

OKSCA Planning Committee

Jul 25, 2023 6:00 PM
Zoom: <https://us02web.zoom.us/j/86865791188?pwd=djQvUEdzT3NrWTYyKzRvVEZFQUI0dz09>

# Attendees

* Junryo Miyashita
* Marie Sullivan
* Sam Sullivan
* Hillary Hunt
* Sharyn Merrigan
* Cheryl Selby
* Dani Madrone
* Kathy and Bill Elledge
* Debbie Macy
* Jane Stone
* Bob Nakamura
* Karen Fraser
* Patricia Thulin

#

# Agenda

## Last Meeting Follow-up

1. Notes from previous meeting: [July 13th Meeting Notes](https://docs.google.com/document/d/1WOKQ6ttRYD2_9oTLxKd2f4NzeQ3Hlds5ywPtxT0neh0/edit) **APPROVE - Moved and seconded. Motion passed.**
2. Insurance coverage - Junryo - new insurance policy through Nicholson’s, paid, accepted by City of Olympia and IT. **STATUS UPDATE IF NEEDED.**
3. Background checks - Sam - all host families have been checked and approved, drivers checked and approved. New Host Family for Miyu for the first night is also approved. Karen Fraser has a back-up family ready if needed and will send names to Sam.
4. Budget and expense reimbursements - Bob. Reimbursements will be done by check after submitting cover letters and receipts. Send to Bob Nakamura. sgtmilehibob@comcast.net. **Please send all receipts under one cover after the day is completed.**
5. Gift update - Cheryl is looking into backpacks. Have 12 backpacks for students. Donated from Olympia Downtown Association.
	1. OHS Bear Store clothes? Sharyn has reached out to the OHS store to see if something is available.
	2. OBee Credit Union is donating T-shirts. Debbie has the shirts.
	3. Sam has apple pins.
	4. Water bottles?
	5. Ask Terry Sullivan to pick up notebooks and **seals (no need for seals since they will be making them on one of their days)** from SOS office and pens from Gov office
6. Google group email address: 2023-oksca-student-delegation-planning-committee@googlegroups.com

## New Business

1. Finalize delegation itinerary [OKSCA Student Delegation Visit Itinerary, 2023](https://docs.google.com/document/u/0/d/1RUK0TxUYCLZN_MQ5HuG6arbK6AMCp9-cOFPhOaymD4A/edit)
	1. Concerns about the timing of Seattle Day. The walk to the monorail is 15 minutes, it will be very hot out. Do we really need to take the monorail? There is not a lot of time for the students to explore the market AND eat lunch.
	2. Will probably reach Pike Place at 12:30 and need to leave by 1:30 to get to Monorail. Have done it before, but do have time specific for Space Needle tickets.
	3. Possible to drive directly from ferry to PPM
2. Where can chaperones leave their vehicles for the day?
	1. North side of Lee Creighton Justice Center parking lot (across from Casa Mia).
3. What is a good time and place to put together the backpacks? Would be nice to get this done before the 31st.
	1. Bring all materials to Marie Sullivan’s house before the Welcome Dinner.
4. Who is printing the tickets for the events? e.g., Northwest Trek and Space Needle
5. How should we make the group chat for host families? E.g, Whatsapp?

Stay with text for chat; share phone numbers at the Welcome dinner; make sure it is host families, drivers, chaperones. Patricia has phone numbers for all host families, so can start with that list.

1. Discussion: Should host family children or guests be hosted by OKSCA when attending an event as an attendee and not chaperone?

The OKSCA will cover the Japanese students and chaperones; host families who might be sending their children or guests should cover their cost. Past practice is that additional attendees cover their own costs. Question if host family children might be covered as part of experience. Logistics are complicated.

Determined: Stay with past practice

1. Develop a communication plan in case of illness or emergency.

# Notes

# Action Items

* Planners should drive their routes to get a sense of the time needed and update their day itinerary as needed.
* Sharyn will send out RSVP for the welcome and sayonara parties.
* Karen will bring a cooler for Wednesday

Emergency Plan

If medical issue with student:

1. Call 911 if appropriate
2. Call Patricia Thulin
3. Contact the Kato chaperones (include number)

If emergency prevents you from hosting

1. Call Patricia Thulin

If emergency prevents you from dropping off or picking up from excursion

1. Call contact person for that day
	1. Tuesday, Dani Madrone
	2. Wednesday, Sharyn Merrigan
	3. Thursday, Junro
	4. Friday, Karen
	5. Monday, Patricia

#