

**Salt Lake Elementary School PTA  
Fun Fair Meeting Minutes  
December 4, 2018**

*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)
Duwayne Abe (Principal)	Cy Takeno (Treasurer/Scrip/Rides)
Nicole Palmer (Vice President)	Kim Billon (Fundraising)
Randall Galeon (Vice Principal)	Traci Takehara (Games)
Ben Leong (Entertainment)	Erica Huggins (Dunk Tank)
Joshua Ka'awa (Set-up)	Casey Ragasa

**Commenced:** Call to order 6:00 P.M. by Chair Mrs. Racadio

**Minutes Approval**

Minutes for November 13, 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	12 Games
Food (Chace Shigemasa) Mr. Racadio reported via notes from Chace	\$2500	Checking on donations. 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
Volunteers (vacant)	\$150	Jodi Fujimoto – Shifts 7-9 am, 8:30-11:30 am, 11am-2pm, 1:45-4:45pm
Entertainment (Ben Leong)	\$250	Corey confirmed. Mr. Leong to speak with Ms. Masuda-Kop about Chorus and Ms. Yamada about Dolphin Stars.
Set-Up (Joshua Ka'awa/Lance Yamada)	\$500	Checking equipment during Winter Break. Will send out date for anyone interested in helping. Mr. Shigemasa checking on using family tables and chairs. Ms. Racadio noted need for a POD.
Publicity (Nicole Palmer)	\$50	
Rides (Cy Takeno)	\$500	Attempting to contact Xtreme. No response
Scrip (Cy Takeno)	\$280	Will continue “Universal” scrip. Custom prints looking to cost over \$300 so exploring more economical tickets. May need more money. Concern: Need devices to run the credit card square. Mr. Takeno does not have a smart phone. Mr. Leong will lend his hot spot. Ms. Racadio has a new square reader.
Dunk Tank (Erica Huggins)	0	Information provided to Ms. Huggins regarding how to do the dunk tank.

Food Trucks (Cherie Racadio)	\$10	Exploring location options—field, on Ala Lilikoi Place
Silent Auction (Jodi Fujimoto)	\$100	Ms. Ragasa agreed to take on Silent Auction. Ms. Fujimoto to do Volunteers

**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)		Ms. Racadio to contact
Total Budget	\$5470	

**Announcements:** Next Fun Fair meeting – Tuesday, January 8, 2019 at 6 pm in the Library

**Adjournment:** The meeting was adjourned at 6:46 pm by Mrs. Racadio.

Respectfully Submitted,

Jodi M. Fujimoto, Secretary