

Maui High School Foundation  
Board of Directors Regular Meeting Minutes  
Maui High School – Conference Room  
Wednesday May 30, 2012

I. CALL TO ORDER

The meeting was called to order at 3:05pm by President Calvin Nemoto. The meeting was held at the Maui High School Conference Room on Wednesday, May 30, 2012.

II. ROLL CALL

Directors in attendance were Calvin Nemoto, Paul Ueoka, Stacy Woodson, Alfredo Evangelista, Leizl Tabon, Randy Yamanuha, Debra Nakama, Leilani Green, Glenda Joyo, and Shan Tsutsui. Directors Earleen Sato and Brian Moto were absent.

A quorum was present to conduct business.

III. APPROVAL OF MINUTES

Minutes from the last meeting of the Board, held on April 28, 2012, was submitted by Secretary Stacy. Paul moved to accept the Minutes of April 28<sup>th</sup>, 2012. Second by Randy. Motion carried. Minutes filed.

IV. TREASURER'S REPORT

The Treasurer's Report for the month ended April 30, 2012 was submitted by Treasurer Leizl. The report indicated a balance of \$24,281.07 which includes \$4,813.13 in restricted funds (Avid) and \$0.00 in liabilities. The report included a Statement of Financial Position, Statement of Activities, and a Statement of Functional Expenses for the month ended April 30, 2012.

Calvin moved to accept the Treasurer's Report and attached Statements. Second by Paul. Motion carried. Report filed.

V. COMMITTEE REPORTS

- A. **Membership Committee-** Leilani (Chair) reported on the status of the Membership Committee. Primary focus of the committee is to continue building an alumni database and the recruitment of Class reps to help with that effort. Stacy (Co-chair) stated that planning for the activities and direction of the membership committee is somewhat dependent on the development of the Foundation's Strategic Plan and therefore they have decided to focus primarily on the development of the alumni database until such plan is set into place.
  
- B. **2012 Hall of Honor Awards Committee-** Stacy (Chair) submitted a proposal outlining the Selection Process for the 2012 Hall of Honor Awards. Summary of the proposal: 5 categories (carried over from last year), a 6-week nomination window, 1<sup>st</sup> Round On-line Voting open to public to determine top 3 Finalists, 2<sup>nd</sup> Round Voting shall be done by the MHSF Board or an appointed Selection

Committee to determine winners from among the top 3 finalists in each category, and Target date to determine winners is August 1st.

The Board agreed to serve as the Selection Committee. Paul raised the concern that the 1<sup>st</sup> Round On-line vote does not include those without computers or email. A suggestion was made to arrange a time and place on campus for the public to cast an in-person vote sometime during the week of the Round 1 Vote to accommodate those who do not use computers or email.

Fred moved to accept the Selection Process Proposal to be applied in selection of the 2012 Hall of Honor Honorees on the condition that a mechanism will be put in place to allow for in-person voting in addition to on-line voting in regard to the 1st Round Voting procedure and with the understanding that the Awards and Selection Process remains in an overall “evolutionary stage” and is subject to change for future Hall of Honor Awards. Second by Paul. Motion carried.

- C. **2012 Hall of Honor Banquet Committee-** Stacy read an emailed report from Chair Sharon Zalsos who could not be present. The Board had concerns on the fundraising aspect based on the report stating a guest count of 200 seats at \$45 per head assuming that F&B costs will be in the range of \$35 per head.

Shan suggested tiering the price of the tables as well as incorporating Honorary Chairs (suggested names were Don Takaki, Senator Tsutsui, Clyde Hamai, Stan Carr) to help with promoting the event and ticket sales. Various directors made suggestions on ways to maximize guest count. Calvin and Stacy will meet with Sharon to present the Board’s concerns and suggestions. Calvin will join the committee to assist with the fundraising aspect of the banquet.

The report stated the Hall of Honor Banquet Sub-Committees that are still in need of chairpersons/POCs are: Registration Table, Budget, and Decorations.

- D. **Centennial Committee-** Calvin will speak with Bobbie and Mike (Chairs) on new Centennial developments. A Centennial Luau will not be among the Foundation’s sponsored events. Current list of Centennial Events include the annual Saber Family Fun Night, Golf Tournament, and Hall of Honor Banquet.

The Friends of Old Maui High School will host a Centennial Luau in September. Shan volunteered to check with the Attorney General regarding use of the name Maui High School and associated liabilities.

## VI. UNFINISHED BUSINESS

- A. **Valley Isle Federal Credit Union Account (Signatures) -** Calvin reported that the signature cards will be submitted the following day.
- B. **General and Directors/Officers Insurance-** Stacy reported on correspondence from 3 Insurance brokers: Mutual Underwriters (Maui), Hawaii Insurance Consultants (Oahu), and Royal Insurance (Kaua’i). Approximate quote for General= \$800, D&O= \$600, and Special Event=\$300-\$500. Agent Alan Manibog of Mutual Underwriters provided the most feedback to our inquiries and advised the Board to 1) Select who they want to work with and 2) Invite a representative

to attend a meeting of the Board or Executive Council to explain the coverage and what they're buying.

Fred moved to retain Mutual Underwriters as our insurance broker. Second by Debra. Motion carried. Stacy will invite Alan to the next meeting of the Board to explain the various types of insurance and what they cover.

**C. Establishment of Committees and Appointment of Chairpersons-**

1. **Budget and Finance** - Calvin proposed the establishment of a Budget and Finance Committee and Leizl agreed to serve as its Chair.

Fred moved to establish a Budget and Finance Committee and to appoint Leizl Tabon as Chair on the condition that Leizl will submit a description of her responsibilities and duties at the next meeting of the Board. Second by Paul. Motion carried.

2. **Strategic Planning**- Calvin proposed the establishment of a Strategic Planning Committee and Debra Nakama agreed to serve as its Chair.

Fred moved to establish a Strategic Planning Committee and to appoint Debra Nakama as Chair on the condition that Debra will submit a description of her responsibilities and duties at the next meeting of the Board. Second by Paul. Motion carried.

3. **Policy and Procedures**- Calvin proposed the establishment of a Policy and Procedures Committee and reported that Brian Moto has agreed to serve as its Chair.

Fred moved to establish a Policy and Procedures Committee and to appoint Brian Moto as Chair on the condition that Brian will submit a description of his responsibilities and duties at the next meeting of the Board. Second by Paul. Motion carried.

4. Fundraising

- a. **Golf Tournament**- A request was submitted to the Board by MHS Athletic Director Michael Ban for the Foundation to adopt the Annual MHS Golf Tournament Fundraiser. Debra reported that she and Alan Manibog have experience in running this kind of event and have volunteered to Chair the event for 2012 and 2013.

Stacy raised the concern of the Athletic Department losing the financial support brought in by the tournament by turning it over to the Foundation and asked if any stipulations can be made to ensure a percentage of the proceed always be designated to benefit Maui High Athletics. The Board advised that the concern can be taken into consideration and addressed in the Strategic Planning process.

Fred moved to establish a Committee for the Annual Golf Tournament and to appoint Alan Manibog and Debra Nakama as Chairs of the Committee for 2012 and 2013. Second by Randy. Motion carried.

- b. **Homecoming Booklet**-Calvin proposed the incorporation of the Homecoming Booklet (ad space sales) as a means to raise funds in conjunction with the other MHSF sponsored Homecoming Week fundraising events. The suggestion was made to “bundle” the different fundraisers and offer “package deals” to sponsors including Golf tournament play, Hall of Honor Banquet tickets, and ad space. Calvin and Lani agreed to Co-Chair the Homecoming Booklet Committee.

Fred moved to establish a Special Homecoming Booklet Committee and to appoint Calvin as Chair in charge of Bundle & Marketing and Lani as Co-Chair in charge of Production. Second by Paul. Motion carried.

#### VII. NEW BUSINESS

There was no new business.

#### VIII. OTHER BUSINESS/ANNOUNCEMENTS

- A. Next meeting is scheduled for Wednesday, June 27 at 3:00pm to be held at the MHS Conference Room.

#### IX. ADJOURNMENT

The meeting was adjourned at 5:00pm.