

**REPORT of the
NECA Program Committee
Thursday, April 23, 2009, 7:00 pm**

1. Call to Order

The meeting was called to order by Chairperson Lynn Park at 7:05 pm.

2. Roll Call

Present: Chairperson Lynn Park, Members; Lacy Shimabukuro, Richard Nagata, Louise Nagata, Richard Lau and NECA Program Director Jenna Wong.

Absent: Amy Tshako, Karen Ueyama, Kelli Isa, Melanie Mizusawa, Violeta Soriano, Kelly Urata and NECA Sports Coordinator Wendell Oi.

3. Ongoing/Update:

a. Successful April 4 Easter Egg Hunt

- Total Participants: 74; Total Attendance: 70; No Show: 4
- See the attached Expenditure Report
- Discussion concerned whether such events should continue to be heavily subsidized by NECA or whether participants should pay a larger portion of the costs.
- The committee recommends doing a trial basis of charging \$2.00 for an Event. 4 in favor; 2 not in favor.

b. Inquiry re outsourcing afterschool/intersession childcare programs

- Jenna reported that Diane has met with YMCA and will be meeting with Kama'aina Kids.
- Lynn reported (per info from Diane) that the YMCA proposed to charge \$150 for YMCA to break even.
- During discussion, committee members generally agreed that NECA should continue to offer childcare to residents, preferably Keiki Club.
- During the discussion, the following points were mentioned: the high likelihood that if the fee were increased to more than \$100, many parents would not use this program; availability of child care as a "perk" or selling point for Newtown; the advantage of Keiki Club to other afterschool programs in terms of security and convenience.
- The committee recommends to the Board of Directors to increase the after school program fee from \$60 to \$75 (increase of 25%) to reduce the NECA subsidy to childcare but still maintain a competitive price with other after-school programs.
- The committee recommends putting in an article in the next Newsletter promoting the '09-'10 After School Program validating the increase in fees.

c. Volunteer groups: Beautification, Health/Fitness, Recycling/Energy Savers

- Tabled

d. Neighbors helping Neighbors

- Jenna reported that NHN will join Project Dana.
- See attached NHN Report.
- The NHN article will be out in the May/June Newsletter.

e. Volunteer Appreciation in July-proposal to BOD

- The committee discussed this event and recommends to the Board of Directors that the BOD plan and budget for the recognition banquet. 5 in favor; 1 undecided.
- Committee members expressed concern that no budget has been prepared for this event, and that there appeared to be no clear criteria as to who is a “volunteer” (apparently only individuals who have participated in various committees?);
- Considerable discussion focused on the concern that this event has been proposed by the BOD as a gesture of appreciation for a limited group of individuals. Therefore, this event does not appear not fall within the mission of this committee, since it is not generally for Newtown residents, but rather for a select group (and would include themselves). The consensus was that the BOD should organize and budget their proposed gesture of appreciation, since otherwise it may have the appearance of volunteers spending money to thank themselves.
- The committee brought up anticipated costs of the shirt to be given to volunteers and the actual usage, and recommends not providing shirts at the banquet if there are NECA budget constraints.

f. Bulletin Board

- Jenna reported that the Bulletin Board is back up.

g. CPR/First Aid class proposed for Saturday, June 20 - Status

- Jenna reported that the class is a go and will be advertised in the Newsletter.
- There will be 3-4 Keiki Club Leaders, Wendell and Richard attending the CPR/First Aid class.
- There will be 6 vacant spots for residents wishing to participate in the class.

4. New Business

a. Thank you Boy Scouts

- Tabled.

b. Proposal for ukulele class

- Jenna reported an interested instructor willing to teach ukulele classes in the evenings for adults only at \$4/class for 5 weeks (as a trial basis).
- The committee recommends that the instructor obtain \$300,000 liability insurance as all other instructors have insurance.

c. Book Exchange

- Lynn proposed to the committee to return the book exchange to the upstairs lounge
- The committee agrees to return the book exchange to the upstairs lounge and to advertise in the Newsletter asking for donations of both adult and children books.
- Keiki Club children may also borrow books, but should not be going to the upstairs lounge book exchange areas unless accompanied by a Keiki Club leader

d. Boy Scouts selling goodies at NECA Events

- Lacey reported for a Boy Scout mother, if they were able to sell food at the next NECA event to raise funds for the boy scouts.
- The committee agrees to allow Boy Scouts to sell food at the next NECA event and then alternate with Cub Scouts thereafter.

5. Adjournment

- a. Next meeting will be on Wednesday, May 27 (4th Wednesday) at 7:00 pm.

Minutes taken by Jenna Wong, Program Coordinator

Reviewed and Accepted by:

Lynn Park, Chairperson

May 5, 2009

Newtown Estates Community Association
Special Events Committee
Expenditure Report

Event: Easter Egg Hunt
Date: Saturday, April 4, 2009
Attendance: Paid – 74
 No Show – 4
 Total – 70

Volunteers: Diane Kazama, Lacey Shimabukuro,
 Amy Tshako, Lynn Park,
 Cassandra and Brittany Park,
 Voileta Soriano and Boy Scouts

Staff: Jenna Wong

Revenue:

Participation fees (74 @ \$1.00)	\$74.00	
	Total Revenue:	\$74.00

Expenditures:

Refreshments	\$ 62.45	
Goodies/Prizes	\$411.88	
	Total Expenditure:	\$474.33

Balance: **\$(400.33)**

Submitted by: Jenna Wong, Program Coordinator Date: April 7, 2009

Neighbors Helping Neighbors Meeting

April 15, 2009

NECA Recreational Center Kitchen

Members Present: Lillian Funamura, Diane Kazama, Glenn Takahashi Amy Tsuhako, Linda Uchima

- A. Reasons for Deciding to Join Project Dana
 - 1. Project Dana is flexible about the limited services we will provide.
 - 2. Insurance coverage provided
 - 3. Training offered
Amy will call Rose Nakamura to schedule a training session for our volunteers in April or May.
 - 4. We can use Project Dana's forms.
 - a. Client application forms
 - b. Logs to record services.
 - 5. Start up funds?
Amy will ask Rose if Project Dana can provide us with start up funds to duplicate forms.
- B. Service We Will Provide: Pick Up/Deliver Groceries and Sundry Items
 - 1. Temporary service
 - a. Concept of "Neighbors Helping Neighbors"--Temporary service to disabled neighbors in distress
 - b. Relationship will be evaluated after a 3-month period. If satisfactory, client may reapply for services.
 - 2. Clients will call NECA Office for requests.
 - 3. Services will start June, 2009.
- C. Volunteers will work in teams.
 - 1. Two teams/schedules—
 - a. Team 1: Pick up shopping list on Monday, deliver by Wednesday
 - b. Team 2: Pick up shopping list on Wednesday, deliver by Friday
 - 2. Volunteers may email their schedule preference (Mon.-Wed. or Wed.-Fri.) to Amy.
- D. Team Assignments
 - 1. First meeting with client
 - a. Requirement—family member(s) present at meeting
 - b. Client must be able to communicate with volunteer(s)
 - c. Give client a shopping list form (Jenna has forms ready)
 - d. Decide when (pick up or deliver) and how (cash/check) payment will be made.
 - e. Inform client of shopping condition—maximum 2 stops (stores) request (Ex-Long's, Don Quijote)
 - 2. Pick up shopping list
 - a. Check list for size, brand of items on list.
 - b. Pick up cash if client wants to prepay
 - 3. Ask cashier for a duplicate receipt.
 - 4. When delivering, leave a new shopping list form with client.
 - 5. Documenting services
 - 1. Write comments on bottom of shopping list form
 - 2. Each team will be responsible for logging its visits.
- E. Respite Care: A Possible Service Project
 - 1. Purpose – to provide a break for caregivers
 - 2. Clients will be dropped off at the Recreational Facility
 - 3. 2-3 hour period
 - 4. Use the Arts and Crafts room, kitchen
 - 5. Clients need to be able to go to the bathroom on their own.