OUTRIGGER CANOE CLUB
HISTORICAL COMMITTEE MEETING - WEDNESDAY, JANUARY 22, 1975
HELD ON CLUB PREMISES AT 5:00 P.M.

PRESENT: Chairman Charles Bond, Eve Anderson, Tommy Thomas, Frank Jeckell, Arthur Molyneux, Josephine Achimore.

ABSENT: Coordinating Director Tim Guard, Alexander Castro, Mariechen Jackson, William Kea, J. Ward Russell, Joe Stickney, Kehau Stowell, Harold Yost.

DISPLAY COMMITTEE CHAIRMAN: Eve Anderson declined chairing the Display Sub-committee of the Historical Committee due to extensive commitments elsewhere. Mr. Bond will ask William Kea to fill this post.

ANNUAL REPORT: A draft of the Historical Committee's annual report outlining committee objectives and achievements was reviewed by those present. The draft has been forwarded to the Coordinating Director for submission to the Board at the appropriate time.

CLUB SCRAPBOOK: The Club scrapbook, which contains clippings of OCC activities published in both local newspapers, will be brought to the next meeting.

POLICY ON LOANING AND REPRODUCING CLUB MEMORABILIA: Recommendation -- The Historical Committee recommended that the Board of Directors adopt the following policies regarding loaning and reproducing Club-owned memorabilia such as photographs, trophies, records, etc.: 1. Original memorabilia will not be loaned to anyone without prior approval of the Historical Committee; requests must be signed and in writing; 2. Reproduction of Club photos and archives for members will be made at cost plus a 50% service charge; 3. Reproduction of Club photos, archives for non-members will be made at cost plus a 100% service charge.

SEPIA ENLARGEMENT OF 1908 CLUB SITE: The supply of framed sepia reproductions of photo of the grass hut that was the first Club facility has run out. A number of requests for this reproduction, approximately 18" x 20", have been received. Kehau Stowell is being asked to arrange for reproduction of a second series which will be announced in The OUTRIGGER at the appropriate time.

OLD CLUB MINUTES: Tommy Thomas mentioned security problems regarding minutes of OCC Board of Directors meetings dating from 1909. These minutes and other items are now stored in two footlockers near the Archives cabinet in the Employees Dining Room; locks on both footlockers are broken.

Charles Bond will talk with Manager Norman Riede about finding additional secure space for these records.

OUTRIGGER ARTICLE: The request has been made for the Historical Committee to prepare a brief article on Duke Kahanamoku, post-humous recipient of the Winged "C" Award, for use in the March or April OUTRIGGER. Kehau Stowell is being asked to prepare this material. Deadline is 10th of the month preceding the issue.

ADJOURNMENT: The meeting was adjourned at 6:05 P.M.

OUTRIGGER CANOE CLUB
HISTORICAL COMMITTEE MEETING - THURSDAY, MARCH 27TH, 1975
HELD ON CLUB PREMISES AT 5:00 P.M.

PRESENT: Chairman Charles Bond, Josephine Achimore, Eve Anderson, Alexander Castro, Frank Jeckell, Kehau Stowell, Tommy Thomas.

ABSENT: J. Ward Russell, Joe Stickney, Arthur Molyneux, Ron Sorrell, William Kea, Harold Yost.

ATTENDANCE The Chairman told Committee members Mr. Sorrell regretted his absence from the meeting due to participation in a volleyball tournament.

NEW COMMITTEE MEMBERS It was decided to write letters to Robert Peterson, George C. Mansfield, Jr., and Mrs. Clare Burnett, inviting them to serve on the Historical Committee. All three have expressed an interest in joining the Committee.

BUDGET The Chairman noted that the Historical Committee budget has been approved by the Board.

MISSING PICTURES The Chairman noted that several pictures that used to hang in the bar area have not been replaced following renovation of the bar. The Chairman has asked the Club Manager to try to locate these pictures.

INVENTORY OF CLUB PICTURES The Committee discussed taking inventory of all pictures hanging in the Club. Pictures that are stored in Archives have already been inventoried. The inventory would include an identification tag on the back of each picture and a series of photographs to show current location and subject. This project was deferred until the next meeting.

TROPHY INVENTORY Silver trophies belonging to the Club have been inventoried. The suggestion that this inventory be expanded to include identifying photographs will be discussed at the next meeting.

POST CARD SUPPLY It was noted that the supply of a post card showing the internal beach area in front of the Outrigger seems to be exhausted. The Public Relations Committee, which originally oversaw the printing of post cards, is asked to reorder this card, if possible.

ADJOURN-MENT The meeting was adjourned at 6:00 P.M.

OUTRIGGER CANOE CLUB
HISTORICAL COMMITTEE MEETING - WEDNESDAY, MAY 7, 1975
HELD ON CLUB PREMISES AT 5:00 P.M.

PRESENT: Chairman Charles Bond, Coordinating Director Ron Sorrell, Josephine Achimore, J. Ward Russell, Arthur Molyneux, Alexander Castro, Joe Stickney, Kehau Stowell, Eve Anderson, Clare Burnett, Ernest Thomas.

ABSENT: Frank Jeckell, William Kea, Harold Yost, Robert Peterson, George Mansfield, Jr.

DONATION OF KOA PADDLE: Through Nick McDaniel, Fred Clayborn has donated an eight-foot, solid koa "Wright Bowman" paddle to the Club. The paddle was carved out of one piece of koa around the turn of the century. Kehau Stowell will contact Wright Bowman for more information on the paddle's history. No decision was made as to how it could best be used or displayed.

DONATION OF 1908 POSTER: The Committee expressed its appreciation on behalf of the Club to Joe Stickney for his gift of a poster dated Dec. 5, 1908, promoting what may have been the first OUTRIGGER REGATTA.

MISSING PICTURES RETURNED TO BAR: Several pictures taken from the bar during recent renovation have been returned to their former places through efforts of Display Sub-Committee Chairman William Kea.

INVENTORY OF CLUB PICTURES: Club-owned pictures stores in Archives have been inventoried by list. It was decided to expand the inventory to include pictures hanging in the Club and to inventory all pictures by (1) written description, (2) photograph, and (3) an identifying number or description on the back of each keyed to the written and photographic record.

TROPHY INVENTORY: Club-owned trophies have also been inventoried by written description. It was decided to expand these records by photographing trophies, including perpetual awards which remain in the Club on an impermanent basis, and by placing coded numbers or marks on trophies keyed to written and photographic record.

METHOD OF INVENTORY: Eve Anderson offered her Nikon for photographing pictures and trophies. Costs incurred would be cost of film. Specific assignments to carry out this project will be made at the next meeting.

GLASSING TROPHY CASE: Glassing trophy case in the Board Room to provide greater security for the Club's oldest and most valuable trophies was discussed. No action was taken or recommendation made prior to a cost estimate which Tommy Thomas will get before the next meeting.

KAHANAMOKU PORTRAIT: Joe Stickney noted that the Duke Kahanamoku portrait which hangs in the rear Koko Terrace area seems to be fading. Kehau Stowell will look into this.

PRESIDENT'S PHOTOS: Peter Balding, Don Avery, and Robert Guild have yet to be photographed for the "Past Presidents Portrait Gallery" in the Board Room. Reminders will be sent them by committee secretary.

ADJOURNMENT: The meeting was adjourned at 5:45 P.M.

OUTRIGGER CANOE CLUB
HISTORICAL COMMITTEE MEETING - WEDNESDAY, JUNE 18, 1975
HELD ON CLUB PREMISES AT 5:00 P.M.

PRESENT: Chairman Charles Bond, Coordinating Director Ron Sorrell, Robert Peterson, Clare Burnett, Joe Stickney, Kehau Stowell, William Kea, Ernest Thomas.

ABSENT: Arthur Molyneux, Ward Russell, Josephine Achimore, Eve Anderson, Alexander Castro, Frank Jeckell, Harold Yost, George Mansfield, Jr.

CORRECTION OF MINUTES: Name Fred Clayborn was corrected to read Frederick Klebahn in section titled "Donation of Koa Paddle" in minutes of May 7, 1975 meeting.

ADELE SOMMERFELD GIFT: A packet of material of historical interest was given to the Club by Adele Sommerfeld and will be catalogued by Archivist Kehau Stowell. Material dates from Founder's Day celebration in 1941 and includes Club brochures, membership rosters, and Forecasts.

An appropriate letter of thanks will be sent from the Historical Committee to Mrs. Sommerfeld, including request for additional information on significance of 1946 ledger from Molokai Sea-Side Inn.

SARGE KAHANAMOKU GIFT: The gift of Sarge Kahanamoku's surfboard to the Club was received with appreciation. William Kea will coordinate with management to transport the surfboard to the Club. An appropriate letter of thanks from the Historical Committee will be sent to Mr. Kahanamoku.

RECOMMENDATION TO BOARD: Committee requests that the Board of Directors express its appreciation to donors of these gifts in addition to Historical Committee letters of thanks.

THE KLEBAHN PADDLE: History -- Mr. Klebahn told Mr. Bond that the steering paddle donated to the Club by him and incorrectly referred to as the "Wright Bowman" paddle was found under his mother's house in Nuuanu and taken to Wright Bowman who confirmed that it is a koa steering paddle likely over 100 years old. Beyond this, its history is unknown.

Use -- Mr. Klebahn places no restriction on use of his gift except to stipulate that if it becomes a trophy it be perpetual and not leave the Club.

Correction -- The Chairman requested that the minutes reflect that this paddle is not a Wright Bowman paddle.

Recommendation to Board of Directors -- The Historical Committee refers the matter of the use of the Klebahn paddle back to the Board of Directors.

DUKE KAHANAMOKU PORTRAIT: Kehau Stowell confirmed the Margaret Keane portrait of Duke Kahanamoku is fading and recommended framing under plexiglas to eliminate untraviolet light. Since cost is minimal, she was asked to proceed.

DIAMOND HEAD ROOM DISPLAYS — Mr. Kea asked management to examine possibility of storing surplus dining chairs elsewhere than Diamond Head Room so that displays in this room can be viewed by Club members.

NEW LOBBY DISPLAY — William Capp offered to lend the Club a colored aerial view of Waikiki taken in 1953 and a framed OCC menu from the old Club for display.

COOPERATION WITH HONOLULU MAGAZINE — Jesse Bowman of Honolulu Magazine requested and received aid of Club Archivist and Historical Committee in locating material for article on beach boys to be written in a light vein for the fall annual issue of this magazine.

GLASS FOR TROPHY CASE — Mr. Thomas reported ¼" finished plate glass to case in five sections of shelving in Board Room to provide security for Club's most valuable trophies would cost $625. Estimated cost of installation is $250.

Mr. Bond will discuss this project with Building and Grounds Committee at their next meeting.

SURFBOARD DISPLAY — Club display of old surfboards, including Sarge Kahanamoku gift, was discussed. Consensus was to explore creation of a surfboard museum.

Project will be discussed with Building and Grounds Committee at their next meeting.

REARRANGEMENT OF PRESIDENTS PHOTOS — Kehau Stowell will recommend different arrangement of Presidents photos now hanging in Board Room at next meeting at request of the Board of Directors.

BOUND OUTRIGGERS — The Chairman wishes the minutes to record that Mrs. Ernie Stenberg owns a complete set of FORECASTS and OUTRIGGERS dating from the beginning of the publication, although the Club is unable to obtain these to complete its own record.

TROPHY/PICTURE INVENTORY — The mechanics of identifying Club trophies and pictures will be discussed at the next meeting.

LOCKS FOR FOOTLOCKERS — Kehau Stowell will obtain locks for two footlockers in the employees dining room that contain old Club records.

CANOEING DISPLAYS — Canoe display outside front entrance to Club will remain until end of canoe racing season at request of Club Captain Fred Hemmings, Jr.

ADJOURNMENT — Meeting was adjourned at 6:15 P.M.

OUTRIGGER CANOE CLUB
HISTORICAL COMMITTEE MEETING - WEDNESDAY, JULY 23, 1975
HELD ON CLUB PREMISES AT 5:00 P.M.

PRESENT: Chairman Charles Bond, Coordinating Director Ron Sorrell, Ward Russell, Robert Peterson, Joe Stickney, Kehau Stowell, Frank Jeckell, Ernest Thomas, Clare Burnett.

ABSENT: Josephine Achimore, William Kea, Harold Yost, Eve Anderson, Arthur Molyneux, Alexander Castro, George Mansfield, Jr.

MINUTES — The minutes of the June 18, 1975 Historical Committee meeting were approved.

HISTORICAL CLIPPINGS — A packet of newspaper clippings of historical significance from Adele Sommerfeld was examined. It was decided to make photo copies of the material and return the originals to Mrs. Sommerfeld at her request. Mr. Bond will relay this information plus the Committee's appreciation to Mrs. Sommerfeld.

OLD PHOTOS FOR OUTRIGGER PUBLICATION — The Committee noted the Public Relations Committee request for regular submission of photos of historical interest to The OUTRIGGER for periodic publication. Kehau Stowell will select appropriate photos from archives.

BUILDING & GROUNDS COMMITTEE COOPERATION — The Chairman reported that he met with members of the Building & Grounds Committee regarding the following:

1. Club Pictures -- The Historical Committee may rotate pictures hanging in the Club without seeking prior permission from the Building & Grounds Committee.

2. Glass for Board Room Trophy Case -- Estimates for glassing the trophy case in the Board Room for greater security for valued Club awards were presented. The Building & Grounds Committee was receptive, and Coordinating Director Tim Guard will present proposals and cost figures to the Board of Directors.

3. Surfboard Museum -Possible locations for a surfboard museum were discussed: 1. front entrance to Club; 2. Colony Surf dividing wall near Snack Bar; and 3. the space between the end of surfboard lockers and planting on the Colony Surf side of Outrigger property.

Expression of Appreciation -- The Chairman and the Historical Committee wish to express their appreciation for the full cooperation of the Building & Grounds Committee.

RECOMMENDATION TO BUILDING & GROUNDS COMMITTEE — The Historical Committee recommends that the Building & Grounds Committee authorize creation of a surfboard museum between the end of surfboard lockers and planting on the Colony Surf side of the Club property.

At the suggestion of Mr. Thomas, Mr. Bond will discuss with Building & Grounds a proposal to hang additional pictures in the Club bar.

SURFBOARD MUSEUM

Kahanamoku Surfboard -- Sarge Kahanamoku's surfboard, recently given to the Club, will become part of the museum. William Kea has been asked to transfer the board to a secure locker in the interim.

Other Surfboards -- Possible acquisitions for the museum were discussed. Lorrin Thurston owns the first hollow board designed by Tom Blake to be used in Hawaii. Fred Hemmings, Jr. was mentioned as a possible source for museum pieces. Harry Rubello owns a second Sarge Kahanamoku board made of balsa and redwood, which may be available. Ron Sorrell, at the suggestion of Mrs. Kahanamoku, will contact Mr. Rubello.

MURAL OVER BAR

The commissioning of a mural to hang over the Club bar was discussed. No action was taken.

DISPLAY COMMITTEE REPORT

At the request of the Club Captain the current canoe racing display will remain in the lobby until the close of the canoeing season.

In August Duke Kahanamoku will be featured in a display.

RECOMMENDATION TO MANAGEMENT

The Historical Committee, of which the Display Subcommittee is a part, requests that management require anyone utilizing display space outside the front of the Club to get permission first from the manager who will then contact a Display Committee member to oversee the mechanics of changing displays.

It was noted that the location of items removed prior to setting up a Tennis Committee display of proposed tennis court additions to the parking lot is unknown.

TRIBUTE TO ERNEST TUCKER CHASE

Mr. Stickney and all present paid tribute to Ernest Tucker Chase, former Club president, for dedicated service to the Outrigger.

It was suggested that Mr. Chase, who has no immediate heirs, may have had documents of historical interest to the Club. Mr. Bond will contact the administrator of his estate regarding the possibility of acquiring records of value to the Club.

FUTURE AGENDA

Cataloguing of Club trophies and pictures and preservation of the Margaret Keane portrait of Duke Kahanamoku will be discussed at the next meeting.

ADJOURNMENT

The meeting was adjourned at 5:55 P.M.

OUTRIGGER CANOE CLUB
HISTORICAL COMMITTEE MEETING - WEDNESDAY, AUGUST 27, 1975
HELD ON CLUB PREMISES AT 5:00 P.M.

PRESENT: Chairman Charles Bond, Coordinating Director Ron Sorrell, Josephine Achimore, Eve Anderson, Frank Jeckell, William Kea, Joseph Stickney, Kehaulani Stowell, Ernest Thomas, Clare Burnett.

ABSENT: Alexander Castro, Arthur Molyneux, J. Ward Russell, Harold Yost, Robert Peterson, George Mansfield, Jr.

CORRECTION OF MINUTES: Second page, second paragraph of minutes of the July 23 meeting, the name should be Robello instead of Rubella (twice). Minutes were approved as corrected.

SURFBOARD MUSEUM: Ron Sorrell reported as Coordinating Director to the Board of Directors. The Board approved the site selection of the surfboard museum--outside by the surfboard locker next to the coconut tree. The cost of the museum will be very critical; the Board is looking at cost very closely.

The surfboards will need to be perpendicular with surfboard locker, and it was thought staff carpenters could be utilized to build the case. There should be 24 inches allowed per board and maybe two bars for security purposes. Bars could be moveable to accommodate larger and smaller boards. The boards would not need to be protected from the weather but would need to be protected from the sun--maybe also varnished with plastic varnish. The boards will face outward with a little plaque with a brief history of each board.

There should be 8 to 10 types of boards. The boards could be rotated if there are too many boards; however, it was agreed it would be better if all the boards could be displayed. Fred Hemmings has indicated he has a couple of boards for the museum and Tommy Thomas will contact Jan Hafner who also has a good board for the display and tell him we would like it--Mr. Thomas thinks Mr. Hafner is going to give his board to the Club.

Kehau Stowell and Frank Jeckell will be a subcommittee of two and check exactly what the cost would be to set up the museum and will report back.

MISSING SURFBOARD: Sarge Kahanamoku's surfboard is missing. Last meeting it was suggested to place it in a locker for safekeeping. Hopefully, the board is in a locker somewhere. Charlie Bond is checking and will report back.

GLASS FOR TROPHY CASE: Kehau Stowell is to make a sketch of what is desired to glass in the shelving in the Board Room to provide security for the Club's most valuable trophies.

TROPHY/ PICTURE CATALOGUING: Since the trophy case question has not yet been resolved, the cataloguing of the trophies and pictures is pending.

DUKE KAHANAMOKU PORTRAIT: It was found that plexiglas is very expensive. Nothing will be done about the Duke Kahanamoku portrait until Kehau Stowell contacts Margaret Keane and reports back to the Committee.

ERNEST T. CHASE RECORDS: Mr. Uruu, Bishop Trust, had Mr. Chase's records. The estate was handed over to the small estates court. The clerk, Kay Tureya, said after they go through the records if they are of no material value the Outrigger can have them and she will call Mr. Bond. Mr. Uruu at Bishop Trust had mentioned he thought a niece of Mr. Chase's had requested any pictures he might have, but Ms. Tureya said she knew of no niece.

MISSING DISPLAY: Mr. Bond is trying to locate the display that was up before the tennis display. Mr. Riede has been requested to follow up on it.

HISTORY OF OUTRIGGER RACING CANOES: The Board of Directors is interested in tracing the history of the Outrigger racing canoes and Mr. Mist requested the Historical Committee to do some research. Kehau went through the archives and found nothing.

It was suggested that the Committee contact George Perry (has always repaired canoes and might come up with a name on the Big Island), Cline Mann, Bobby Fisher, Wright Bowman, Toots Menville, Ronald Q. Smith (as President of the Club 1932-33 might have approved the purchase of a canoe), or Eva Pomeroy. There will probably be something on the Big Island since that is where the trees would have come from. Checking in the sports pages of the old newspapers was suggested, but vetoed because the sports page would probably not have the making of a canoe. Kehau Stowell to check with the above named people and report back.

The Princess was Prince Kuhio's surfing canoe and loaned it to the OCC, who used it for a training canoe. The 'A, a racing canoe, was given to the Club by Prince Kuhio. The Hanakeoke was brought over from Hilo to race the 'A. The Hanakeoke was too wide so the Club couldn't use it and it was given at cost to the Makaha Canoe Club.

It was decided the Committee members will contact anyone they know of who might have some idea of how to trace the history of the racing canoes, and will report back to the next Committee meeting.

ERNEST THOMAS ARCHIVES' DONATION: Mr. Thomas brought in two 1908 newspaper articles about the starting of the OCC to be donated to the Archives. Mr. Stickney mentioned that the lease rent for the Club in 1908 was $10 a year--a gesture of the Queen Emma Estate Trustees.

MENVILLE LAWSUIT: Eve Anderson related a story about a lawsuit in which she and Toots Menville were involved about three canoes her father bought from Charlie Amalu. The Chairman asked her to try to find out the name of the third canoe which is on Molokai. She will report to the next meeting.

PRESIDENTS' PHOTOS: The Board of Directors is reported to be very pleased with the arrangement of the past Club presidents' pictures in the Board Room. However, it was found that Tom Singelhurst, whose picture has been hanging in the Board Room with the past presidents, was never a president but secretary of the Club. He was offered the job of president but didn't want it. It was mentioned that some people might object to his picture being taken down since it had hung up for so long, but it was agreed that the Board Room is only for past presidents, and Mr. Singelhurst's picture will have to be moved elsewhere.

Don Avery's picture has been taken, which only leaves two to complete the collection. The two are "Rab" Guild and Peter Balding.

SERIES OF PICTURES AND EVENTS: The Committee members will be gathering together series of pictures and events dating back as far as they can of the Club's history. They will contact Ernie Stenberg's wife to try and get early Club pictures.

ADJOURNMENT: The meeting was adjourned at 5:50 p.m.

OUTRIGGER CANOE CLUB
HISTORICAL COMMITTEE MEETING - WEDNESDAY, OCTOBER 1, 1975
HELD ON CLUB PREMISES AT 5:00 P.M.

PRESENT:	Chairman Charles Bond, Coordinating Director Ron Sorrell, Arthur Molyneux, Clare Burnett, Joe Stickney, William Kea, Eve Anderson, Ernest Thomas, Alexander Castro, Kehau Stowell.
ABSENT:	Ward Russell, Robert Peterson, Frank Jeckell, Josephine Achimore, Harold Yost, George Mansfield, Jr.
MINUTES	The minutes of the previous meeting were approved.
OCC HISTORY	It was decided to ask the OUTRIGGER Editor to feature the OCC History as a Christmas gift in the November issue.
KAHANAMOKU SURFBOARD	Sarge Kahanamoku's surfboard has been located locked in a storage area on the lower level of the Club.
SURFBOARD IDENTIFICATION	Mr. Kea was asked to prepare a sample identification card describing the above surfboard and to submit it to the Board as an example of the type of historical notice that will be used throughout the museum.
GLASS FOR TROPHY CASE	Committee's request for funds to glass in trophy case in the Board Room has been tabled until the Board receives two bids each for regular and non-glare glass for the lower shelved area and two bids each for enclosing area between the top shelf and the ceiling.
	Kehau Stowell reported non-glare glass is opaque unless flush with material being protected. She and Ernest Thomas will ask for bids for regular glass casing from Fuller O'Brien and Builders Product Corp.
ADDITIONAL TROPHY CASES	Ron Sorrell reported the Board is willing to consider glassing other areas for trophy display. Committee members will research possible areas for additional display cases before the next meeting.
DUKE KAHANAMOKU PORTRAIT	Margaret Keane is going to examine the Club protrait of Duke Kahanamoku regarding restoration, Kehau Stowell reported.
ERNEST CHASE RECORDS	Mr. Bond reported that the Estates Court has approved Club acquisition of all records pertaining to the Outrigger Canoe Club that are part of the estate of Ernest Chase. Mr. Bond will collect records.
MISSING DISPLAY	The display that preceded posting of renderings of parking lot expansion outside the front entrance to the Club has not been located or identified. Fran Pearson will pursue.
HISTORY OF CANOES	Kehau Stowell will ask Cline Mann for information regarding the history of the Club's three canoes.
THURSTON SURFBOARD	Ernest Thomas stated for the record that several years ago Lorrin Thurston offered to donate his Tom Blake surfboard to the Club.
AMALU CANOES	Eve Anderson is researching the history of three racing canoes sold to her father by Charlie Amalu.
PRESIDENTS PHOTOS	The Club has received a portrait of Past President Peter Balding. Don Avery has posed for his picture. Robert Guild is the only

past President yet to be photographed. He will be contacted again in early December, when the Club photographer, presently out of the country, returns.

SINGLEHURST PORTRAIT — Coordinating Director Ron Sorrell reported that the portrait of Tom Singlehurst, who was not a Club president, can be hung anywhere in the Club except in the Board Room.

COLLECTED OUTRIGGER/ FORECASTS — Mr. Kea will contact Ernest Stenberg's widow regarding her complete collection of all FORECASTS and OUTRIGGERS.

GEORGE FREETH SURFBOARD — A letter to the Committee from a Hermosa Beach, California, historian requesting information on George Freeth was received and noted. No leads were established, and it was decided to refer the writer to the Archives of Hawaii.

CHRISTIAN JENKINS — Joe Stickney noted that charter member Christian Jenkins of Los Gatos, California, possibly the senior charter member, is celebrating his 91st birthday. The Committee secretary was asked to draft a letter of congratulation for President Mist's signature. Joe Stickney was asked to provide carbon copy of Mr. Jenkins' letter for archives.

TROPHY AND PICTURE CATALOGUING — Cataloguing of Club trophies and pictures will be discussed at the next meeting.

SURFBOARD MUSEUM COSTS — Kehau Stowell prepared drawings of proposed Surfboard Museum. Frank Jeckell is asked to prepare cost analysis for submission to the Board.

FUTURE PROJECTS — Library Collection -- Mr. Castro suggested the Committee examine the possibility of creating a library collection to include old and new reference books on history of canoeing, surfing, Waikiki Beach, etc., as well as Club photo albums and Club records. The collection would accrue from donations of books by members. Collection would be kept locked but remain accessible to members.

Caricatures -- As a possible project, Mr. Kea suggested members' wishing to have professional caricatures of themselves drawn and displayed in some appropriate place might have this privilege in return for a sizeable donation to the Club general fund.

ADJOURNMENT — The meeting was adjourned at 6:00 P.M.

Instituted 4-4-79

December 18, 1975

FROM: BOARD OF DIRECTORS

TO: COMMITTEE CHAIRMEN, SUB-COMMITTEE CHAIRMEN, ALL COMMITTEE MEMBERS

SUBJECT: PREPARATION AND APPROVAL OF REQUESTS FOR PURCHASE ORDER

The procedures prescribed herein provides instructions and guidance for the preparation, approval, and submission of Requests for Purchase Order. Adherance to the contents of this memorandum is mandatory for all OCC members. Any member of the Outrigger Canoe Club who willfully, and without proper authorization and documentation, commits the Club to an expenditure of Club funds, will be personally liable for the repayment of said funds unless relieved by action of the Board of Directors.

1. REQUEST FOR PURCHASE ORDER. OCC Form PROC-1 (12/75), Request for Purchase Order, is the basic document for initiating, amending and justifying procurement requests to the business office or appropriate authorizing official for the purchase of all supplies, equipment, materiels, services, or construction.

2. PREPARATION OF REQUEST FOR PURCHASE ORDER.

   a. Number of Copies Required. Requests for Purchase Order (RPO's) shall be submitted in original and one copy. Copy will be filed in Committee, Sub-Committee, or Club General File after processing by business office.

   b. Adequacy of the RPO. It is important that the RPO be completed in all essential respects, as it constitutes the authority of management to enter into a contract or order. The RPO originator must specify as precisely as possible the minimum requirements of the Outrigger Canoe Club. This is absolutely essential as a means of:

      (1) Securing maximum competition and fully responsive offers;

      (2) Providing for the equitable evaluation of the offers; and

      (3) Insuring that the product or service will serve the Club's purpose.

3. APPROVAL AUTHORITY. RPO's must be signed by an approving official at the following levels:

~~a. RPO's up to $100 - By a level not lower than a~~ Standing Committee ~~Chairman.~~

b. RPO's from $101 to $500 - By a level not lower than a Coordinating Director or Club Captain.

c. RPO's from $501 to $2,500 - By a level not lower than a Club Officer or Management.

d. RPO's from $2,501 to $20,000 - By a level not lower than the Board of Directors.

4. RESPONSIBILITY OF MANAGEMENT PERSONNEL TO QUESTION REQUIREMENTS AND REAFFIRM THEIR VALIDITY. Management personnel have a responsibility to question any contemplated procurement action which appears inconsistent with their knowledge of commodities, markets, prices and normal processes of doing business, or inconsistent with the authority of the requisitioner.

5. COMPLETE RPO'S. After RPO's have been completed and coordinated in all aspects, the appropriate management official shall approve a completed Purchase Order for those items, services, or construction contained in the RPO and forward one copy to the supplier for action.

6. PURCHASE ORDER. There will be no purchases of supplies, equipment, materials, services or construction without an authorized and approved purchase order. The purchase order will render the Club liable for the expenditure of Club funds.

By Order of the Board of Directors.

ROBERT W. MIST
President
12/18/75

OUTRIGGER CANOE CLUB
REQUEST FOR PURCHASE ORDER

REQUESTED BY _____ REQUEST NO. _____

DEPARTMENT OR COMMITTEE _____ DATE OF REQUEST _____

~~APPROVAL~~ BY ~~AUTHORIZED~~ CHAIRMAN _____

ITEM NO.	ITEM/SERVICE AND VENDOR	QUANTITY	COST
REMARKS:			
DEPARTMENT OR COMMITTEE TO BE CHARGED _____			

THIS SECTION TO BE FILLED BY MANAGEMENT

APPROVED BY _____

PURCHASE ORDER NUMBER ISSUED _____

DATE ISSUED _____

[redacted]

Outrigger Canoe Club

To: Kehau Stowell **Date:** 1/24/75

From: Fran

Subject: Miscellaneous

There are two items in the latest Historical Committee minutes that have been "given" to you: 1. article on Duke Kahanamoku -- brief -- including fact that he was first recipient of Winged "O" Award. Athletic Awards Banquet is Feb. 17 and will probably be subject of March issue. Don't know, but Mr. Yost would know for sure if March issue deadline will be delayed. Old photo would be good too. 2. Can additional reproductions be made of 1908 photo of grass hut for sale to members and non-members?? Would say about nine or ten requests were received after we ran out of supply.

Tommy Thomas brought in a "card catalogue" for Archives for you. It is locked in Archives cabinet.

2909 Kalakaua Avenue • Waikiki • Telephone: 923-1585

Outrigger Canoe Club

To: Kehau Stowell **Date:** 3/13

From: Fran Pearson

Subject: Miscellaneous

L. Photo of Roy Banks, 1930-31 President has arrived from Mr. Bauer and is locked in Archives Cabinet and ready for framing.

2. In t he future Executive Committee has stated preference for having live Presidents sign their names on identifying card at bottom of picture instead of name being printed. We are missing now only Peter Balding, Don Avery, and Rab Guild.

3. There is a new manila envelope in the Archives Cabint with miscellaneous photos returned from Mr. Yost. Some are old from his files, some new. Don't know which are worth saving.

4. Sometime, when it is convenient, perhaps you could check out with me (or without) photos in my file drawer -- bottom drawer, rear. Some I inherited when I started here. Many have been used in various Outrigger issues of the past year and a half. Many, I am sure, are not worth saving.

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