

Maui High School Foundation  
Board of Directors Regular Meeting Minutes  
Maui High School – Conference Room  
Wednesday June 27, 2012

I. CALL TO ORDER

The meeting was called to order at 3:07pm by President Calvin Nemoto. The meeting was held at the Maui High School Conference Room on Wednesday, June 27, 2012.

II. ROLL CALL

Directors in attendance were Calvin Nemoto, Brian Moto, Stacy Woodson, Alfredo Evangelista, Leizl Tabon, Leilani Green, Glenda Joyo, Paul Ueoka, and Randy Yamanuha. Directors Shan Tsutsui, Earleen Sato, and Debra Nakama were absent. Present by invitation were Mr. Alan Manibog (Insurance representative; Golf Tournament Co-Chair), Mr. Mike Molina and Mrs. Bobbie Arita (Centennial Chairs), and Ms. Regina Prudenciano (Logo design).

A quorum was present to conduct business.

III. APPROVAL OF MINUTES

Minutes from the last meeting of the Board, held on May 30, 2012, was submitted by Secretary Stacy. The following amendments were requested-

Page 3, Section VI, Sub-section B (2<sup>nd</sup> paragraph)- “Fred motioned to seek representation from Mutual Underwriters” shall be changed to “Fred moved to retain Mutual Underwriters as the insurance broker.”

All instances where a motion was made shall be changed from “motioned” to “moved”.

Paul moved to accept the Minutes of May30<sup>th</sup> 2012 pending amendments. Second by Randy. Motion carried.

IV. TREASURER'S REPORT

The Treasurer’s Report for the month ended May 31, 2012 was submitted by Treasurer Leizl. The report reflects a payment of \$164.03 made on behalf of AVID and an ending cash balance of \$24,117.04.

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

V. UNFINISHED BUSINESS- Moved up on agenda

A. Insurance-Alan Manibog of Mutual Underwriters advised the Board to attain a minimum of 2 insurance policies to protect the Foundation against 3<sup>rd</sup> party suits. D&O policy covers our decision-making. Liability exposure falls mainly in our fiduciary responsibilities and money-handling. (\$600)

General Liability covers bodily injury, property damage, and personal injury. \$1million coverage per occurrence. It covers certain events such as meetings and small functions. Quote is based on minimum number of events. (\$800)

For larger events, such as Golf tournament Fundraiser, the Insurance company will ask the Foundation to write a Special Events endorsement to the policy. (approx. \$300/event depending on details of each event)

Also discussed Volunteer coverage and volunteer insurance. Alan will provide more information on this matter.

Fred moved to have Mr. Manibog and Mutual Underwriters procure General Liability and D&O Insurance for the Foundation. Second by Paul. Motion carried.

## VI. COMMITTEE REPORTS

- A. **Golf Tournament Committee-** Alan Manibog (Co-Chair) reported that the Athletic Director currently has the Waiehu Golf Course reserved for Saturday, October 13<sup>th</sup> for the tournament to be a kickoff event for Homecoming Week. Committee is considering other central locations such as Kahili and Maui Lani. Targeting big donors who don't necessarily golf and are more looking for a One-day special event.
- Also discussed the intention of the funds that are raised, having in mind that the Golf Tournament began as a Fundraiser under the Athletic Department. The Athletic Dept is hoping to at least receive what they raised last year which was in the range of \$4,000-\$5,000 Policy yet to be established to address this concern.
- Recap of committee's instructions: Debra and Alan have made a 2-year commitment to Chair the Golf Tournament Fundraiser and have been given charge to both plan and improve the tournament.
- B. **Centennial Committee-** Bobbie and Mike (Chairs) planning a meeting with a tentative date of Saturday, July 21 at 10 am in the library. There will be a "separation" of Centennial planning by FOMHS and MHSF due to Administration concerns about liability. Therefore, the groups cannot coordinate/affiliate, etc. with each other in "official" capacities. Committee has dissolved Bobbie and Marilyn's appointed role as liaisons with FOMHS. Committee will not incorporate FOMHS events when promoting Maui High School's Centennial Celebration.
- C. **Membership Committee-** Lani and Stacy (Chairs) gave an update on the development of the MHS Alumni Directory. The Board asked the Committee to begin a Foundation Membership Directory as opposed to developing the MHS Alumni Directory alone. The committee will redirect and will wait on the development of the Foundation's, strategic Plan, Policies, website, etc. MHS Foundation Logo- Lani engaged MHS Graphic Student Senior Regina Prudenciano to begin drafting up ideas for an official MHSF logo. Regina presented her ideas. The Board provided feedback. Regina will come back with revisions. Regina will also present logo ideas to the Centennial Committee for the Centennial's Logo.

The committee is planning a Recipe/Cookbook Fundraiser and a Merchandise Fundraiser. Stacy will check with Alan Manibog on product liability for fundraiser items. Leizl will have to ensure GE Tax will be paid for all fundraiser sales. Approval of merchandise sales will be deferred to next meeting to allow time for clarification on the selling of Alumni merchandise.

Stacy moved to approve \$2,500 for start-up costs for the recipe book pending consultation with Alan Manibog if there are any liability issues. Second by Lani. Motion carried.

- D. **Hall of Honor Awards Committee-** Stacy (Chair) provided an update on the Nominations for the 2012 Hall of Honor Awards. More nominations is needed. Committee must research and ask specific people to submit nominations. The Board provided some suggestions.
- E. **Hall of Honor Banquet Committee-** Sharon Zalsos and Jordan Hart (Chairs) emailed an updated report and budget. Leilani confirmed that MHS can help with design and print of tickets, flyers & programs, as well as provide slideshow equipment, Honoree video, and general slideshow.
- F. **Budget and Finance** – Leizl Tabon (Chair) submitted her ideas for the structuring of MHSF Budget and Finance related business. The Board was given a copy to look over until next meeting. A lot of components will be dependent on the overall “Mission” of the Foundation.
- G. **Strategic Planning-** deferred
- H. **Policy and Procedures-** deferred
- I. **Fundraising-** Calvin Nemoto- Emailed ideas to the Board for marketing plan for MHSF Fundraising events. It needs to be revised to omit FOMHS involvement. He needs to get together with Sharon with respect to the Banquet and selling the various packages.

## VII. NEW BUSINESS

Heritage Room- Calvin reported that Ron Shimizu came and did some sketches of the roof and surveyed the M Building quad area where an idea for the construction of a waiting area/heritage room has been proposed by the school Principal (Randy). Ron drew up an estimate of \$150,000 for construction of the Heritage room. There was some discussion and brainstorming. Further discussion deferred to next meeting.

## VIII. OTHER BUSINESS/ANNOUNCEMENTS

- A. AOHT/HLA- Randy submitted a request from Carol Reimann and the Hotel and Lodging Association to make a donation in the amount of \$423.75 to MHS Graphics, and a donation in the amount of \$1,000 to the MHS Video Club and would like to make these donations through the MHS Foundation. The letter requests for the Foundation to provide its Fed TIN. Paul moved for the Board to accept the donation of \$423.75 from the Visitor Industry Charity Walk and rebate it back to the Graphics Department subject to Brian Moto’s approval. Second by Randy. Motion carried. Stacy will follow up with Brian and reply to Carol regarding HLA’s request and donation.

Paul moved to accept the donation of \$1000.00 from the Visitor Industry Charity Walk and rebate it back to the Video Club subject to Brian Moto’s approval. Second by Randy. Motion carried. Stacy will follow up with Brian and reply to Carol regarding HLA’s request and donation.

- B. Robotics- Stacy submitted a request from Mr. Keith Imada, Advisor of MHS Robotics to allow the club to solicit grant-funding and have it flow through the Foundation.  
Paul moved to allow the Robotics Club to flow awarded grant monies through the Foundation subject to the approval of Brian Moto. Second by Randy. Motion carried. Stacy will follow up with Brian and reply to Mr. Imada's request.
- C. Kokua Fund- A request was made by PCNC Stacy Woodson for a donation to be made to the PCNC - Kokua Fund. The Board expressed concerns of the program being too "loose" in structure and having too much room for abuse. No motion was made to make a donation to the Kokua Fund program. The Board advised the request would be more appropriately submitted to the MHS PTSA.
- D. Next meeting is scheduled for Wednesday, August 1<sup>st</sup> at 3:00pm to be held at the MHS Conference Room.

IX. ADJOURNMENT

The meeting was adjourned at 5:37pm.