

Meeting Minutes
Emergency Session
Oahu Intergroup Standing Committee
– Via OIG Zoom Room –
Saturday September 26, 2026 at 2:30pm

In attendance: Cat A, D'Ann G, Rochelle A, Beverly H, Anthony, Mary N

- A. Current status of new office space for OIG
 - a. Recap of Safos Realty – Mary / Beverly
 - i. Initial LOI
 - 1. 3 versions received 7/27, 8/11 and 8/18
 - ii. Receipt of actual lease presented on 9/23- 7 days prior to end of month!
 - 1. Objectionable terms
 - b. Emergency actions taken to find new lease space **review list of docs needed at end*
 - i. Recap from Beverly – FYI - Budget \$1,692 ... only paying \$1,300 currently
 - 1. Two buildings –
 - a. looked at Century Plaza
 - i. Owner ready to and us a key
 - ii. \$1,670 all in
 - 1. -1- parking – more available on bulletin board
 - 2. Three Other calls ever returned
 - ii. Recap from Mary
 - 1. Search for 400 sq ft through AI
 - a. Heard back from 2 of 5 – prices too high
 - 2. Foundations – called 3
 - a. Heard back from J Weinberg ...
 - i. Off of Nimitz
 - ii. 712 Sq. Ft Industrial
 - iii. Could meet our budget, including parking
 - iv. 2nd floor/ no elevator
 - 3. Shared Office space through AI search – called 4 – no one has space
 - 4. Waikiki community Center ... maybe after first of year
 - 5. 1481 South King – Kaheka –
 - a. Video from Beverly
 - b. LOI received
 - i. 449 Sq ft / suite 527
 - ii. First concern: Lease term: 62 months
 - 1. Parking indicated as current rate: Counter with our offer
 - iii. Base rent .65
 - 1. Operating Expenses “CAM” \$1.88
 - 2. Tax 4.712%
 - 3. Annual of 3% increase

- iv. Security: 1 months GROSS rent
- v. Tenant improvements: with approval
- vi. Landlord improvements
 - 1. Ceiling
 - 2. Carpet
 - 3. Paint – we choose color from bldg. standards
- vii. **** AGREE TO LEASE TERMS AND CAN GET ALL IMPROVEMENTS COMPLETED BY 10/1
- viii. Photo of improved space.

iii. Any other actions by other SC meeting members?

MOTION: Rochelle: Counter offer Kaheka space

2 year / 3 year option

Ask for Set rate for parking

Can we plug in equipment on 10/1?

Motion not to exceed: Rent and Parking not to exceed \$1,410.00 per month (2027 budget)

Accept 5 year if they say no

Already had vote of confidence so no need to take to body

Take it away from future SC to worry about.

Questions for Sean:

Coordinate move in elevator ... key off?

Parking for volunteers

Instructions on Moving Truck

Keys, fobs ... how many? Only need fob for bathroom

Cars for 10/5 – can it

B. Overview of current status at 1110 University office space

a. Cease of business as of 9/30

i. Notify Office Angels WFH as of 10/1 ... who?

1. D'Ann will notify

2. Mary to get D address w/script

a. Reopen 10/5

b. Fully vacant as of 10/2

c. List of questions for Colliers

i. Return of Security of deposit ... what do have on record

ii. Use of elevator... Do they need to be schedule blocked off? (assume FCFS)

1. What happens if elevators are down

iii. Additional personal vehicles/cars from volunteers in parking lot ...do we have to pay for them?

iv. Schedule final walk-through and handoff of all keys

1. ... Who on SC and office angels has keys and when can Mary collect them from you?

a. D'Ann to express mail to mary

b. Beverly has key list

- i. Mary and Beverly to split day/night for M-T and collect keys
 - v. While we do not expect any deliveries... Will there be anyone in Offices to notify potential deliveries of contact phone number?
 - vi. Can we keep equipment plugged in during 10/1 (hopefully have moved early 10/2 with decision on where and notification to Spectrum)
- C. Packing of Offices
 - a. Do we need to organize one last inventory of literature prior to packing?
 - i. Beverly is handling 9/30 in addition to books (also pamphlets that happens every ¼)
 - ii. Pack all day Thursday 10/1 – Beverly and Cat
 - iii. Truck on Friday only (option of LARGE UHaul if no space to go to...)
 - b. Mary will handle the storage closet this weekend
 - i. Can bring more bins - no
 - ii. Mary will keep the gray “Monthly meeting supplies” bin at her house until further notice
 - 1. Also the stained glass from Joe D
 - 2. Archives display case
 - 3. Art behind door
 - iii. Side note: Updating of nameplates, Look for white Binder in Mgr office with attendance sheets in back.
 - 1. Mary will be removing all of her personal equipment in the gray bin that is used for the monthly meeting
 - c. Discuss plan for packing of other areas
 - i. Packing of offices start on 930, yes? NO
 - ii. Label everything! (If we are going into a temporary location, we need to be sure that we can recognize what needs to be accessed during the interim)
 - 1. Painters Tape and sharpies
 - 2. Tools necessary to remove shelving & Dismantle pods(Or is that even necessary?)
 - a. Suggestion to always put the screws back into the brackets and secure with tape so they don’t get separated
 - iii. Do we have enough volunteers? Schedule?
 - 1. Anthony – Thursday at 6 and weekend
 - 2. TBD ... Cat to maintain list
 - 3. ALL – make announcements at your home groups!
 - iv. Packing materials?
 - 1. Keep Trash bags at the ready for debris
 - 2. Beverly to purchase “banker storage” boxes from FB Marketplace (\$100)
 - v. Food / Mary can purchase and have delivered based on Schedule

- a. Bring your own
 - vi. Decision /Disposal on antiquated equipment
 - 1. 4 desks!
 - a. 3 only!
- D. Canceling of service services
 - a. Update on Spectrum order – Mary
 - b. Menehune water – Mary can cancel - transfer to new location, when known!!!
 - c. Update on Literature delivery – Beverly to leave for Mary
- E. Office Operations
 - a. Hopefully keep all equipment plugged in through 10/2
 - b. Contingency plan for work from home
 - i. Where does the router go? – ask to plug into King Street Address.
 - c. Notification of volunteers
 - d. Emails and website/who/days
 - i. Beverly until Cat is in space.
- F. Physical move on 10/2 – Mary to notify Mark
 - a. Truck – who will drive?
 - i. Pick up date and time?
 - 1. Beverly to pick up in Kaily
 - ii. Same person or a different person to Return truck on 10/2 Beverly
 - iii. NEED VOLUNTEER TO DRIVE IN TOWN.
 - iv. Note: Check the gas level.. Purchase of gas replenishment – with coordination, can be by Mary on her credit card is no problem
 - b. Sensitive equipment... Computers, copier, (Beverly to assign)... etc. suggested to be Loaded first and transferred in a personal vehicle
 - c. Police area ... Debris removal / Vacuumed

Side note: Based on where we're going, give thought to order Probably will need more than one trip in the truck/batches. ... If we can move into new office space itself ... Suggestion to load the truck with the shelves **going in last** ... so they come off the truck first

Other FYIs

- Mary had convo with Attny regarding concern from body on legality of a volunteer in a previously paid position
 - ... was that update passed back to the concerned member?
- Mary has purchased plane tickets and registrations for Cat and Beverly ... 11/3 departure 11/10 return
 - Will miss SC meeting on Wed 11/4 Or call in? NOTE 5pm start time!
 - Ability to prepare financials for 11/11 meeting
- Upcoming October Business meeting at SW 10/14
 - Vote on Budget ... Was response accepted? any other concerns?

- Necessary updates to the members?
 - Update on applicants
 - Update on office move – wait till Tuesday!
- Other items of note from anyone?

Other items:

1. YES ... Rochelle to send out Biz meeting with response to budget concerns
2. October ... D'Ann job descriptions ... S&G ... approved. Overview from CURRENT SC members. Mary to send Q&A as an idea for thoughts.
3. DRAFT of accomplishments ... EACH PERSON TO EMBELLISH AND REPLY TO CAT.

Items needed for new landlord approval... 2 years taxes Credit check

If not Kamamehameh

- Financials then guessing 3 months
- EIN
- DBA paperwork?

Adjourn: 4:19 pm with the responsibility pledge

Vote to Electronically Approve 10.8.26