

**Kalaheo High School Foundation
BOARD MEETING
Kalaheo High School Library Workroom
February 3, 1993**

Meeting Minutes

Board members present: Peggy Jenkins, Debbie Marten, Karen Muronaka, Martha Robertson, Sandi Schneiderman, and Tim Walker.

The meeting was called to order at 7:20 pm by Suzy Churchill.

Minutes: The minutes of the October 27, 1992 meeting were approved.

Old Business:

1. The foundation bank account: The Foundation is looking for a bank or savings and loan that would be willing to serve as a corporate sponsor. Possible institutions are Bank of America and International Savings and Loan. If our account is transferred to one of these, our signature cards must be redone. Jim Hasselman will be contacted to pursue this issue.

The Foundation can show its appreciation and recognize its sponsor by placing its name on all printed materials.

2. Brochure:

- a. Debbie Marten circulated samples of paper stock. She recommends "Millstone" and bright blue ink. Approximate prices are:
 - \$300 for 2000 copies
 - \$400 for 3000 copies
 - \$50 for set-up
- b. Sandi Schneiderman will take care of the bulk mailing permit which is needed before the brochure can be printed. She will need a copy of a letter establishing the Foundation's tax-exempt status.
- c. The brochure was given a final revision. A mock-up of the brochure was given to Debbie Marten.
- d. Target date for having the brochure ready for mailing is April 1, 1993. The mailing should be coordinated with other school activities and a press release to the papers.

New Business:

1. A review of the steps taken to date showed that the following goals have been achieved: designation of a lawyer and an accountant for the Foundation; establishment of a board of directors; filing of a state charter; establishment of Foundation by-laws; establishment of the Foundation's tax-exempt status.

Next Meeting:

1. The board needs to work on a “mission statement” (this may wait until the brochure is printed). Ideas for fundraisers will be explored.
2. The next meeting will be Wednesday February 27 (corrected to February 24) 7:15, p.m., library workroom.

Respectfully submitted,
Karen Muronaka