

Maui High School Foundation
Board of Directors Regular Meeting Minutes
Maui High School – Conference Room
Wednesday August 29, 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, August 29, 2012.

II. ROLL CALL

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

A quorum was present to conduct business.

III. APPROVAL OF MINUTES

Debra moved to approve the minutes of June 27, 2012. Seconded by Leizl. Motion carried. Minutes filed.

Approval of minutes of August 1, 2012 was deferred.

IV. TREASURER'S REPORT

The report for the month ended July 31, 2012 indicated a balance of \$24,281.87 in the Savings Account, and \$5.00 in the Checking account.

Brian moved to accept the Treasurer's Report for the month ended July 31, 2012. Seconded by Stacy. Motion carried. Report filed.

V. COMMITTEE REPORTS

- A. 2012 Hall of Honor Banquet-** Committee Chairpersons not present. Calvin volunteered to sell Sponsored Tables. He reported 9 of 10 tables sold. Stacy reported 30 of 100 tickets sold. Sharon has the remaining 50 tickets, 10 of which will be reserved for comped seats.
- B. 2012 Golf Tournament Committee-** Debra reported that entry forms are out and are posted on the MHS Website. Board is asked to assist in pushing tournament and soliciting entries and hole sponsorships.
- C. Centennial Committee-** Chairs not present. At next meeting Board seeks to clarify the governance of each event that will be tied into the Celebrations throughout the 2013-14 SY.
- D. Budget and Finance -** Deffered

E. Strategic Plan- Developing a strategic plan is a process and a collective effort. Brian suggests possibly getting a grant to pay for it, or assistance in getting a facilitator. Brian will inquire with his contacts in other successful Foundations about getting a facilitator. Debra will write the grant if needed.

F. Policies and Procedures- Deferred

G. Membership- Deferred

VI. UNFINISHED BUSINESS

A. MHSF Logo- Board voted on a MHSF official logo provided by MHS Senior Regina Prudenciano. Board selected logo #1 on logo sheet.

Lani will email logo with a transparent background.

B. Pending Matters:

AOHT- Stacy reported that the donation was received from HLA and deposited into MHSF account. Donation must now be distributed to MHS Graphics (\$1,125) and MHS Video Club (\$1,875).

Robotics Club-Brian reported that we are waiting for Mr.Imada and MHS Robotics to submit their application for the HEI grant. Mr. Imada will also check with HEI if it is okay for MHS Robotics to be the applicant for the grant, and for the MHS Foundation to be the 501c3 partner of this school program.

Regarding financial activities of the Foundation various concerns were raised and addressed:

- **Board has not yet cut out the scope of the Foundation.** -A general agreement was made and noted that the purpose of the Foundation is to fundraise and in doing so be able to support Maui High School through supporting various projects and programs of the school.
- **In cases like that of the HLA donation and the Robotics grant, how does the money pass through the Foundation to the local school accounts? Does the Foundation have the personnel who would be willing to do the accounting that would be necessary as the Foundation takes on more responsibilities?** - A Budget and Finance Committee has already been initiated and placed under the direction of the Foundation Treasurer, Leizl. Debra stated that the Board should define the roles and responsibilities of the Committee in the ByLaws. Leizl suggested utilizing Quickbooks to make accounting more efficient. Debra also suggested purchasing a laptop designated for Foundation Business and Accounting.

Debra moved to purchase a Laptop and Quickbooks within a budget of \$1500. Seconded by Brian. Motion carried.

A general agreement was made and noted that another part of the intent of the Foundation as a 501c3 is to be the "pass through" for donor-directed donations. In certain cases a non-profit may be needed in order for a school program to receive funds or donations. It is our charge to be that non-profit.

C. Executive Summary -Submitted by Brian Moto

Debra moved to adopt the Executive Summary of the MHS Foundation as drafted up by Brian Moto. Seconded by Stacy. Motion carried.

D. Liability in regards to use of "MHS" name- Desiree shared correspondence from the DOE relating to the use of the name "Maui High School". The MHS Foundation must clearly label all its activities under the name of the MHS Foundation, not under Maui High School. Randy also advised to be clear on where the proceeds for each event are going to.

VII. NEW BUSINESS

VIII. OTHER BUSINESS/ANNOUNCEMENTS

Next meeting is scheduled for Wednesday September 19, 2012 at 3:00pm to be held at the MHS Conference Room.

IX. ADJOURNMENT

The meeting was adjourned at 4:30pm.