

**Kalaheo High School Foundation
BOARD MEETING
Kalaheo High School Library Workroom
June 15, 1992**

Meeting Minutes

Board members present: Suzy Churchill, Jim Hasselman, Karen Muronaka, Sandi Schneiderman, Bruce Voss, and Tim Walker.

Absent: Sharon Ehrhorn, Beth Fincke, Peggy Jenkins, Peter Johnson, Ellen Libby, Winston Sakurai, and Todd Yorimoto.

The meeting was called to order at 7:15 pm by Suzy Churchill.

Business:

1. Members reviewed "How to Form a Foundation," an information packet obtained by Suzy Churchill. The packet summarizes procedures and suggestions from several groups that have established foundations.
2. Sandi Schneiderman suggested that the Foundation establish one membership fee of \$15, rather than different levels of membership as stated in the Hilo High School Foundation brochure. Donations beyond \$15 are encouraged and welcomed. The idea was accepted by the members who were present. The fee is subject to change in the future, but for now, the goal is to encourage people to join and support the Foundation.
3. Discussion on the brochure:
 - a. Bruce Voss will contact alumnus David Smith and see if he might create some artwork that could be incorporated into the brochure.
 - b. Suzy Churchill will contact alumnus Debbie Marten, who has a graphic arts background. The Foundation may use her expertise in designing a draft of the brochure.
 - c. We will try to have a finished product ready for mailing in September. A Xeroxed handout may be distributed at the class reunion planned for August.
4. Information on alumni should be forwarded to Winston Sakurai, home phone number 536-0161.

Goal for next meeting: Review a draft of the Foundation Brochure.

Next Meeting: Monday, July 6, 1992, Kalaheo Library workroom.

Meeting Adjourned at 8:15 p.m.

Respectfully submitted,
Karen Muronaka