

**HPPOA MEMBERSHIP MEETING COMMITTEE (MMC)**  
**MINUTES**  
**JANUARY 23, 2023**  
**ZOOM 3:00PM**

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1. Call to order - Meeting was called to order on 1/23/2023 @ 3:03PM HST by Katherine Patton
2. Determine quorum - Attendance was taken and quorum established with the following committee members in attendance:
  - Katherine Patton
  - Keala Stant
  - Kathy Hollingsworth
  - Denise Hobby
  - Sarah KayMembers not in attendance:
  - Jeffrey Finley
3. Elect Chairperson - Discussion on the need of a new Chairperson due to former chair, Patricia Ruppert, stepping down. Katherine Patton volunteered to be the Chairperson for the MMC moving forward. Committee members voted unanimously, affirming Katherine Patton as the new Chairperson for the MMC moving forward.
4. Elect Secretary - Discussion on the need to elect a secretary for the MMC, no volunteers for permanent assignment, but the committee agreed that until a secretary is selected, we will nominate a secretary for each meeting. Keala Stant volunteered to serve as the interim Secretary for the 1/23/2023 MMC meeting.
5. Determine our mission (again) - Discussion regarding the issue with the previous mission scope as communicated by the HPPOA Board and members. Original intent for the creation of the MMC was to limit its responsibilities to just the Membership meetings as suggested by the original name, "Membership Meeting Committee"

With this clarification in mind, the MMC vote unanimously to approve the change to the MMC mission statement to the following:

***"Act as a mechanism to actively solicit feedback from the membership for the purpose of creating an effective and informative membership meeting"***

6. Begin work on February 2023 Membership Meeting Agenda
  - Discussion on further soliciting feedback/ideas for Feb 2023 Membership Meeting Agenda
    - i. Review previous Membership Meeting minutes to capture items not completed
    - ii. Reviewing old board minutes to capture items not completed
    - iii. Requesting feedback from each committee chairs to identify if they would like to provide a topic for membership discussion in their respective areas

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- iv. Secure or invite speakers/presentations from our community that impact and/or inform our membership.
  - o Suggested New items:
    - i. Per Bylaws: Elect committee to recommend candidates for the: *Allan Deehr, Albert and Maizie O'Neil and Rick Edwards* annual community service awards to be awarded at the June membership meeting.
    - ii. Adding Status Update on work being done on the HPPOA website and planned improvements
    - iii. Adding reporting section for Nominating Committee information and status - potentially offering time to give candidates time to speak to membership.
  - o Select a chair and co-chair to run the Feb 2023 Membership Meeting - Discussion on the need to assign someone to facilitate and run the Feb 2023 Membership meeting, Sarah Kay offered to volunteer to either chair or co-chair the meeting. Sarah Kay suggested that Keala Stant also help by either chairing or being the co-chair. Keala Stant offered to help and would coordinate with Sarah Kay on who would be assigned to chair and who would co-chair and provide that information to the MMC chairperson, Katherine Patton by next MMC meeting.
7. Next meeting – Discussion on the need for an additional MMC meeting to finalize the Membership Meeting Agenda for submission to the board for approval in time to get the agenda out to the membership to review. Next scheduled MMC meeting will be on Monday, 1/30/2023 @ 3PM HST via Zoom.
8. Adjourn - MMC members voted to adjourn the meeting unanimously at 3:52PM HST