

June 1, 2018

To: Chapter Ka Pine Ho'ohui Chairpersons & Presidents

From: State Co-Chairs Carrie Yamamoto & Niki Minami

Email: [carrieyamamoto@gmail.com](mailto:carrieyamamoto@gmail.com) or [Nikiminami004@gmail.com](mailto:Nikiminami004@gmail.com)

Re: A look at the 2018 – 2020 Biennium Ka Pine Ho'ohui timeline

Welcome to the digital age! We are asking chapters

- To write and edit their articles in Word or google docs. Do not format, just type articles and submit. Indent or space for paragraphs. If submitting via google docs, please be sure to share editing rights with Carrie and Niki.
- To email chapter submissions to us.
- To submit pictures (lots!) in jpeg, tiff, or drop in google docs. Please provide captions for your photos. If you have hard copies of photos and no scanner, you may mail to the following address:

Niki Minami  
1952 Wilhelmina Rise  
Honolulu, Hawaii 96816

(Be sure to include your return address so that I may be able to send them back to you)

June 1<sup>st</sup> All chapter presidents and chapter representatives are receiving information regarding chapter submissions for the four issues of this biennium. Notices, reminders, requests for suggestions will also be sent prior to deadlines.

**Issue #1:** Distributed on Founders' Day, October 13, 2018  
**Deadline for submission: August 15, 2018**

**Issue #2:** Distributed Mid-March, 2019  
**Deadline for submission: January 15, 2019**

**Issue #3:** Distributed Founders' Day, October 2019  
**Deadline for submission: August 15, 2019**

**Issue #4:** Distributed at Convention, Mid-March, 2020  
**Deadline for submission: January 15, 2020**

We would like to embrace our fearless State President's theme "Embracing Excellence" by featuring activities that demonstrate sisters' ("4 Es")---

- Excellence in altruistic activities
- Excellence in professional development and gains
- Excellence in membership gains, featuring new sisters
- Excellence in diversity experiences

**Issue #1:**

We would like to feature chapter presidents. Articles may include presidents' goals and focus for their chapters this biennium, biographical information, conference experiences, interesting experiences that they have encountered, and other getting-to-know-you tad-bits. Please provide pictures of presidents. May also include pictures of presidents' interactions with their officers, chapter members, engaging in their favorite activities/projects.

**Issue #2:**

Chapter submissions may be based on one of the areas of Excellence listed above.

**Issue #3:**

Going "old school," we would like to feature "What I did during my summer vacation." Suggestions: chapters may survey members to show how many went on trips, how many took classes, how many just stayed home and relaxed. May also feature sisters' special/unique summer experiences or even may be just relaxing experiences (a week at a health spa!). Please send pictures of sisters' "doings" and their comments.

**Issue #4:**

Chapter submissions may feature another area of Excellence listed above. Again, pictures tell a thousand words (sorry for the cliché).

If you have any questions, concerns, suggestions, please contact us via email or call:

Niki Minami (808) 927-6577

Carrie Yamamoto (808) 221-8420

Please keep and use this outline for "quick" reference for your Ka Pine Ho'ohui reporting. Send articles and pictures to our gmail or better to google docs and be sure to give us editing rights. If you need more information, please refer back to the instructions above which gives in-depth explanations/suggestions. Thank you!

From: State Co-Chairs Carrie Yamamoto & Niki Minami  
Email: [carrieyamamoto@gmail.com](mailto:carrieyamamoto@gmail.com) OR [nikiminami004@gmail.com](mailto:nikiminami004@gmail.com)

## 2018-2020 Theme: "Embracing Excellence"

ISSUE	ARTICLE DEADLINE	DISTRIBUTION DATE	TOPICS & SUGGESTIONS FOR TOPICS
No 1	August 15, 2018	Founder's Day, October 13, 2018	Feature ALL Chapter Presidents
No 2	January 15, 2019	Mid-March 2019	One of the 4 Es
No 3	August 15, 2019	Founder's Day, October 2019	"What I (we) did during my (our) summer vacation"
No 4	January 15, 2020	Mid-March 2020 (Convention)	One of the 4 Es

### 4 Es: (4 areas of Embracing Excellence)

- 1) Excellence in altruistic activities
- 2) Excellence in professional development and gains
- 3) Excellence in membership gains, featuring new sisters
- 4) Excellence in diversity experiences

