Minutes
Health and Wellness Subcommittee Meeting
November 18, 2008
2:00 p.m. – 3:30 p.m.
Apprenticeship, Bldg 4, Rm 18

Agenda
I. Website Update: (Varouny, Kyle, Nadine, and Wayne)
   • Sections we might include:
     o Membership List
     o Event Calendar
     o Workshop Notes
     o Agenda and Meeting Minutes
     o Assessment
     o Healthy Tips?
     o Walking Path – Printable walking path and chart
       (form-fillable) on website
     o Various links to reputable websites such as
       library database.
     o New ideas?

II. Membership
   Finalized roster of members will be reflected on wellness-l list serv. Please review for accuracy.

III. Review of pending activities. See our latest Calendar with activities (attachment)
   • Activities
     o Updates on Status of Activities
       • Line Dancing (Guy) – Updates, if any.
       • Walking, (Charles) – Update on new walking path and chart (for website).
       • Basic Home Safety and Simple Repairs by Allen Tateishi (Lori ) -Evaluation
       • Healthy Appetizers by Carolyn Antonio (Kathy) re: Nov 19 update
       • “Ask Walter (Electrical)” by Walter Furuyama (Kathy) December 3, time and place pending
       • Chocolate Candy-Making by Janet Garcia– (Nadine) February 11  11am-12:30pm, Bldg 4-23B $3
to sign-up. Check on max participation and any other needs.
       • Car Care by Bert Shimabukuro (Kathy) January 2009. Need more details.
       • Great Aloha Run (Guy or Sharon Isa) – February 2009 – Update; Internal HCC deadline for early
         entry is Wednesday, November 26. GAR early entry deadline is December 5.
       • “Relaxation Techniques” by Jennifer Higa-King (Wayne) re: status of workshop for Spring 2009;
         She’s willing to do something on stress and not relaxing instead. Meditation?
       • “Massage” by Jess Aki (Clara) – 1 hr session on Friday, March 20,
       • “Surgical Weight Loss” Talk Story (Kathy) ?Merge with Healthy Appetizers? Or ?
       • Kaiser-Permanente workshop topics and times (Kyle) – Await new activities for Spring 2009 to be
         added to calendar.
       • Smoothies? (Connie will check around with friends about this). Summer 2009? If interested, shall
         we propose to ask Staff Development to co-sponsor?
       • July 2009 -- Shall we adopt Relay for Life as an activity? In what capacity? Anyone interested in
         helping out and in what area? Some areas that we’re thinking of that Janet and Dee might need
         help with in some way, shape or form are (need to confirm with Janet first but these are thoughts.
         Prioritize items to include in calendar.
         • Fundraising (Soliciting fundraising ideas and sales) – Better to start in Spring to capture 9
           month faculty and staff.
         • Finance/Accounting (of monies coming in and going out)
         • Creativity (helping Dee in preparing with theme for the year with tent decorations, etc.)
         • Pre-Event Help with Logistics? Food? Tents? Chairs and other supplies.
         • Event Day/Night/Morning:
           • Set-up Tent & Decorations
           • Be at Activity to Participate & support
           • Walkers Very Much Needed! (PTK, Student Govt., our group or ????)
           • Clean-up

IV. Other Concerns or Initiatives for Committee to Adopt
   • Charter or Operating Guidelines  Input from Libby and group about developing general mission,
     goals, membership, project selection, etc. that might help our group to focus on activities supported by
     subcommittee, etc.

V. New Business - Any other items to discuss?
VI. Fall semester meetings  2nd Wednesday of each month at Apprenticeship (Bldg 4, Rm 18) at 2:00 pm.
Minutes


Since one of members had to leave early, moved Charter up to be discussed first.

I. Charter and Activity Proposal Sheet

While the committee has been successful in selecting and executing health and wellness related activities, there have been a few glitches with some activities that have not been as successful. It was felt that having a basic best practices document such as a Charter would provide guidelines and criteria based on goals defined by the group for selecting projects. An Activity Proposal Sheet was designed to ensure fair, timely, and equitable review of proposed projects that the committee would like to be associated with. It appears as though approval of a project requires two things: (1) majority present agree that project is worthwhile to undertake (meets goals/mission); (2) a committee member/members is/are willing to adopt the project.

A draft Charter and Activity Proposal Sheet were distributed and members were asked to review and provide comment/feedback.

II. Website update:

Varouny current workload and software limitations at work prevent him from being able to chair web design effort. Committee members met after meeting for a short time to identify whether each of the sections listed in agenda are committee-related or campus-related. Group will talk to Todd for his assistance for campus-related website information.

III. Membership

Email list will remain the same due to adhoc committee status. Those choosing to not receive future emails should contact Kyle.

IV. Review of Pending Activities
- Revisit scheduling day of week since Fridays are poorly attended.
- Line Dancing on hold. Contact Guy if interested.
- Walking – No update
- Basic Home Safety and simple Repairs – videotape being edited by Elton. Will consider posting on website or borrow at Library.
- Campus Art Tour was also videotaped and we are awaiting edited video. Cleaning of art pieces is handled by the State Foundation of the Arts. Kyle will contact Irene for name of person.
- Healthy Appetizers – tomorrow Rm 4-23B
- “Ask Walter” – no report
- Chocolate Candy-Making – Max participation 15; Need a volunteer to handle registration.
- Car Care – await date from Bert
- GAR – early entry deadline next Wed., but up to Thursday, Dec. 4.
- No Relaxation Techniques; Instead “Massage
- Surgical Weight Loss – tomorrow with appetizers.
- Kaiser – new spring 2009 still pending
- Smoothies – Connie will check with Lorna (her friend)
- Relay for Life – Not a committee sponsored activity, but individual committee members encouraged to contact Janet and Dee to help.

Next meeting Dec 10 at 2-0m