

Meeting Minutes

Date: October 3, 2024
Time: 9:00am - 11:00am
Location (Zoom): www.HawaiiSILC.org/zoom.php

Attendees:

- Patrick Gartside (SILC Chair, Executive Director of Work Now Hawaii)
- Phillip Ana (SILC Vice Chair)
- Judy Guajardo (SILC Treasurer, Volunteer Coordinator with Na Hoaloha on Maui)
- Sam Nagasawa (SILC Secretary, Deputy Director, Aloha Independent Living Hawaii)
- Brian Hauser (SILC Member, Advocacy Coordinator, Aloha Independent Living Hawaii)
- Catia Garell (SILC Member)
- Linda Lambrecht (SILC Member, Deaf community representative)
- ASL interpreters Inga Park-Okuna and Carry Sarver

Absent:

- Letty Zuno (Executive Director for ACCESS TO INDEPENDENCE)

1. Call to order

The meeting was called to order at 9:06am by Patrick Gartside.

2. Approval of Minutes

- a. Sam Nagasawa requested a correction to be listed as a SILC member.
- b. The minutes from the previous meeting on September 13, 2024 were approved.
- c. Brian Hauser made a motion to approve the minutes, seconded by Phillip Ana.

3. Reports

- a. **Financial Report:** Judy Guajardo presented the financial report. As of the end of September, the balance is \$202,269. She reported that the lease has expired and there will be no more rent payments.
- b. **Work Plan Committee Report:** Patrick Gartside provided an update on the work plan's progress, including discussion on the structure and use of a spreadsheet for tracking activities, focus areas, responsible parties, and deadlines.
Action Item: Work Plan Committee to meet again on October 11th to continue work on the plan

4. Old Business

- a. SILC Budget and Resource Plan: Discussion on the budget, noting a shortfall due to an error in the SPIL.
Action Item: Executive Committee or Budget Committee to meet and address the budget shortfall.
- b. Possible hiring of part-time clerical person.

5. New Business:

- a. SPIL Training: Patrick Gartside presented on the SPIL training and the need for member orientation.
Action Item: Investigate training resources and schedule a member orientation.
- b. Committees: Discussion on the formation and responsibilities of various committees, including Executive Committee, SPIL Committee, Membership Committee, Hiring Committee, Bylaws and Policy Committee, Data Committee, Communications Committee, and Youth Committee. Merging the SPIL and Work Plan Committees was suggested.

New Committees:

- i. Executive Committee: Patrick, Philip, Judy, Sam
 - ii. SPIL (Work Plan) Committee: Judy, Brian, Letty, Roxanne, Philip, Leelynn, Brian, Cat
 - iii. Engagement Committee (Membership & Training): Sam, Brian, Cat
 - iv. Hiring Committee: Philip, Cat, Brian
- c. Possibly holding annual SILC Training.

6. Announcements:

- a. Events: Information shared about upcoming LDAH and City Council Ohana Footsteps events.
- b. Websites: TRC's new website launch and NOAA's weather safety materials for individuals with IDD were highlighted.
- c. Meeting Dates: Patrick Gartside to send out invitations for quarterly and monthly meeting dates.

7. Adjournment

- a. Sam Nagasawa made a motion to adjourn, Philip seconded at 11:00 AM.