

MAUI HIGH SCHOOL FOUNDATION Meeting Agenda  
Regular Meeting of the Board of Directors  
August 2, 2016  
J-101 3:30pm

**PRESENT:** Leilani Abafo, Bruce Anderson, Alfredo Evangelista, Lloyd Inouye, Glenda Joyo, Mike Molina, Brian Moto, Calvin Nemoto, Paul Ueoka and Stacy Woodson.

- I. Call to Order- Upon the establishment of a quorum, President L. Abafo called the meeting to order at 3:30PM.
  - A. Approval of Minutes - A motion was duly made by C.Nemoto and duly seconded by M. Molina to approve the minutes of the Regular Meeting of the Board of Directors held on June 7, 2016 with the following revisions. Section IV. Part B. shall further detail that B. Moto raised the concern of whether proposed action would remain consistent with the purposes of the Foundation. Section IV. Part B. shall also specify that P. Ueoka suggested for C. Nemoto to discuss the matter further with B. Moto, and then bring the item back to the Board with more information on details of carrying out proposed action. The motion was carried unanimously.
- II. Treasurer's Report – Deferred.
- III. Standing Committee Reports
  - A. Policies & Procedures – L.Abafo requested a written proposal that shall outline the Foundation's procedures in participating in the Visitor Industry Charity Walk (VICW) fundraiser moving forward into the next year. B.Moto is unsure how donors may react to a request for their donation check to be made to the Foundation when it is a donation meant for the Charity Walk. The VICW collection envelope instructs fundraisers to have checks made out to "Charity Walk", however, a VICW event coordinator has instructed the Foundation to have all donor checks written to the Foundation, then have the Foundation write one check to VICW. A. Evangelista stated that the Foundation should not cut checks to VICW because their purposes are different from that of the Foundation. B. Anderson stated that the Foundation should ask VICW why their packets says to make the checks to "Charity Walk" if it should be made out to the organization that is soliciting the donation for VICW. P. Ueoka stated that the Foundation should be flexible in accepting checks made out to both Foundation or VICW to facilitate donations. C. Nemoto raised the question if VICW will still credit the Foundation for donation checks that are solicited by the Foundation but are made out directly to VICW. B. Moto will inquire with Lisa Paulson of VICW (MHLA) on the various questions raised in this discussion.
  - B. Communications
    1. Summer Newsletter- Issue 3- S. Woodson reported that newsletters should reach mailboxes this week.
    2. Website – S. Woodson reported that the HOH, Scholarship, and Announcements pages of the Website have been updated. Still need to upload minutes to the site. C. Nemoto requested that HOH 2015 photos be uploaded to site.

IV. Special Committee Reports

A. 2016 Hall of Honor Banquet

1. Sponsor Tables- C. Nemoto reported there are 4 Gold tables left.
2. Tickets-S. Woodson reported there are approximately 50 tickets left.
3. Ad Sales- S. Woodson reported 30 pages left for ads in program booklet. 6 shall be reserved for students, leaving 24 to be sold by the Board and Committee. Goal is to sell ad pages by Sept. 1<sup>st</sup>. Requesting that all directors assist to help sell 2 or 3 ads within the month of August.
4. Silent Auction- Donation request letters went out. Waiting on replies. Lloyd solicited a 2-Night Stay from Wailea Marriott valued at \$1600.
5. Sub- Committees- Need lead for the following HOH Sub Committees: Welcome Back Assembly, Silent Auction, and Booklet Ads.

B. Charity Walk – C. Nemoto will be attending a Charity Walk luncheon on August 17<sup>th</sup> or 18<sup>th</sup>. He will be informed of how much the Foundation will be receiving from VICW for participation in Spring 2016. S. Woodson requested that a VICW fundraiser report be submitted to the Board when the final numbers are made available.

C. Hall of Honor Display- No new updates.

V. New Business

A. MHS Football requests to receive In Kind Donations through Foundation- Volunteer Lisa Rodrigues requested for Foundation to accept In-kind donation of Minit Stop Bentos from Minit Stop on behalf of the Varsity Football team. L. Tabon (via phone call) advised the following to receive this donation:

1. Donor shall provide a letter to the Foundation stating the in-kind donation to be made to the Foundation along with its estimated at-cost value. The letter shall also direct the in-kind donation to benefit the specific MHS organization it is intended for (in this case MHS Football).
2. The Foundation shall then send a letter of acknowledgement of the donation to the donor. This letter shall include the Foundation's non-profit ID number, the estimated at-cost value of the donation, and clearly state that the donor did not receive anything in return for their donation. It is the donor's responsibility to determine and document the at-cost value of their donation for their own tax purposes.
3. A separate letter must be received from and issued to the donor for each occurrence of a donation being made to the Foundation throughout the year(s).

VI. Other Business-The next regular meeting of the Board is set for Tuesday, October 4, 2016 at 3:30pm in Room J-101.

VII. Adjournment - There being no further business, President L. Abafo adjourned the meeting at 4:30pm.

Respectfully submitted:  
Stacy Woodson, Secretary