

KAUA'I ROUNDUP 2027

First Committee Meeting Agenda

Date: Sunday, August 30, 2026

Purpose: Organize the 2027 Roundup Committee, establish initial priorities, and assign next steps.

1. Opening

- Serenity Prayer
- Introductions / Attendance
- Brief explanation of the purpose of the Roundup Committee

2. Current Committee / Officer Roles

Currently filled:

- Chair: Scott
- Treasurer: Tom
- Secretary: Mindy

Discuss additional committee positions and volunteers needed for the 2027 Roundup.

Potential areas of responsibility:

- Co Chair
- Co Treasurer
- Registration
- Website
- Program
- Speakers
- Events / Events / Activities
- Fundraising
- Kitchen / Menu
- Merchandise / T-Shirts
- Decorations / Setup
- Transportation (if needed)
- Cleanup
- Marketing / Flyers / Social Media
- Volunteer Coordination
- AA Group Outreach

Discussion:

- Which positions do we actually need?
- Which positions can be combined?
- Who may be willing to serve?
- How should we recruit additional committee members?

3. 2027 Roundup Date

Proposed weekend: June 11–13, 2027 (Founders Day weekend)

Discuss:

- Confirm proposed weekend (vote?)
- Check for major conflicts
- Determine when the date needs to be finalized

4. Venue

Discuss what we need from a venue:

- Location: Does anyone have information on previous events / Roundups on the far sides of the island and how that may have impacted attendance? (Ha'ena, Koke'e)
- Friday through Sunday availability
- Capacity: 75 max i'm guessing.
- Cost: Discussion
- Parking:
- Restrooms:
- ADA accessibility:
- Kitchen / food preparation capabilities: Would need kitchen ideally unless doing some sort of cookout. Still need the ability to refrigerate things I'd imagine.
- Setup and cleanup access
- Tables and chairs: Does the venue have?
- Insurance requirements:
- Noise or time restrictions:

Review possible venues and identify which locations should be contacted first.

Goal: Develop a short list and assign people to obtain availability, pricing, and requirements.

5. Preliminary Budget

Treasurer's Report: Tom

Review available financial information from the previous two Roundups.

Discuss:

- Current Roundup funds / starting balance
- Previous attendance: 2026: approximately 50 people total (38 pre registered)
- Previous registration income: 2026: \$4,300-4,500 (included online tshirt sales)
- Previous venue expenses: 2026: \$3,000? Confirm
- Food expenses
- Merchandise / T-shirt expenses and income
- Entertainment and speaker expenses
- Printing / marketing
- Website / registration expenses
- Insurance
- Other major costs

Goal: Begin creating a realistic preliminary 2027 budget rather than setting registration prices before understanding expected expenses.

6. Vision for the 2027 Roundup

Brief discussion about what we want the event to look and feel like.

Topics:

- Fundraising: Events. Possibly get a deal on golf outing, boat tour excursion, etc., for events/activities during roundup weekend, that we can sell and help raise funds.
- Secretary: Use Kauai Roundup Gmail. Google docs / Sheets. Will be the home for our agenda, minutes, etc., so future committees will have all the information in one place. Need a master sheet for information / logins to things like Gmail, Squarespace, banking (redact certain parts for security). For example: banking could say where the bank statements are currently being sent to.
- What worked well in 2025 and 2026?
- What did not work well?
- What should we keep?
- What should we change?
- Approximate attendance goal
- Local participation vs. visitors
- Activities beyond meetings and speakers
- Social Media (Instagram): To help get the word out, keep folks updated. I spoke with people this year after the Roundup that didn't even know the Roundup occurred. We currently have no way to stay connected with people. Can be a closed/private group that people can join if they so choose to. No posting of pictures with members, only related to keeping members informed of the event and progress / updates. Intended messaging and anonymity are key.

No need to make every decision at the first meeting — the goal is to establish direction.

7. Registration (future discussion)

Initial discussion: Tentative initial discussion to help create budget.

- Registration price: What were the 2025/26 registration prices? Willingness/barrier to pay? It is important to have a rough estimate to help create a budget.
- Early registration vs. regular registration. People didn't seem to like increasing the price and seemed to feel entitled to the lower price.
- Online registration:
- Walk-in registration: at least 10 in 2026, probably closer to 15
- What registration should include: Could do golf, boat excursions, other activities we could possibly get a deal on and sell to raise funds.
- Scholarships / newcomer assistance: Groups largely responsible for this in 2026.
- Children: Free under what age?

Note: Final pricing should follow development of the preliminary budget.

8. 2026 Leftover Merchandise

Discuss remaining 2026 Roundup shirts and current efforts to sell remaining inventory.

Consider:

- Current inventory
- \$10 closeout sale
- Plan to order far fewer shirts for 2027. Feedback about the shirt being black and hot. Will need a better strategy this year.

9. Planning Timeline

Identify major decisions that need to happen first.

Immediate priorities:

1. Build the committee
2. Confirm the 2027 date
3. Secure the venue
4. Build the preliminary budget
5. Establish committee responsibilities
6. Begin developing the program

Discuss target dates for major milestones.

10. Action Items

Before ending the meeting, clearly identify:

- **What needs to be done**
- **Who is responsible**
- **When it should be completed**

The secretary records all assignments for follow-up at the next meeting.

11. Next Committee Meeting

- Select date and time: At this early point in planning is bi-weekly or monthly more appropriate?
- Determine recurring meeting schedule, if appropriate
- Identify items that need to be ready for the next meeting

12. Open Discussion

Committee members may raise additional Roundup business, ideas, questions, or concerns.

13. Closing

- Review major decisions and assignments
- Close with Serenity Prayer