

Meeting Minutes
 Kekaha Host Community Benefits Fund
Meeting No. 48
KHCB Funds Community Workshop 2
 Kekaha Neighborhood Center, Kekaha, Kauai, HI
 March 5, 2014
 Meeting Time: 6:00 pm – 9:00 pm

Community Residents in Attendance – Refer to Sign in sheet (Approximately 16)

County Staff Present: Nalani Brun, Theresa Koki

Community Resource: Brenda Jose

CAC Facilitator Present: Yvonne Hosaka

Agenda Item	Minutes	Action
I. Introduction	Meeting called to order by Facilitator, Yvonne Hosaka. Introduced County Staff members Nalani Brun and Theresa Koki as well as Brenda Jose from Kekaha Community who were present tonight to assist groups in doing a first review of their Grant Proposal.	6:00 pm
II.	<p>Yvonne Hosaka reviewed the agenda for tonight and distributed copies of the timeline to all that were present.</p> <p>The purpose of the workshop tonight is to provide individualized assistance in filling out the grant proposal applications. This is an informal meeting as our primary goal for these workshops is to provide assistance. There are two computer stations set up for anyone who would like to use them. We will break into four groups.</p> <p>Can I have a show of hands of those who have completed or almost completed with the first two sections of the proposals? Ok. There are 3 groups that are ready for first review.</p> <p>And can I have a show of hands of those here for the first time? There is one. And anyone who have not yet started and need assistance? There are two.</p> <p>Ok. We have 3 groups that have come with their project narrative and program descriptions almost completed, one of each will go with Nalani, Theresa and Brenda. Those here for the first time will be in my group as well as those who have not yet started and need further input.</p> <p>Ok. Let's break into our groups.</p> <p>Group One – Nalani Brun Group Two – Theresa Koki Group Three – Brenda Jose Group Four – Yvonne Hosaka</p> <p>We will sit down with each of you, go through what you have and assist in providing additional resources, support and answer questions.</p> <p>You may leave when you are done and I encourage you to submit your proposals as soon as possible so we can start the review process immediately.</p> <p>Thank you all for coming tonight. Please don't hesitate to call or email with any questions.</p>	
	Each group broke out with support members Nalani, Theresa, Brenda and myself.	
7:30 pm	Workshop Concluded	

Submitted by: _____
 Yvonne Hosaka, CAC Facilitator

Reviewed and Approved by: _____
 Bruce Pleas, Chair