

**Salt Lake Elementary School PTA
Fun Fair Meeting Minutes
January 8, 2019**

These draft minutes must be approved by this committee to be the official approved record.

Attendees

Cherie Racadio (President/Fun Fair Chair)	Jodi Fujimoto (Secretary/Volunteers)
Duwayne Abe (Principal)	Cy Takeno (Treasurer/Scrip/Rides)
Nicole Palmer (Vice President/Publicity)	Kim Billon (Fundraising)
Randall Galeon (Vice Principal)	Traci Takehara (Games)
Ben Leong (Entertainment)	Chace Shigemasa (Food)

Commenced: Call to order 6:24 P.M. by Chair Mrs. Racadio

Minutes Approval

Minutes for December 4, 2018 were approved with no objections

Overall Chair – Cherie Racadio - \$200 - Use #FF19 on all correspondence via email

Budget - \$6,500

Volunteers for Committees

Games (Traci Takehara)	\$300	Solicitation letter approved. Will accept prize donations until 3/29. Need a new basketball game due to water damage. Everyone be on the lookout.
Food (Chace Shigemasa) Mr. Racadio reported via notes from Chace	\$2500	Working with Mrs. Billon to acquire donations of ice, oil, kalua pig, hot dogs. Menu – (\$6 plates) Rice/corn with choice of Kalua Pork & Cabbage, Chicken Katsu, Garlic Chicken, Chili Frank. Hot Dog \$3, Funnel Cake \$4, Nacho Cheese \$3. Mrs. Racadio to help with cabbage donation. Ms. Fujimoto to send Mrs. Shigezawa’s email for chart. Mr. Shigemasa to speak with Mrs. Yamada about container.
Volunteers (Jodi Fujimoto)	\$150	Jodi Fujimoto – Shifts 7-9 am, 8:30-11:30 am, 11am-2pm, 1:45-4:45pm – Office of Councilmember Joey Manahan will volunteer.
Entertainment (Ben Leong)	\$250	Corey confirmed. Mr. Leong to speak with Ms. Masuda-Kop about Chorus and Ms. Yamada about Dolphin Stars. Will contact H2O.
Set-Up (Joshua Ka’awa/Lance Yamada)	\$500	Checked equipment during Winter Break. Leak in container.
Publicity (Nicole Palmer)	\$50	“Save the Date” flyer to go out ASAP. Mr. Leong to ask brother-in-law about drone. Flyers due by 2/22. Packets distributed 3/5.
Rides (Cy Takeno)	\$500	Xtreme confirmed for 4/6. Contract pending

Scrip (Cy Takeno)	\$280	Have not heard from Xtreme regarding “Universal” scrip. Mr. Takeno still researching ticket options. Mr. Leong confirmed hot spot.
Dunk Tank (Erica Huggins)	0	Ms. Huggins needs contact from Mrs. Billon. Ms. Fujimoto to recruit victims. Ms. Huggins to recruit her own volunteers for the event.
Food Trucks (Cherie Racadio)	\$10	Exploring location options—field, on Ala Lilikoi Place. Will check with City regarding street usage.
Silent Auction (Casey Ragasa)	\$100	

Miscellaneous - \$200

Security (Traci Takehara)	\$100	Jeremy Vicens + 3 other confirmed
First Aid (Jodi Fujimoto)	0	Tricia Balanay/PHN pending
Custodian (Jodi Fujimoto)	\$250	Ms. Fujimoto to ask Lana in January.
Massage (Traci Takehara)	0	Cherie-Lyn Apuya confirmed
Overnight Security (Mr. Abe)	0	Mr. Abe
Road Block Permit and GP Roadway barricades (Cherie Racadio)	\$80	Mrs. Racadio
Use of Facilities		Completed
HGCA (Cherie Racadio)		HGCA interested in participating again this year (Friday set-up, Saturday as vendor, Sunday as contract with school). Ms. Racadio to contact and discuss details.
Total Budget	\$5470	

Announcements: Next Fun Fair meeting – Tuesday, February 5, 2019 at 6 pm in the Library

Adjournment: The meeting was adjourned at 7:19 pm by Mrs. Racadio.

Respectfully Submitted,

Jodi M. Fujimoto, Secretary