

Indonesian Society of Manitoba (ISM)
Meeting Minutes

March 5, 2016

Attendants:

1. Matt Aleck, Financial Service Representative
2. ACU Staff
3. Nia
4. Rhanissa

Submit authorized document:

1. Name, title and occupation
2. Signature (2 of 4)
3. Hard copy to be submitted on Saturday, March 12, 11 am (next meeting)
4. Minutes of ACU approval

Articles of Incorporation already accepted

Preauthorized credit: free (e.g. transfer from CIBC to ACU, etc.)

March 9, 2016

Attendants:

1. Tante Ayi
2. Tante Cecil
3. Pak Mundzir
4. Susy
5. Dian
6. Jasmine
7. Nia
8. Arief
9. Rhanissa

Regrets:

1. Arum
2. Cindy
3. Dika

Updates:

1. Foklorama membership application sent in and paid for
2. Bank account to be finalized on Saturday, March 12, 11 am (Rhanissa, ACU)
3. Event
4. Programs

Event:

1. Venue:
 - a. MPR fully booked and commercial kitchen might have to be off-campus
 - b. Temperature abuse, accidents if transporting foods
 - c. Order of Eagles:
 - i. Saturday, May 21, 5 pm – 1 am, for event
 - ii. Saturday, May 21, 9:30 am for commercial kitchen
 - d. St. Demetrios:
 - i. Friday, May 20, 9 am – 10 pm
 - ii. Saturday, May 21, 2 pm – 1 am
2. Theme: casual with VIP
3. Target audience: non-Indonesians
4. Target revenue: 200 x \$25 = \$5,000.00
5. Outline:
 - a. Indonesian dinner: menu to be discussed with cooking team, Saturday, March 12
 - b. Coffee tasting
 - c. Entertainment
 - d. Silent auction and raffle (we are not doing the bidding auction anymore)
 - e. Give-away
6. VIP: reserved table for politicians and higher-ups
7. Donation:
 - a. MC to announce
 - b. Box to be displayed
8. MC:
 - a. Susy and Cindy
 - b. Melinda
 - c. Shelly

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- d. Melinda and Donny
Rhanissa and Susy to resend membership fee email using both ISM and ISGWPG emails

March 11, 2016

Phone conversation:

1. Anastasia Tertigka, Administration Assistant, (204) 889-8723
2. Rhanissa

St. Demetrios Greek Basement Main Hall

1. Mini cultural night
2. Event outline:
 - a. Indonesian dinner
 - b. Silent auction and raffle
 - c. Entertainment (dance, music)
 - d. Alcohol (light beer)
 - e. Coffee tasting
 - f. Booths (Tarjana Trading, Pieces of Paradise)
3. Outside of office hours → Friday and Saturday → 2 x \$50 = \$100
4. Saturday, May 21, 2016:
 - a. 2 pm to decorate and cook
 - b. 1 am done
5. Friday, May 20, 2016:
 - a. 9 am to cook
 - b. 10 pm done
6. Rhanissa → contact person, (204) 951-4171
7. Anastasia working on (will get back to you on Monday, March 14):
 - a. Getting the extra day for cooking free of rental fee
 - b. Damage deposit \$500 only should not be a problem
8. Drop deposit **ASAP (by Tuesday, March 15)**

March 12, 2016

- Financial meeting:
 - Matt Aleck, ACU
 - Rhanissa
- \$5 membership share (one time) paid
- ISM would be given:
 - Debit card would not be functional because you need two people to authorize
 - Cheques:
 - 7 - 10 business days for the cheques to come in
 - Manually written cheque
 - Online account:
 - Two authorizations to do any transaction online
 - For example, Nia will start a transaction and then it will send a notification to the other signer to authorize
 - Each Nia and Rhanissa will have an online account
 - Matt will email the online banking account setup information
 - Matt will email the details of credit card possibilities
 - Deposit book (blank one)
- Nathania needs to come in for the account to be operational:
 - Matt is back on March 22
 - Nia needs to come in to sign the New Membership Form
 - Nia to order cheque book as well
- When making purchases, use cash or cheque
- Nia and Rhanissa have to withdraw together (does not have to be at the same time) or one of us can write up an authorization letter for the other to withdraw on their own
- Rhanissa deposited \$328 cash today
- Account is up and running as of today
- Any deposit can be made with just one authorization
- Any withdrawal must have two authorizations

March 23, 2016

Attendance: Susy, Arum, Rhanissa

NEWSLETTER

- A. Newsletter frequency:
 - a. Semi annual
 - b. January 2017 and July 15, 2016
- B. Format, design and delivery:
 - a. Mostly English and some selected part in Indonesian
 - b. Name: Kabar Manitoba
 - c. Send through email to every registered members only
 - d. Design:
 - i. PDF file
 - ii. Fastra
 - iii. Design freedom given to Fastra
 - iv. Social media icon
- C. Newsletter content, Summer Edition, July 2016:
 - a. Message from the Editor:
 - i. Susy
 - b. Calendar of Activities 2016/2017:
 - i. HUT RI, August 2016
 - ii. ISM Member Appreciation Night 2016, November 2016
 - iii. AGM, January 2017
 - iv. Kabar Manitoba, Winter Edition, January 2017
 - c. Volunteer Opportunities:
 - i. Volunteer Perspective Corner:
 - 1. Avi
 - 2. Arief
 - 3. Arum
 - 4. Rick
 - 5. Rhanissa
 - d. Community Updates:
 - i. ISM Updates:
 - 1. Board of Directors and Officers 2016/2017:
 - a. Susy
 - b. Casual pictures from Board members (Susy)
 - 2. History of Indonesian community organizations:
 - a. IndoWinnipeg
 - b. IW
 - c. ISG-WPG
 - d. IGW
 - 3. ISM is now a member of Folklorama:
 - a. Rhanissa
 - b. Teresa Cotreneo (Rhanissa):
 - i. Inspiration words
 - ii. Pictures of meeting with KJRI from KJRI (Susy)

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4. New faces in the community:
 - a. Yayan dan Fastia (Susy)
 - b. Lina dan Rob (Susy)
 - ii. Immigration Updates (Agnie – Susy)
 - e. Student Corner:
 - i. Post-Secondary Education:
 1. Scholarship Updates (Rhanissa)
 - a. FullBright Canada
 - b. KJRI Toronto's information
 2. Student Stories (Rhanissa):
 - a. Nia
 - b. Cindy
 - c. Nadine
 - d. Kenneth
 - ii. Secondary Education (Rhanissa):
 1. French Immersion School
 - f. Travelling, Tourism and Entertainment:
 - i. Indonesian Tourism Experience (Susy):
 1. Damien
 - ii. Manitoba Tourism Experience (Arum):
 1. Narcisse Snake Den
 - iii. Food recipe (Pepy, Arum):
 1. Recipe
 2. Photo
 3. Website
 - iv. Comic/joke/puzzle:
 1. Indonesian jokes (Dian, Angely - Susy)
 2. Canadian jokes (Ian - Rhanissa)
 - v. Indonesian traditional dance and music (Rhanissa):
 1. Rhythm of Sumatra
 - g. Indonesian and Canadian News:
 - i. KJRI Toronto News (Pak Dekrit, Susy)
 - ii. KBRI Ottawa News (Pak Eko, Rhanissa)
 - iii. Social Article (Kevin Freedman)
 - iv. Social Article (Pak Mundzir)
 - v. Sports Article (Fastia)
 - vi. Religious Article (Bible Study, Tante Mary – Rhanissa)
 - vii. Religious Article (Pengajian, Pak Mundzir – Susy)
 - h. Your Voice:
 - i. Comments, Suggestions for ISM: Tante Mary (Rhanissa)
 - i. Advertisement:
 - i. Taryana Trading (Susy)
 - ii. Pieces of Paradise (Susy)
 - iii. Scott Sitompul's business in Winkler (Arum)
- D. Newsletter committee:
- a. Co-editor: Susy, Rina
 - b. Content contributor: Arum, Rhanissa, any member
 - c. Designer: Fastia

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- E. Deadlines:
 - a. Submit articles: June 24
 - b. Design: July 8
 - c. Publish: July 15
- F. Next meeting:
 - a. Wednesday, April 27

MEMBERSHIP FEE

- A. Wave Accounting Website (Nia)
- B. Benefits:
 - a. Events:
 - i. May 21 "Taste of Indonesia"
 - ii. HUT RI, August 2016:
 - 1. Fundraising BBQ (Rick)
 - 2. Movie Night (layar tancep)
 - 3. Jajanan Indonesia
 - iii. ISM Member Appreciation Night 2016, November 2016:
 - 1. Gala Dinner
 - 2. No charge
 - b. Program Pelayanan Masyarakat:
 - i. Newcomer Support:
 - 1. Transportation
 - 2. Information regarding accommodation
 - ii. Immigration Support:
 - 1. MPNP
 - iii. Career Support:
 - 1. Career mentorship
 - 2. Student mentorship:
 - a. University of Manitoba (Nia – Rhanissa)
 - iv. Youth Activities:
 - 1. Photography
 - 2. Handicrafts
 - 3. Sports
 - 4. Indonesian choir
 - 5. Indonesian traditional dance
 - c. Discount to events (20%)
 - d. Newsletter
- C. Membership Database (Arum)
 - a. Arum will create database:
 - i. Name
 - ii. Membership type
 - iii. Payment date
 - iv. Amount
 - b. Wave (Nia)
 - c. PayPal (Nia)
 - d. Arum will report to Nia

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TASTE OF INDONESIA: POSTERS AND TICKETS

Arum: poster and ticket coordinator

March 26, 2016

Purpose: venue coordination for Taste of Indonesia

Attendants: Rick, Angely, Dian, Jasmine, Livya, Rhanissa, Ian, Matthew

1. Individual tasks:
 - a. Rhanissa: coordinate venue and decoration
 - b. Livya:
 - i. Assist in coordinating decoration:
 1. Centrepieces for guest tables:
 - a. Ribbons (Rhanissa)
 - b. Small paper Canadian and Indonesian flags (Livya to make her own)
 - c. Prepare straws for the small flag (Rhanissa)
 - d. Rhanissa to purchase materials a. to c. for Livya to make samples
 - e. Flowers (Rhanissa)
 - f. Electric tea candles (Livya to let Rhanissa know how many more to buy)
 - g. Magnet giveaways (Dian) → given away when submitting tickets
 - h. Two centrepieces per table
 2. Reception desk:
 - a. Flowers (Rhanissa)
 - b. Barong masks (Rick)
 - c. Table runner using ikat cloth
 - d. Prepare clear plastic table cover
 3. Stage:
 - a. Canadian and Indonesian flags (Dian)
 - b. Tall flags (Rick)
 4. Ceilings:
 - a. Dragonfly kite (Rick)
 - b. Kites (Rick)
 - c. Batik fabric (Rick)
 5. Corners of Main Hall:
 - a. Lamps (Rick)
 - ii. To be assisted by Dimaz and Wilbert
 - c. Angely:
 - i. Cultural display:
 1. Islands:
 - a. Java
 - b. Bali
 - c. Borneo
 - d. Papua
 2. 3 contents in 3 frames (frames donated by Angely), \$0.78/sheet
 - ii. Brochures
 1. Coffee tasting
 2. Taryana Trading
 3. Number TBD, \$0.78 per sheet, double-sided, colour, Staples
 4. 2 contents in 2 frames (frames donated by Angely), \$0.78/sheet
 - d. Rick:

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- i. Dragonfly kite, regular kites, tall flags, lamps, barong masks, batik fabric, Balinese fans
 - ii. Booth
 - iii. 10 tickets for Rick, poster e-file and 1 poster hardcopy
2. Draft floor plan revised on Monday, 28Mar16
3. Booths:
 - a. Pieces of Paradise
 - b. Taryana Trading
 - c. Coffee tasting
 - d. Silent Auction and Door Prize
 - e. Cultural Display
 - f. Entrance Ticket
 - g. Bar: Meal and Drink Tickets
4. Sound system:
 - a. Ian and Matt
 - b. PA available
 - c. Laptop can connect to system
 - d. Behind the curtain on the stage
 - e. Professional lighting available and Ian can learn
 - f. TV's are hooked up to system
 - g. Rick will put his pictures into a USB drive
 - h. Music to be used:
 - i. Rick's Van Randy CD → Ian will burn
 - ii. Rhanissa's Balinese music → Ian

March 28, 2016

Purpose: venue coordination for Taste of Indonesia

Attendants: Angely, Dian, Rhanissa, Ian

1. We can set up and take down chairs and tables, fee removed, Anastasia to sent final agreement form, chairs and table will be brought out (we will not take and return to storage), there is an extra \$50 charge of outside of office hour for Friday, May 20, total of \$1,800 not including \$500 damage deposit (deposit paid).
2. Coffee grinder does not work but all our coffees are powder form.
3. Friday, May 20, 9 am – 9 pm and Saturday, May 21, 1 – 11 pm.
4. Monday, May 24, full payment and damage deposit to be returned.
5. Depending on how clean we can clean the kitchen, we might be charged; we should take pictures at the end of the night.
6. We have to rent ropes for line-up from Party Stuff. Rhanissa can inquire while renting coffee urns (2 of 36 cup-units) and thermal serving pitcher (2 units) from Party Stuff.
7. St. Demetrios only have two wireless mics.
8. Guest table size is 30" x 8'.
9. Rooms on the side where the large screen TV's are 130.5" width on the left side and 137" width on the right side.
10. Stage size is 30' x 10.3'.
11. Total width of the room is 52.3':
 - a. Total width of 5 columns of guest tables is 12.5' (2.5' each table).
 - b. Total aisle room in between guest tables is 20' (5' each aisle).
 - c. Extra aisle room between guest tables and booths is 10' (5' each aisle).
 - d. Room for booths are 4.9' each.
12. Total length of the room is 60':
 - a. Total length of 5 guest tables with 2 sets of 2 tables and 1 table in the most front and 2' gap between the table sets is 44'.
 - b. Total length of booths in the back is 2.5'.
 - c. Total length of dance area is 4'.
 - d. Remaining length of the room is 9.5' so distance between dance area and most front guest table is 2' and there is 7.5' room in the back for the booths area.
13. Documentation is to be handled by Dian's friends (photography and videography). Results would be used in grant application and Folklorama sponsorship proposal.
14. Matthew will be handling presentation/slideshow, HDMI and USB connections. Ian will be handling sound system and lighting, equipment behind exit door, we do not need to rent speakers
15. Reminder for Rick to place price tags on his items.
16. We are currently confirming if the sanitizer available for use is chlorine-based/bleach. Rhanissa will bring test strips from work.
17. Indonesian and Canadian flags can be installed on the curtain. Rhanissa to purchase.
18. Rehearsal for performances has to be on Saturday, May 21, 2016 because Friday, May 20, 2016, the Main Hall is not available.
19. Angely is to create signs:
 - a. Direction because Main Hall is in the basement.
 - b. Food labelling with the focus on allergen declaration.
 - c. "Do not touch", "Reserved", "VIP"
20. Cultural display items:
 - a. Papua: koteka from Arum

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- b. Cultural display: 3 letter size sheets, one-sided, colour, 28 lbs paper, in 3 frames (frames donated by Angely), \$0.39/sheet (\$1.17) and 4"x6" photo printing at \$0.10 each (30 sheets, \$3)
- c. 2 letter size sheets, one-sided, colour, 28 lbs paper, in 2 frames (frames donated by Angely), \$0.39/sheet (\$0.78)
- d. 30 sheets of brochures at \$23.4 (\$0.78 each)
- e. Total unbudgeted expense of \$28.35 for cultural display and brochure
- f. Angely has also booked several items of Rick's for the cultural display (pictures notes sent to Angely)

April 1, 2016

Purpose: Taste of Indonesia - event

Attendance: Dian, Jasmine, Rhanissa

1. MC: combination of Canadian and Indonesian
2. Silent auction and door prize → information sheet about the service:
 - i. Little, general blurb/pictures about you
 - ii. Value of ...
3. Coffee tasting:
 - a. Toraja
 - b. Sumatra
 - c. Luwak
 - d. Kapal Api
4. Complimentary and discounted tickets:
 - a. Pak Mundzir:
 - i. KJRI
 - ii. KBRI
 - iii. MLA
 - b. Rhanissa: 6 tickets, will keep updating
 - c. Discounted: 20%, 15 people
5. Additional volunteers:
 - a. Videographer and photographer (2 people)
 - b. Harden (2 people)
 - c. Nabil (1 person)
6. Food and drink → additional coupons
7. Drink servers: Kenneth and Reno
8. Centrepiece:
 - a. Livya's flowers and flags
 - b. Angely's event program
 - c. Rhanissa to email floor plan
9. National anthems:
 - a. Songs:
 - i. Indonesia Raya
 - ii. O Canada
 - b. Lead voice (solo):
 - i. Adrian?
 - ii. Avi?
 - iii. Susy and instrumental?
10. 4 coffee urn (36 cups), 2 thermal serving pitchers (2 L), punch bowl (11 qt.), laddle rental:
 - a. Party Stuff (Dian)
 - b. Bel-Ayre (Rhanissa)
11. Event and volunteer rundown
12. Ask Trevor if wants to open a booth and donate for doorprize

April 2, 2016

Purpose: Taste of Indonesia - inputs and graphic design work

Attendance: Fatria, Yayan, Rhanissa

1. Pre-event:
 - a. Slideshow:
 - i. Contents by 9Apr16:
 1. Pictures:
 - a. Rick's pictures and stories
 - b. Dian's pictures and stories
 2. Introduction of ISM
 3. Promotion of Indonesian tourism
 4. Promotion of local events in Winnipeg/Manitoba: ISM, Colours of Indonesia
 5. Explanation about the performances:
 - a. National anthem:
 - i. Display the lyrics when sing
 - b. Traditional dance
 - c. Music
 6. Explanation about the food:
 - a. MC and presentation on slideshow
 - b. Bakwan, nasi rames, etc.
 - ii. Power Point
 - b. Orchestra Indonesian songs
2. Event:
 - a. Opening music:
 - i. Orchestra, faster beat, Indonesian:
 1. Ayo Mama
 - b. Communication:
 - i. Whatsapp, separated into groups (general/global group, kitchen group, etc.)
 - c. Dinner:
 - i. Table numbers (Angely) for calling to pick up dinner → guest coordinator help direct people (order of table number)
3. Briefing on the d-day
4. Technical meeting on food serving etc., rehearsal for the technical staff:
 - a. Time the serving
5. Yayan's inputs:
 - a. Garbage collection (seksi kebersihan) → servers pick these up too
 - b. Plated style versus buffet style (Dian's idea):
 - i. 1 table sits 8 people
 - ii. One server serves 2 people
 - iii. 1 table requires 4 servers
 - iv. Maybe 12 servers divided into three groups and they alternate
 - v. We do not need floor food warmers (reduce cost by \$100)
 - c. Maybe dancers can help serve, other performers?
 - d. Snack before and after dinner:
 - i. Kacang rebus
 - ii. Pisang goreng
 - iii. Gorengan

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- iv. Popcorn with Indonesian topping
- 6. Folklorama sponsorship proposal work to be continued on 28May16:
 - a. Focus on 21May16 event
 - b. Data from 21May16 event

April 3, 2016

Meeting started at 1:09

Purpose

Attendance: Jasmine, Dian, Ian, Arum, Rick, Wulan, Erha, Susy, Rhanissa, Tante Yenny, Tante Ayi, Tante Cecil, Chika, Steve, Daru, Om Abang

EVENT

1. MC:
 - a. Contact Dian
 - b. MC assigned and briefed by Saturday, May 7
2. Students:
 - a. Nadine going home
 - b. Nia Colours of Indonesia
 - c. Kenneth → bar → license
3. Silent auction and door prize:
 - a. Photograph
 - b. Driving
 - c. Dog/cat sitting
 - d. Make-up
 - e. Susy:
 - i. Mini catering service
 - ii. Prepared menu
 - iii. Warning: consume on your own risk
 - f. Chika: tax return for next year
 - g. Rick: door prize items
4. Volunteer:
 - a. Arief → June going home
 - b. Rick's wife
5. Tickets and posters:
 - a. Susy sold 10 tickets
 - b. Arum gave 10 tickets to Rick
 - c. Rhanissa to receive 10 more tickets from Rhanissa
 - d. Chika needs 10 tickets
 - e. Dika has ticket# 51-60
 - f. Arum assigns ticket# 40-49 for online tickets
 - g. Arum has hardcopy posters and pdf file
 - h. All money or report online PayPal amounts to Arum
6. Guest coordinator, "Reserved", VIP:
 - a. Arum and Dika: guest coordinator
 - b. Column 1, Row 2: ILRC, 8 people
 - c. Ian to check the elevator for wheel-chair access
 - d. Pak Mundzir (VIP and invitation): KJRI, KBRI, MLA
 - e. Rhanissa, invitation and 5 tickets:
 - i. Multiculturalism Secretariat (2 tickets)
 - ii. Folklorama (2 tickets)
 - iii. Asian Heritage Society (1 tickets)
7. Coffee tasting:
 - a. Toraja, Sumatra, Kapal Api, Kapal Api Luwak
 - b. Additional Aroma from Tante Ayi

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- c. Price: 3 of 3 oz. coffee in 5 oz. coffee for \$5
 - d. Buy more coffee and ship through Nia's extra case
 - e. Duty: not commercial, not-for-profit
 - f. Taryana Trading:
 - i. Ask Airis if they can prepare the coffee for sale
 - ii. We can take over if Taryana Trading is a no
 - g. Rhanissa to contact Fitri regarding above
8. Event rundown:
- a. Friday:
 - i. 9 am – 4 pm
 - ii. 14 volunteers currently in the kitchen
 - iii. Inform Dian and Jasmine ASAP
 - b. Saturday:
 - i. 52 volunteers: kitchen, Colours of Indonesia, Harden
 - ii. 1 pm:
 - 1. All volunteer arrives
 - 2. Rick starts setting up his booth
 - 3. Kitchen briefing
 - iii. 3:30 pm:
 - 1. Kitchen, done
 - 2. Sound system and lighting, done
 - iv. 4 pm:
 - 1. Livya, decoration, done
 - v. 5 pm:
 - 1. MC opening:
 - a. Welcoming
 - b. Event program
 - 2. Speech from KJRI and KBRI (max. 3 min)
 - 3. Indonesia Raya and O Canada (practice during briefing)
 - 4. Speech from ISM (2 min)
 - 5. Rentak Besapih
 - 6. Choir
 - vi. 6 pm:
 - 1. Food service
 - 2. Door prize announcement
 - vii. 6:30 pm:
 - 1. Pak Wawan
 - viii. 6:50 pm:
 - 1. Booths announcement
 - ix. 7:15 pm:
 - 1. Saman
 - 2. Dessert
 - x. 7:40 pm:
 - 1. Poco2
 - 2. Dance floor open
 - 3. Door prize announcement
 - 4. MC closing
 - xi. 8 pm:

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1. Program ends
2. People can still enjoy bar, booths, dance floor
3. Kitchen is closed, volunteers called to clean up
- xii. 9 pm:
 1. Completely done
- c. Everybody is responsible for clean-up
- d. Martial art demo
9. Venue:
 - a. Sound and lighting system, lan
 - b. Camera inside the room
 - c. Two mics
 - d. Two CD ports
 - e. Automatic lighting control
 - f. Strobe lights behind the stage
 - g. Lights facing the stage
 - h. 4 speakers
 - i. 2 TV's
10. Performance:
 - a. Rhanissa to borrow Denny's keyboard 88 keys
 - b. Tanah Airku:
 - i. Nabil, Pak Mundzir, choir, all
 - ii. Indonesian lyrics, translation (Angely and Matt to control the Power Point)
 - iii. Indonesian scenery pictures on TV screen
 - iv. Verse 1, 2, poem, Verse 1
 - v. Choir with tenor, alto, soprano
 - c. Indonesia Raya:
 - i. Nabil, Pak Mundzir, choir, all
 - d. O Canada:
 - i. Nabil, Pak Mundzir, choir, all
 - e. O Canada
11. Sell membership during event:
 - a. Brochures
 - b. TV display
 - c. ISM speech
12. Food:
 - a. Serving:
 - i. Yayan, Tante-Tante → plated instead of buffet style
13. Next meeting:
 - a. Saturday, April 30:
 - i. Taste of Indonesia volunteer meeting
 - b. Saturday, May 7:
 - i. Taste of Indonesia overall event meeting

KJRI

1. Komisi Dagang from KJRI?
 - a. Ibu Sita, Ekonomi
 - b. Dika, rep for Indonesian businesses here
 - c. Indonesian businessmen in Winnipeg
 - d. Indonesian materials into Canada

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- e. Pulse Canada → Bogasari
- f. Cargill
- g. Kunjungan dagang
- h. General operation → facilitate bilateral relationship between Indonesian and Canadian businesses

April 13, 2016

Purpose: discussion of Ethnocultural Grant application with Cynthia Stewart, Multiculturalism Secretariat

1. Multicultural Calendar → an online platform to post information on cultural events around town
2. Ethnocultural Grant:
 - a. Operational Grant
 - b. Special Event Grant
3. Operational:
 - a. Programs cannot be employment, settlement programs
 - b. Must be cultural programs:
 - i. Dance class:
 1. Studio/space rental fee
 2. Costume maintenance:
 - a. Purchasing the materials/costumes
 - b. Purchasing supplies
 - c. Laundry
 - ii. Independence Day celebration:
 1. Meal fee
 2. Cultural activities fee
 - iii. Batik workshop:
 1. Supplies and tools fee
 2. Space rental fee
 - c. Cannot be transportation fees
4. Events such as Taste of Indonesia could be applied under Special Project
5. Another important thing is to have a youth program

April 29, 2016

Purpose: May 21 event discussion

- Music from Yayan and Fastria to Dian and Jasmine —> Indonesian classical music
- Harry: song titles (request —> Sempurna by Andra and the Backbone, Yogyakarta by Kla Project)
- KJRI: 10 items for small door prize
- Venue: extra chairs at the back of the room for the volunteer performers
- Angely is helped by Cece
- Keishya and Nadine: ask if can help with decoration and then break and then silent auction and door prize gift
- Rick: volunteer from your store and back to your store (*not needed*)
- Dian and Jasmine will receive ticket money in cash form, details to be emailed to Nia and Rhanissa
- Nia: budget for double-checking —> deadline for material submission is Thursday, 12May16 and deadline for Nia to submit budget is Saturday, 14May16
- Fitri and Damien: rent 3 coffee urns (request by Dian)
- Dunn-rite:
 - Chicken legs split
 - Ayam halal
 - 1 case 23 kg 180 pieces \$5.25/kg
- Taste of Indonesia tickets:
 - Kids get tickets as per discussion
 - Print 21 new tickets

May 3, 2016

Purpose: newsletter discussion

- Susy:
 - Agnie: OK, immigration information, no data yet
 - Rina: OK, no topic yet, no data yet
 - Tante Betsy: OK, need example/template, and Rhanissa's Folklorama pavilion kitchen volunteering
 - Fitri and Damien: tourism and entertainment, no response yet
 - Lina: new face in the community, no response yet
 - Dian: OK, Indonesian jokes, June 24 deadline
 - Fastia and Yayan: OK, new face in the community, no data yet
 - Pak Mundzir: OK, pengajian, June 24 deadline
 - Pak Dekrit's profile: ask them while they are here
 - Board of Directors' headshots: Susy will email again
 - Barrie, Jasmine: Canadian jokes
 - Mba Marlyn and Mas Hakim: OK, adult student life in Canada and life in general, June 24 deadline, data after delivery
 - Advertisement: Susy will ask Taryana Trading
- Arum:
 - Kevin: OK, experience in Indonesia during earthquake, article sent
 - Peppy: removed from list
 - Scott Sitompul: removed from list
 - Narcisse Snake Den: Arum will write, June 24 deadline
- New ideas:
 - Trivia —> prize
- Rhanissa:
 - Volunteer Perspective Corner:
 - Currently asking Tante Ayi
 - Rick is busy:
 - Will grab materials from his website
 - His past letter for First GM
 - History of Indonesian community organization:
 - Arnold Noke is currently busy
 - Will ask Monica Purnama
 - Rhanissa's knowledge
 - Folklorama membership, outline:
 - Brief background on Folklorama
 - Mandate from KJRI Toronto, Pak Dekrit
 - Folklorama personnel and their comments for cultural organizations
 - Aline's inputs regarding running a pavilion
 - Tante Betsy's inputs regarding running the kitchen for a pavilion
 - Call to Action to Indonesians to participate
 - Student Corner:
 - Currently asking Nia and Cindy
 - They are free to write anything about Indonesian student life in Winnipeg
 - Cindy is not sure about writing
 - Will message Feni

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- Canadian Jokes and Puzzles:
 - Ian agreed and will submit before 24Jun16
- Indonesian traditional dance, Rentak Besapih Dance:
 - Will message the choreographer, Puput Hastagina
- KBRI Ottawa News:
 - Can Rhanissa grab from the website? YES
 - For example, blurb about our ambassador, Pak Faizasyah, YES
 - Confirm with Pak Eko
- Religious Article:
 - Tante Mary said no, suggested Tante Yuli instead
 - Will call Tante Yuli
- Comments and Suggestions for ISM:
 - Pak Mundzir agreed
 - Mentioned about 24Jun16 deadline
 - Need to send example/template
 - Mention that Susy's different (komunitas pengajian)
- Fastria is not able to continue the work due to workload from here and from Indonesia, would you like me to design? YES
- Headshots
- Advertisement: Rhanissa to ask Rick

May 7, 2016

Purpose: ISM Board Meeting

Attendants: Susy, Rhanissa, Chika, Steve, Ian, Dian, Jasmine, Dika, Wulan, Rick

Budget:

1. Rhanissa, deposit, \$500, ISM's money
2. Rhanissa, payment, \$1300, Rhanissa's money, to be reimbursed by KJRI Toronto
3. Rhanissa, minor spending might add up to \$300 for decoration, ticket printing, etc.
4. Dian and Jasmine, food and beverage budget:
 - a. Food:
 - i. 300 people, regular and vegan menu, so far, 9 people in vegan (additional 2 from Rhanissa, 1 additional from Kevin)
 - ii. Everybody to confirm with Dian and Jasmine regarding vegan menu
 - iii. Meat is \$300
 - iv. Total cost is \$1600 tax included
 - v. Lower than KJRI funding proposal budget, lots of volunteers and donations
 - b. Beverage:
 - i. Labatt Blue, Bud Light, Alex Keith
 - ii. \$800 plus tax
 - iii. Kenneth and Reno: serving coordinator, make sure the remaining ones are intact and returnable
 - c. Total food and beverage expense estimated to be approximately \$2400
 - d. Supplies:
 - i. Plates, forks, spoons, cups, etc.
 - ii. \$500
 - iii. Rental from Party Stuff items
 - iv. Greek Orthodox provides serving spoons
 - v. Greek Orthodox charges china rental and so we are not doing it
 - vi. We can use cleaning cart of Greek Orthodox
 - vii. Tables are covered with disposable plastic table cloth for easy cleaning
 - viii. Tap water would be using Arum's pump, guest serves themselves, Dian and Jasmine would figure out where you could place them
 - ix. If you have pitchers then you can mix with ice and guests do not need to scoop ice
 - x. Dian and Jasmine will decide on serving of water
 - xi. Ice machine at church, needs to be turned on the night before
 - xii. We will also sell bottled water
 - xiii. Beers will be served and provided at the bar

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Ticket Sale, Arum:

1. \$1600 cash with Arum
2. Cheques, \$365 to Rhanissa to put into ACU
3. Tickets floating around not sold/reported yet, 84 tickets
4. Monday, May 9, is the deadline for reporting and transferring money to Arum
5. We have not heard from two people
6. Still waiting for money from 1 person
7. We stopped promoting tickets

Food, Drinks, Volunteers, Dian and Jasmine:

1. Kitchen meeting on Sunday, May 8, report on Monday, May 9
2. Non-kitchen volunteer meeting on Saturday, May 14 → all responsible departments to invite the non-kitchen volunteers
3. Liquor license:
 - a. \$100.00 fee
 - b. Jasmine will coordinate and will pay with cash
 - c. Arum will transfer money and report
4. Door prize and silent auction prizes:
 - a. Rick is going to transfer to Jasmine now
 - b. Rick is not going to be in, his son will be the replacement
 - c. Jasmine is going to set up the prizes table
5. Jasmine to bring extension cords, we need to cook rice, rice cookers to be collected on Friday, May 20, Dian will announce on Facebook to remind people:
 - a. Rhanissa's
 - b. Arum's
 - c. Susy's

Decoration:

1. No dance floor, people will dance on the stage
2. 6 rows, 5 columns with booths on the sides and at the back of the room
3. Floor plan:
 - a. Wheel chair access:
 - i. Is there going to be enough for wheel chair on the sides?
 - ii. 1.29 and 1.30 tables for ILRC
4. Dika has donation box from MicroPilot:
 - a. To give to Jasmine
 - b. On entrance ticket table
5. Sound system, lighting, slideshow:
 - a. Need 2 computers, Ian's and Matt's in the control room for music
 - b. Rick already gave photos to Ian for Matt's TV slideshow
 - c. Ask Matt if he is willing to create a giant file and slideshow outline
 - d. Requests:
 - i. Lyrics to national anthem, etc.
 - ii. Dance description
 - e. Harden needs one extra mix, rent from Long n McQuade
 - f. Mile's brass quintet might need music stand and chairs
 - g. Harden can set up behind the curtain

Event outline:

1. Arum usher, when all guests seated, goes to Coffee Tasting booth
2. Dika and Arum ushers

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3. Wulan, Keishya and Nadine:

- a. Ticket
 - b. Cash
 - c. Silent Auction
 - d. Door Prize
 - e. Jasmine will buy cash box, \$37
4. Ian to create playlist and Matt to create the slideshow outline → one master list
 5. We must have everything downloaded
 6. Kevin and Fitri to meet with Jasmine regarding what they would say as MC's

Other items:

1. Volunteer meeting next week, May 14
2. Jasmine is cleaning up coordinator

May 14, 2016

Purpose: Taste of Indonesia Volunteer Meeting

Attendants: Nadine, Wulan, Keishya, Angely, Cecilia, Damien, Arum, Colours of Indonesia, Erha, Kenneth, Cindy, Vivi, Peggy, Ricky, Kim, Ian, Matt, Steve, Fitri, Alvin, Wilbert, Juan

1. Coordinators:
 - a. Tickets: Wulan, Nadine
 - b. Silent auction, door prize: Keishya, Nadine
 - c. 50/50 tickets: Keishya, Wilbert, Alvin
 - d. Cultural display: Angely, Cecilia
 - e. Coffee tasting booth: Damien, Arum
 - f. Decoration: Colours of Indonesia, Wilbert, Alvin
 - g. Usher: Erha, Arum
 - h. Beverage bar: Kenneth, Reno
 - i. Kitchen and food serving: Cindy, Vivi, Peggy, Kim, Ricky
 - j. Photo and video: Karen, Sharmen
 - k. Entertainment: Rhanissa
 - l. Sound and lighting: Ian
 - m. Slideshow: Matt
 - n. MC: Fitri and Kevin
2. Please refer to handout for job description
3. Thank you to sponsors, donators and Indonesian community supporters:
 - a. KJRI Toronto
 - b. Taryana Trading
 - c. Pieces of Paradise
 - d. Indofood
 - e. OMG's Candy
 - f. Batik by Trevor
 - g. Asian Heritage Society
 - h. St. Paul's College
4. KJRI Toronto:
 - a. Ibu Nancy
 - b. Pak Intiar
 - c. Pak Wawan
5. Rhanissa emailed St. Demetrios regarding longer kitchen hour rental on Friday, May 20 and the additional \$50.00 charge to be paid on Friday, May 20.
6. Angely is working on signs including signs for direction.
7. Rhanissa emailed Music and Slideshow Timeline, Slideshow Contents, updated Floor Plan with table number calling order to MC, music, slideshow and exec team.

June 11, 2016

Purpose: Taste of Indonesia Wrap-Up and Next Steps

Attendants: Ian, Pak Mundzir, Erha, Wulan, Tante Ayi, Nia, Mama Nia, Arum, Jasmine, Dian, Susy

1. Post-event summary report:
 - a. Survey for volunteers and guests
 - b. Deadline: June 30, 2016
2. Financial report:
 - a. Coffee tasting:
 - i. \$222 cost, \$100 income
 - ii. Still have coffee for inventory
 - iii. From Toronto distributor → they will take care of import fees
 - iv. Taryana Trading sold some of the coffee products
 - b. Alcohol:
 - i. No maximum price limit, so increase later
 - ii. Next time sell drink mixes
 - iii. Time of event and no after party where people normally would drink more
 - c. Foods cheaper than budget
 - d. Overall profit was \$2,914.00
 - e. Event net profit (minus donation) was \$1,314.00
 - f. Inventory was \$58.99
3. Guest coordinator:
 - a. Clicker to count number of guests attending the event
4. Silent auction:
 - a. All winners contacted
 - b. Nia's winner did not leave any contact information
5. Newsletter:
 - a. Publication date: July 2016
 - b. Article submission by end of June 2016
6. Clean-up crew leader:
 - a. After event, before cleaning briefing
 - b. Special cleaning groups/crew
7. Volunteer:
 - a. Separate quality of volunteers
 - b. Tickets for volunteers as an incentive
 - c. Different rewards for volunteers level of work
8. Food:
 - a. 60% waste
 - b. Ticket combines all aspects of events:
 - i. We know how much we are going to get and how much to cook
 - ii. We need the food to be able to up the ticket price to cover all costs
 - c. One person scoops one item only
 - d. Some people did not get rending
 - e. Everybody gets food handling certificate
9. Physical assistance for opening doors, line-up and etc.
10. Event:
 - a. Eat in the beginning
 - b. So that people can look around afterwards

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11. Ticket might have to be separated
12. Donation from ISM:
 - a. Syrian refugee by Mennonite Central Committee (Dika, Micropilot)
 - b. Brainstorm in WA and then vote
13. ISM to register as a charity:
 - a. Find more information from Staza
14. Volunteer appreciation meeting:
 - a. Picture of all volunteers
 - b. July 16, 2016
15. Detik.com:
 - a. Submit article about Taste of Indonesia

August 6, 2016

Rhani, Dian, Nia, Erha, Wulan, Cindy

- a. Event Financial and Ticket Sale
 - Financial statement coming soon. Nia prepare, Erha review.
- a. Food
 - Taste: rada bland, terlalu dibule-bule kan. Terlalu banyak porsi nya.
 - Liquor: either ga sama sekali, ato tambah banyak variety nya → one of revenue generating
 - Volunteer: di pack makanan nya, ready to go, biar semua kebagian
 - Food handler certificate: kalo bisa semua punya. KJRI pernah tawarin untuk kasih lesson → follow up (Rhanissa)
- b. MC & venueT
 - Timing is good
 - Need more space. Food location 2, ngantri lebih cepat. Booth nya di luar ruangan. Ruangan terlalu gelap.
 - Silent auction ticket lebih mahal dan lebih besar
 - Banner to welcome people
 - Venue di dry-run, supaya muat
 - Timing long weekend: pro cons. Volunteer bisa istirahat
- c. Ticketing, guest receiving, door price, silent auction
 - Ticket electronic & scanner or Hand-tally click counter
 - Tiket minum dan entrance dipisah. Tiket minum dijual berdekatan dengan minuman nya
 - People rush to the best spot at the same time. What to do?
 - Assist disable people better, need training beforehand.
 - Nametag dipakai.
 - Kursi lebih banyak dari tickets
- d. Silent auction & fifty-fifty
 - Life auction → need to be done seriously.
 - We have raffle permit, need to apply for each event.
 - 50-50 aja, silent auction is not revenue generating.
- e. Soundsystem + stage hands
 - Need more volunteer
 - Slide show kurang nangkap perhatian.
- f. Community choir + brass quartet + Harden band
 - Brass bisa lebih diexplore, dikasih slot for performance
 - Harden as background performance. Mungkin bisa kolaborasi dengan yang lain
- g. Solo dance
 - Oke
- h. Colours of Indonesia
- i. Decoration
 - Report coming up
- j. Booth
 - How's the interaction with people?
 - Booth needs more time, so can sell more
- k. Sponsorship
 - Pieces of Paradise, OMG, Baja Creations Inc.
 - Musti di standardized → ngasih apa, dapet apa...
 - Booth and MC mentioned

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I. Cleanup

- Positive feedback from Anastasia
- Too many waste food on plate
- Need more volunteer for cleanup only. Harus ada yang cek dan keliling, yang memimpin volunteer
- Tempat sampah penuh. Minta kosongin sebelum kita mulai.

17 Agustus.

- Upacara. National anthem, mengheningkan cipta
- Venue: Crescent Drive Park + Hanley Hall (if rain)
- Outline:
 - o Upacara, makan, lomba
- Upacara: Rhanissa.
 - o Cari volunteer: pegang bendera, pengiring lagu Indonesia Raya & mengheningkan cipta, pidato (Pak Obin), Pancasila
 - o Rent TOA
- Potluck
 - o Coordinate siapa bawa apa
 - o Stationery
 - o Tante Tetti untuk pesan tumpeng.
- Lomba
 - o Coordinator: Cindy dan Wulan
 - o Hadiah
 - o Kelereng sendok, paku botol, makan kerupuk, balap karung, quiz, bola sarung
- Tim penghibur: Harry + Arief, Taryana
- Dokumentasi: Dian

Next meeting: Agustus 13, 1pm

November: Movie Night or Sports Day

August 7, 2016

Purpose: Taste of Indonesia – post-event summary report, 17 Agustusan

Attendants: Rick, Rhanissa

Taste of Indonesia report:

- Items displayed:
 - Batik shirts
 - Decoration items:
 - Buddha statue
 - Small lamps
 - Jewelry
 - Did not bring as many items as 2012, made more in 2012
- Only jewelry items were sold
- Joel: Great event, great food

17 Agustusan: Saturday, Aug 20, 11 am to 2 pm, Crescent Drive Park

August 7, 2016

Purpose: Taste of Indonesia – post-event summary report, 17 Agustus, November event 2016

Attendants: Angely, Caecil, Rhanissa

- List of what was done:
 - Poster
 - Ticket
 - Signage:
 - Arrows
 - Menu
 - Ingredient lists
 - Event outline
 - Facts about Indonesia
 - Indonesian lingo
 - Reserved
 - Booth promotion flyer
 - Cultural display:
 - Pictures of baju daerah
 - Pictures of rumah daerah
 - Pictures of rites
 - Jewelry
 - Hair accessories
 - Fabric
 - Statue
 - Angklung
 - Interaction with people:
 - Beginning and middle
 - While lining up for food (strategic position while lining up for food)
 - Around 5 people staying
 - Some more people looking around
 - People touched displays anyways
- Feedback:
 - More varieties of items to be displayed
 - Guests sat right away, instead of visiting the cultural display, the positioning to the booths should be right after ticketing before sitting down
 - Tanah Airku was a touching performance (audience who was an immigrant too)
- November 2016 event:
 - If movie night, ideas for movies:
 - Soedirman
 - Ca Bau Kan
 - Laskar Pelangi
 - Denias, Papua
 - Ideas for food:
 - Roti bakar (like grilled cheese)
 - Internet (indomie, telur, kornet, keju-parmesan/cheddar)
 - Martabak mie
 - Es the manis
 - Batik booth volunteers:

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- Angely
- Caecil
- Other activities:
 - Cooking demo
 - Photobooth
 - Ukir kayu

Bikin ketupat dan janur (using ribbon, make ketupat, keris, etc)

August 13, 2016

Purpose: Pak Obin's inputs, 17 Agustus

Attendants: Pak Obin, Cindy, Erha, Wulan, Jasmine, Dian

1. Pak Obin's inputs:
 - a. Indonesian vendors to participate in next event:
 - i. Pak Obin have talked to batik vendors
 - b. Erha:
 - i. KJRI Toronto to be involved
 - ii. Centralia (NFP, government), trade expo
 - c. Usul untuk anggaran pemerintah baru:
 - i. Setiap Januari
 - ii. Dari semua department
 - iii. RAPBN
 - iv. Department Kementrian Luar Negri → Dubes, KJRI
 - v. Dubes:
 1. Masyarakat Manitoba mengajukan permintaan2 untuk anggaran selanjutnya
 2. Jadi dana sudah teralokasi untuk Manitoba, bukan dari pot lain
 3. Jadi mungkin tidak terbatas
 - d. Usul untuk program elementary school:
 - i. Sekolah Bina Talenta, sudah 13 tahun
 - ii. Angkatan Kelas 5
 - iii. 40 – 50 orang
 - iv. Biaya dari orang tua mereka, memang sudah menabung dari Kelas 1
 - v. Request for help from ISM to organize the program
 - vi. Examples:
 1. Cultural show at elementary schools
 2. Museum visit, etc.
 - vii. One week program
 - viii. Accommodation with family/community accommodation
 - ix. Collaboration with Canadian/Winnipeg elementary school
 - x. (Rafi and Nabil, Pak Mundzir)
2. 17 Agustus:

Susunan Upacara

- Pengibaran bendera merah putih. Tiang dan dipegang, 1 orang (Audino)
 - o Pengiring Indonesia Raya → conductor (Melinda)
 - o Soundsystem? Sewa. Coba tanya UMSU (Nia Cindy)
 - o Kedepannya, Pak Obin bersedia menyumbang wireless mic and speaker
- Mengheningkan cipta (Pak Obin memimpin, Airis nyanyi)
- Proklamasi (Fastria/Yayan)
- Pancasila (Jasmine)
- Pembukaan UUD 1945 (Erha)
- Amanat Inspektur Upacara (Pak Obin)
- Satu Nusa Satu Bangsa: (Harry)
- Pembacaan doa (Om Hendryk)

Dress code: merah putih. Super casual

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Game: Cindy dan Wulan → jam 12.30 – 2pm

Inventory:

- Raket badminton tenis, net.
- Bola pingpong 4, kok 3
- Pompa balon
- Tas batik, backpack batik
- Bola rotan 2, gasing

Tanya Feni untuk barang2 Indonesia

Set-up: jem 9

Tipe game: estafet, group. Trivia at the end.

- Kelereng sendok
- Balon
- Paku botol
- Makan kerupuk
-

Email remainder, Agustus 17, Friday 19th

- Bring your own mat, or lawn chair
- Potluck
- Pemenang kustom terbaik, be creative

Dekorasi: meja picnic table

Arrange makanan: Arum and Susy.

Hanley Hall: for rainy, or already booked

Jasmine: meja lipat, cari tiang kayu

Rhani: decoration stuff, email remainder, tanya Kevin, bawa bendera

Wulan Cindy: pilih game, cari volunteer, tulis aturan, bikin trivia quiz, hadiah (1 group, gift card taryana trading)

Arum: decide members bawa apa, bilang Rhanissa kurang apa potluck nya

Nia Rhani: cari volunteer

Cindy: tanya UMSU tiang bendera, sound system

September 30, 2016

Purpose: Welcoming Event

Attendants: Nia, Edbert, Nadine, Rhanissa, Keisyha

1. Date:
 - a. Friday, October 14, 5:30 pm
2. Potluck:
 - a. Committee members:
 - i. Nia: water
 - ii. Rhanissa: appetizer
 - iii. Keisyha: soda drinks
 - iv. Dian: dessert
 - v. Susy: appetizer, Rhanissa to ask
 - vi. Dika: dessert, Rhanissa to ask
 - vii. Reyner: cutleries
 - viii. Edbert: cutleries
 - b. The rest must bring main dish: Nadine, all members
3. Potluck email, Sunday evening, 2Oct16:
 - a. Please bring main dish only. Appetizer, drink, dessert are provided.
 - b. Keisyha to email Rhanissa the new student email addresses.
4. Rhanissa to email Matthew:
 - a. Friday, October 14, 5:30 – 11 pm
 - b. Can we borrow the sound system? Otherwise rent at Long and McQuade
 - c. Can we borrow the chairs and tables?
5. Event:
 - a. Edbert and Reyner to coordinate people into groups:
 - i. 10 people per group
 - ii. Committee members do not play the games
 - b. Layout:
 - i. Rhanissa, Nia
 - ii. 50 chairs by the stage
 - iii. Permanent tables for food on the side
 - iv. Sofas stay at the back
 - c. Outline:
 - i. MC: Susy (explains all including games)
 - ii. Opening:
 1. Advisor: Pak Mundzir
 2. ISM: Rhanissa
 3. ISGWPG
 - iii. Dinner:
 1. Om Aan, neutral opening prayer
 2. Introduction of new students
 - iv. Games (3)
 - v. Closing: ISM, ISGWPG
 - d. Games:
 - i. (in case) Whisper challenge, (2) Berpacu dalam Melodi: Keishya, Nadine
 - ii. (1) Heads-up: Keishya, Nadine; 2 min, general Indonesian topics

October 21, 2016

Purpose: Halloween/Welcoming Event, Annual and Income Tax Return 2016, AGM 2017

Halloween/Welcoming Event, Saturday, 29Oct16

1. Decoration:
 1. Who is the decoration coordinator? Wulan
 2. Who are the decoration team members? Wulan, Angely, Caecil, dance team members
 3. Rhanissa to connect Wulan with Susy, Angely, Caecil
2. Table and chairs:
 1. Rhanissa layout coordinator
 2. What is the layout going to be?
 1. Side tables for putting food and drinks:
 1. Rhanissa to find plastic table cloth for food tables (4)
 2. Chairs by the stage
 3. Ignore stage
 4. Sofas stay at the back
 5. One reception table by sofa:
 1. Guest sheet
 2. Membership registration
 3. Details for later:
 1. How many tables needed? 1 long table
 2. How many chairs needed? 50 chairs
3. Prizes for the two games and Best Costume Award:
 1. Can ISM cover these? One team winner, \$30 each prize
 2. Who is the prize coordinator? Jasmine
 3. Who are the prize team members? Dian
 4. Prizes:
 1. Heads-Up: 1 team winner, \$25
 2. Berpace dalam Melody: 1 team winner, \$25
 3. Best Costume Award: 1 winner, \$10
4. Photography: Dian
5. Games (ISGWPG):
 1. Confirm that Edbert and Reyner, coordinators
 2. Heads-Up: Indonesian theme
 3. Berpacu dalam Melodi: open to suggestions
 4. Edbert to download music
 5. Edbert and Reyner to assign people to the groups (5-10 people/group)
6. Sound system:
 1. Nadine to ask UMSU:
 1. Mic
 2. Speaker
 3. Speaker to be connected to laptop
 2. Rhanissa to rent at Long and McQuade:
 1. Mic
 2. Single speaker with built-in PA
 3. Rhanissa to check if it can be connected to laptop
 3. Quote approximately \$30
7. Potluck:

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1. Who is the potluck coordinator? Arum, Rhanissa, Keishya
2. What are the items that the Board and ISGWPG committee members going to bring?
 1. Rhanissa: appetizers, spring rolls from CB's
 2. Dian: dessert
 3. Jasmine: dessert, bubur ketan
 4. Susy: rice, water
 5. Dika: fruits
 6. Keishya: cutleries
 7. Cindy: pops
3. *Details for later: how many RSVP's so far? Two RSVP Yes*
8. MC: Susy
9. Event outline:F
 1. Susy coordinates the event as the MC
 2. Finalize draft outline from last meeting:
 1. Welcoming speech:
 1. ISM advisor (Pak Mundzir), 5 min
 2. ISM (Rhanissa), 3 min
 3. ISGWPG (Edbert, Keishya), 3 min
 2. Lunch:
 1. Opening prayer
 2. Introduction of New Members (Nadine, Susy)
 3. Games (Susy)
 4. Closing Speech: ISGWPG (Edbert, Keishya) and ISM (Rhanissa)
10. Event promotion:
 1. Website (Rhanissa)
 2. Email reminder: Wednesday, October 26 (Rhanissa and Susy)
 3. Whatsapp group reminder: Friday, October 28 (ISGWPG)
 4. Facebook (Arum)
 5. Twitter (Arum)

Annual Return 2016

1. Rhanissa, Susy
2. Deadline is 60 days after December 15 (February 13, 2017)
3. Save and show:
 1. Form 4022 – Annual Return
 2. Form 4006 – Changes Regarding Directors
4. Guidelines for Form 4022 and 4006 (below)
5. Corporations Canada Online Filing Centre, \$20 fee

Income Tax Return 2016

1. Rhanissa, Nia
2. Deadline is April 30, 2017
3. T2 Corporation Income Tax Return

AGM 2017

1. End of January 2017
2. Hanley Hall?
3. Announcement by early January 2017

Member Appreciation Lunch 2016

1. Date: Saturday, December 3, 2016
2. Time: noon
3. Venue:
 - a. Rhanissa to open the floor to ISM Board Whatsapp group
 - b. Rhanissa to ask for quote from Ken's Restaurant, Dim Sum Garden, \$15/person
 - c. Jasmine to ask for quote from Clay Oven, East Indian Company, \$15/person
4. Save-the-date deadline: Sunday, October 30, 2016
5. Reserve deadline: Saturday, November 5, 2016
6. Maybe 60 people

Next meeting: Thursday, November 10, 6-7 pm