

Agenda

Standard Forms Committee Meeting
Thursday, February 7, 2019
9:30 a.m. – 3:30 p.m.
Honolulu Country Club



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|------|----------------------------|-------------------|--|
| I. | Call to Order | 9:30 a.m. | Kalama Kim |
| II. | Minutes | 9:31 a.m. | Kalama Kim |
| | a. | | Any corrections to January 17, 2019 meeting minutes |
| III. | Annual Committee Paperwork | 9:32 a.m. | Kalama Kim |
| | a. | | Each SFC member take a few minutes to check the internet for inappropriate usage of our copyrighted forms online |
| | b. | | Revision Schedule and Assignments |
| | c. | | Discuss training schedule for Purchase Contract |
| IV. | Unfinished/New Business | | |
| | a. | 10:00 a.m. | Dusty Woodstock |
| | i. | | Review comments from membership |
| | b. | 10:50 a.m. | Andrew Nguyen |
| | i. | | Review draft from Staff Liaison |
| | | 12:00 p.m. | LUNCH BREAK |
| | c. | 12:45 p.m. | Andrew Nguyen |
| | i. | | Review draft from Staff Liaison |
| | d. | 1:30 p.m. | Andrew Nguyen |
| | i. | | Review draft from Staff Liaison |
| V. | Adjournment | 3:30 p.m. | Kalama Kim |