Meeting called to order at 5:02pm

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
<th>Excused</th>
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<tbody>
<tr>
<td>Sky</td>
<td>X</td>
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<tr>
<td>Matt</td>
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<td>Ericka</td>
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<tr>
<td>Kyle</td>
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<td>Jake</td>
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I. Roll Call
   a. URH Staff: Theo, Kawehi, Tim, Angie and Kimo will be running late
   b. Lava Shoot Officers: Michael

II. Shara is present

III. Old Business
   a. Recap on Ho’olaule’a
      i. Michael-It was really successful
      ii. Kawehi-Organization amongst the volunteers
   b. Mahalo
      i. Sky for running the 20th Annual Ho’olaule’a
   c. What worked/what didn’t work

IV. New Business
   a. ALL STAFF MEETINGS
      i. Once a month-Wednesdays @ 5pm
      ii. Each group knows what is happening
   b. Staff Meeting within Organizations
i. BoMB will make one when we vote in new members
   1. Business Manager Position, Theo and Michael will be voting on the
      Business Manager besides the current BoMB members
   2. URH and Lava Shoot Staff meetings
      a. Let Sky know when they are by email
      b. Please let Ericka know when your meetings are as well

c. Expectations and goals
   i. 1st card-Write down your expectations of Sky on a piece of paper.
   ii. 2nd card-Write down your expectation in your organization.

d. General Managers
   i. Please send Sky your Policies and Procedures
      1. If it needs update, update them and give it to Sky ASAP
         a. Deadline: before or by March 1,2015
         b. If you need more time, let Sky know
            i. Extension Date: end of April 2015
   ii. Send Sky your inventory list
      1. Inventory supplies in Each Department (All items EXCEPT FOR ITEMS
         OVER $2000 or MORE)
      2. Tech or Tech Assistants: Please help out

e. Ho'opili Hou Conference
   i. Who is going:
      1. BOMB Members: Sky
      2. URH Staff: Theo & Kawehi
      3. Lava Shoot Officers: Michael, Bodhi, Jahnu

f. Last minute thoughts/concerns/Questions/Comments
   i. Michael- HAPPY NEW YEAR!!!

Meeting adjourned at 5:15pm