**Agenda Item** | **Discussion** | **Action/Recommendation**
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DOE Career Competition – Business Plan (Entrepreneurship) Sherilynn and Krystal | The competition will in conjunction with the DOE competition, which will be held on April 9-10, 2012 at the Sheraton Waikīkī. It has been decided that we will work with the existing DOE model for the Business Plan Competition. In the DOE Competition for the Business Plan, the students have the entire year to come up with the plan and this is submitted in the preliminary round of the competition. Judges, recruited by Krystal Lee and also by the advisory council, review these plans (4-5 per judge). The top 5 go to the final round. Here, each team has an oral presentation and is interviewed by business people about their plan. The judges decide 1st, 2nd, and 3rd place. Monetary prizes are awarded and Sherilynn makes sure that no person gets a monetary prize of $600 or more, to avoid 1099 issues. The DOE has already invented the wheel and has come up with the standards, what needs to be included in the written report, oral report, how to score, and the rubrics for assessing the business plans. | The CC’s will focus on the Business Plan because it is a requirement in the Entrepreneur class (Entre 125, Mgt. 125, & Bus 125). Campuses that will participate are: HawCC, KapCC, LeeCC, and Maui C. |

Business Plan Competition | **Teams** – 2 categories: Individual or Teams (2-3 persons). **Announcement** – The announcement needs to come out early in the Fall semester. **Judging, criteria, guidelines, rubrics, sources, deadlines** – following the DOE and this can be found on highschoolplans.org (also sent out word document to the Dag, Rick, and Ross). **Criteria** – Business written plan and oral presentation that includes interview. **Prize Options** –  |

*To be reviewed and possibly changed at the next meeting.*
1. Prizes (iPad, gift certificates, etc.) If giving gift cards need to make sure they are redeemable on Maui and Hawai‘i
2. Paid Internships
3. Mentors (someone to help) to work with them to startup a business
4. Cash
5. Scholarship (maybe give the students directed study credits)

**Target Population** – Campus decision (this is determined by a screening committee). A student may participate as long as they are a student in the *academic year* when the competition occurs. MauC 4 year students will not be eligible to compete and must enter the Shidler competition.

**Process** - Step 1: Campus Screening; Step 2: Submit for judging across campuses (Mar. 16 – Apr. 9); Step 3: Oral Presentation (April 9); Step 4: Final Competition (April 10)

**Campus Deadline** - To be determined by the Campus

**System Deadline** - March 16, 2012

**Campus Screening Process** - Campus decision (prior learning could be included)

**Max. total submission per college:** Max. 10 (need to find 24 judges).

**Submission** – Will be from the campus they took the business writing class from (Entr/Mgt/Bus 125 class) or consent (if prior learning).

**Prizes** – Top Individual (can give item), Top Team (cash – max $540), Grand Prize (Cash-$900). Top Individual and top team prize should be the same value. Grand prize is either awarded to the top individual or team. School trophy will be a perpetual prize.

**Additional Information**

**Sheraton Costs** – LCD Support Package $88.00/Smaller room $66.00. Wireless Internet $780 for 64 connections (?).

**Code of Conduct** – To be signed by participant and their parents if under 18. Participant must also sign a video release (used later for publicity).

**Penalty** – For plagiarism or using plug in business plan software. Will need to rely on individual campus to do their own policing.

**Computers** – Laptops to be provided.

**Appropriate Attire for the competition** – Interview Attire

**Judging** – Preliminary round 3 judges, Final Round – 4-5 judges (suggestion: Have someone from Star Advertiser as the judge) Judges must sign a video and work release

**Ross, Rick and Dag to ask industry for prize donations.**

Rick and Dag will find out the dollar amount of prize that will affect a person’s financial aid.

Rick, Dag, Ross, and Jim – Check on their college accounts for prize monies.

Dag – Update Jim Y. and Robert Yamane

Suzette – Contact UH Foundation regarding solicitation of donations.
|   |   | Follow up with Krystal on hiring someone to coordinate the competition (like how they provide services to the DOE). Paula – Convert DOE guidelines into Word doc. for easier editing, check on starting up a RCUH revolving account, do minutes of meeting, check with marketing group about page on CC web site. |

**Next Meeting:**
Possibly in middle of August.