



# Sanctuary Name Working Group

## Meeting Minutes

**Date:** 4/16/2013

**Start Time:** 1:00 pm

**End Time:** 1:45 pm

**Meeting Method:** Conference call

**Participation:** Sol Kaho'ohalahala (WG chair), Liz Kumabe

**Staff Attendance:** Brenda Asuncion (sanctuary staff support for WG, notetaker)

**(Throughout the minutes, action items are noted with \* and summarized at the end)**

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**Note:** will aim to start by 1:05 each week

### Draft Document with Suggested Names

Working group members present are comfortable sending the revised compilation of suggested names (and short descriptions) as well as the rubric to reviewers who have indicated interest in participating.

Brenda will send this document to them this afternoon.

### Expectations for the Conference Call – how to facilitate meeting

Want to be receptive to suggestions, including new names. Be sure to validate everyone's comments, whether or not they're eventually incorporated. Give them opportunity to fully express comments, without intervention. Would like to facilitate so they listen to each other as well. Sol Kaho'ohalahala will start the meeting to set the tone.

- Welcoming remarks, expectations for the meeting – Sol
  - Should have welcoming slide, maybe photos of the working group members included (either individually or as a full council)
- Introductions – Everyone
  - Note everyone's location because comments will be given by site
- Working group process background – Brenda
  - Use a slide
- Reviewer comments by site (island office)
  - Can establish the order based on people's time constraints, as appropriate
- Closure – next steps
  - Slide with bulleted next steps, including follow-up working group meeting and public review via council meeting
  - Council contact and sanctuary information

Try to record the meeting.

### How to handle new suggestions

Would be useful to have background information from the reviewers about new suggestions, although we could always go back to them for further consultation. Hope they would use the rubric to guide their

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presentation of any new names. May be best to get some input from the group (on new suggestions), while everyone is there and ideas are fresh in the mind.

#### **Next Steps**

Brenda will send reviewers the document and rubric, and also ask for their availability April 24 at 3pm. Brenda will also draft a cleaner agenda for review by Sol and distribution to the working group and reviewers prior to Wednesday. Also the slides for the review meeting (introductory, working group process, and next steps).

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