

Oahu Intergroup Holiday Event Plan
Activities Committee Minutes **as of 2025.09.27**

Draft Program Schedule

- 3:00-4:00pm – Setup
- **4:00-4:15pm – Prayer**
- **4:15-5:00pm – Dinner with Holiday Music**
- **5:00-5:45pm – Speaker Meeting** (Edmund P)
- **5:45-6:30pm – Entertainment**
- **6:30-7:30pm – Santa Claus Gift* Distribution**
**contributions accepted from A.A. members only*
- **7:30-8:30pm – Children’s Activities** & additional gifts if available
- 8:30-9:00pm – Clean up

Committees Volunteer Team Leads:

- Event Chair: Sammy 808-687-1883
- Event Co-Chair: Mylien
- Beverages: Keli'i
- Decorations: Patty A. & Misty
- Dessert Contest: D'Ann (**Co-Chair Needed!**)
- DJ: Colby
- Entertainment: **NEEDED!**
- Gifts & Wrapping: Sandy
- Keiki Activities: **NEEDED!**
- Kitchen / Food: **NEEDED!**
- Meeting Secretary: Shizu
- Meeting Speaker: Edmund P
- Santa Claus: John Mason
- Security: Tu & Larry
- Venue Set-up: **NEEDED!**
- Venue Clean-up: **NEEDED!**

Activities Committee meets via ZOOM bi-weekly until the Dec 13th event:

- Next Meeting: SU OCT 12th at 4:00pm**
- Planned Meetings: SU OCT 26th at 4:00pm**
- SU NOV 9th at 4:00pm**
- SU NOV 23rd at 4:00pm**
- SU DEC 7th at 4:00pm**

2025 Holiday Event Plan* for December 13th from 3:00pm until 9pm:

1. **Venue Selection**
 - a. Palama Settlement confirmed
 - i. Lanai, Dining Hall & Kitchen
 - ii. Raise funds via advanced contributions **from A.A. Members only**
 - iii. 7th tradition during meeting
2. **Budget & OIG Funding - \$600+/-, estimated net**
 - a. Remains a free event through contributions **accepted from A.A. Members only**
 - b. Focus on material contributions* rather than monetary
 - c. Central Office provides
 - i. Venue - **Refundable Deposit \$400 & Venue Rent \$600+est**
 - ii. Loaned igloos, coolers, and coffee urns
3. **Kitchen & Food Committee - CHAIR/Volunteers NEEDED**
 - a. Chair and Volunteers **needed for set-up, serving, and clean-up**
 - b. Contributions, **accepted from A.A. Members only**, to date:
 - i. 4 pans of pasta – **ARC** (David)
 - ii. Salad – GrapeVine (Larry)
 - iii. 15 rotisserie chickens – Black Experience (Mylien)
 - iv. 200 chocolate chip cookies – Friends of the Fellowship (Sammy)
4. **Dessert & Baking Contest - Co-Chair NEEDED**
 - a. Chair / **Co-Chair**: D'Ann & **TBD**
 - b. Categories: best looking, best tasting, originality
 - c. Judges: Steering Committee
 - d. No registration: desserts can be brought day of event
 - e. Back-Up desserts: cookies, donut holes, candy canes, kids goodie bags
5. **Flyers & Promotion**
 - a. One comprehensive flyer (including all planned major activities)
 - b. Flyer to be distributed at OIG meeting on **OCT 8th** by Holiday Event Chair
6. **Entertainment and Activities:**
 - a. Fellowship musicians – D'Ann reaching out
 - b. Planned activities: skits, games, dance floor, children's activities (pin tail on donkey, egg race, arts & crafts)
7. **Actionable Items** (to be completed by next Activities Committee meeting)
 - a. Finalize Palama Settlement Booking – Larry
 - i. Passed SC vote; **waiting for deposit check from Oahu Co Mgr**
 - b. Begin flyer for distribution and submit to OIG for website posting – Sammy
 - i. Completed and submitted to OIG on **Oct 4th**
 - c. Confirm dessert contest leadership – D'Ann
 - d. Reserve Beverage Equipment – Keli'i
 - i. Reserve by **OCT 6th or 7th**
 - e. Organize entertainment sub-committee and finalize program – D'Ann
 - f. Volunteer Sign-Up Sheets – Sammy
 - i. Distribute at OIG Bus Mtg on **OCT 8th**
 - g. Finalize children's activity list and supply needs – Activities Committee
 - h. Confirm speaker details and Bio – Activities Committee