating a Special Projects section occurs so the Finance Committee will be able to open an account specifically for each committee for transparency, we will create our own transparency and account for every donation. Mr. Derrick offered to make buttons to sell. We all liked the idea and discussed what we would like on them. We think they should have the name, date, palm tree and perhaps a cat. We hope to sell these buttons and cookies from Costco purchased by Mary at the August Swap Meet.*

*We also discussed how to advertise the event. The Conch may be a possibility as well as well crafted signs posted 3 weeks before the event. We need to determine where we can safely put these signs so they do not get removed.*

*We know we will need lots of helpers on the day of the event. We will ask neighbors etc.*

*Homework assignment: Check out web sites to see what games, treats, activities and decorations are available. We also need to think about selling tickets to cover expenses and for the future Halloween in Paradise.*

*A mission statement needs to be attached to our committee. Every one on the committee gave Kathy suggestions of words and phrases. After reviewing them our mission statement became apparent.*

*Hawaiian Paradise Parks Halloween in Paradise Committees mission statement is:*

*The Halloween in Paradise Committee is dedicated to creating and providing a joyful activity based event catered toward our neighborhood children; that is a safe, "good old fashioned" fun experience families in our community will embrace.*

*Next Meeting Thursday July 19<sup>th</sup>*

*Respectfully submitted,  
Kathryn Crawford.*