

**MAUI HIGH SCHOOL FOUNDATION**  
**Regular Meeting of the Board of Directors**  
**MHS Conference Room**  
**660 S. Lono Avenue, Kahului, Maui, Hawaii 96732**  
**July 31, 2013 3:00pm**  
**Minutes**

**PRESENT:** Leilani Abafo, Bruce Anderson, Alfredo Evangelista, Glenda Joyo, Brian Moto, Calvin Nemoto, Leizl Tabon, Shan Tsutsui, Paul Ueoka, Stacy Woodson

**EXCUSED:** Debra Nakama, Maria Keau

**GUESTS:** Alan Manibog, Lloyd Inouye, Bobbie Arita

**I. CALL TO ORDER**

Upon the establishment of a quorum President C. Nemoto called the meeting to order at 3:05PM.

**II. APPROVAL OF MINUTES**

A motion was duly made by A. Evangelista and duly seconded by B. Anderson to approve the minutes of the June 26, 2013 Regular Meeting of the Board of Directors as circulated. Discussion followed. The motion was carried unanimously.

**III. TREASURER'S REPORT**

Treasurer L. Tabon reported for the month ended June 30, 2013 a Savings cash balance of \$22,822.07 and Checking Cash Balance of \$6,577.74; yielding a total balance of \$29,399.81 of which \$13, 147.43 is classified as unrestricted funds. The following reports were submitted: Balance Sheet by Class as of Dec. 31, 2012; Profit & Loss by Class January through December 2012; Balance Sheet by Class as of June 30, 2013; Profit & Loss by Class January through June 2013; Profit & Loss by Class June 2013. Reports were circulated.

A motion was duly made by F. Evangelista and duly seconded by L. Abafo to approve the treasurer's report, 'Balance Sheet By Class as of June 30, 2013', as circulated. Discussion followed. The motion was carried unanimously.

**IV. COMMITTEE REPORTS**

- A. CENTENNIAL COMMITTEE.** Committee Chair B. Arita reported that the focus of the Committee is on promoting Golf and Gala events. The Committee is in process of preparing and purchasing both a Maui News Ad and Radio Spots with Pacific Media Group.
- B. HALL OF HONOR.** Committee Member L. Inouye reported 15 sponsored tables sold. Event is approximately 65% sold out.
- C. GOLF TOURNAMENT.** Committee Chair A. Manibog reported a fundraising goal of \$10,000 with 80% of proceeds designated to MHS Athletics, pending approval of the Foundation Board. Their target is 128-144 golfers (32-36 teams); 5 teams registered to date. Prize packages shall be valued at approximately \$400 and given to top 8-10 teams. Cost to us per golfer is \$27. There will again be 2 hole-in-one prizes on the Par 3's with a \$10,000 cash prize. Price per player is \$150. Forms are available online, form athletic teams, and at the main office.
- D. BUDGET AND FINANCE.** C. Nemoto inquired on internal audit of the Foundation's financial activity. L. Tabon stated the frequency of internal audits shall be determined by the board. A

general quote of \$5,000-\$10,000 per audit was mentioned. Item tabled for further discussion.

- E. POLICIES AND PROCEDURES.** S. Woodson reported that the Foundation received a \$10,000 donation stipulated for MHS Athletics. The donor's directive was noted on the memo line of the check with no additional written document explaining intent of donation. S. Woodson is to draft a letter to the donor that shall serve as acknowledgement and receipt of donation as well as confirmatory documentation on the stipulations of donation. B. Moto to approve prior to mailing.

L. Abafo is to finalize revisions to 'Establishment of Account' and 'Check Request' forms for implementation into Foundation financial processes. B. Moto and L. Tabon to approve forms and process prior to implementation.

- F. STRATEGIC PLANNING.** No report.

- G. SCHOLARSHIP.** No report.

**V. UNFINISHED BUSINESS**

None.

**VI. NEW BUSINESS**

None.

**VII. ANNOUNCEMENTS**

The next meeting will be held on August 28, 2013 at 3:00 pm in the Conference Room at Maui High School.

**VIII. ADJOURNMENT**

The meeting was adjourned at 3:50 pm.

Respectfully submitted:

Stacy Woodson, Secretary