

**Kalaheo High School Foundation  
Organizational Meeting  
January 3, 1992**

**Meeting Minutes**

**Present:**

Martha Robertson, Librarian and Chair  
Suzy Churchill, Parent-Community Networking Chair  
Sharon Ehrhorn, Social Studies Teacher/Department Head  
Sarah Fincke, Foreign Language/Social Studies Teachers and Foreign Language  
Department Head  
Karen Muronaka, Science Teacher and Department Head  
Peggy Jenkins, Kalaheo alumni and attorney  
Michael O'Malley, attorney

**Others interested in this project but unable to attend are:**

Karen Kanda, Social Studies Teacher  
Sue Reardon, Hearing Impaired Teacher  
Pat Chesser, Computer Lab Teacher  
Ellen Libby, English Teacher and Department Head

At this initial meeting, Michael presented a general overview of non-profit organizations, legal paperwork, costs for filing fees, etc. He also explained the following- public, private, broad support, tax benefits, composition of the Board, officers, responsibilities, etc. It was generally agreed that we desire a public, charitable Foundation with a membership based on monetary donation. The membership elects the Board which in turn elects officers to run day-to-day operations. The Board meets once or twice a year for big items/decisions.

Michael and Peggy agreed to help us set this up with Articles of Incorporation, By-Laws, tax exempt status, general excise, bulk postage, etc. They will send us general/sample copies of articles and by-laws, along with explanatory materials to read in preparation for the next meeting.

Martha will contact Clyde Nekoba, President of the Hilo High School Foundation, to ask for general advice based on his experience in setting up and running a relatively new foundation.

Other alumni mentioned who might be interested in helping were Jim Hasselman, Anna Burke, Peter McClaran, John Burke, and Winston Sakurai.

The next meeting was set for February 3, 1992, 8:30 am in the Kalaheo library conference room.