

Kalaheo High School Foundation
BOARD MEETING
Kalaheo High School Library Workroom
February 24, 1993

Meeting Minutes

Board members present: Suzy Churchill, Sharon Ehrhorn, Beth Fincke, Peggy Jenkins, Debbie Marten, Karen Muronaka, Martha Robertson, Winston Sakurai, and Tim Walker.

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

Minutes: The minutes of the last meeting were amended to state the correct date of the next (current) meeting, February 24, 1993.

Old Business:

1. Suzy has received advice that we should open our bank account, then approach the bank to be a corporate sponsor. Suzy suggested that we open an account at Bank of America because they have been very supportive of educational causes.
2. The brochure was approved with some changes in the layout to adjust margins and spacing. The year of graduation will be put next to the names of the alumni members. 2000 copies will be run off.
3. Winston reported that the database is ready to print mailing labels.
4. Martha will see that all board members get a copy of the PTSA newsletter.
5. A standardized notebook for each board member will be put together. It will contain the following:
 - a. Minutes of all previous meetings
 - b. Articles of incorporation
 - c. By-laws
 - d. Brochure
 - e. Statement of mission, goals and objectives
 - f. List of current board members

New Business:

1. Suzy handed out copies of articles that she had collected that could give us ideas for ways to utilize the Foundation's resources. She encouraged board members to bring similar articles they might find.
2. Things for us to be thinking about:
 - a. Set meeting dates
 - b. An annual meeting and report
 - c. Possible new board members to broaden our base in both expertise and representation.

Next Meeting:

1. Bring one idea builder
2. Notebooks will be distributed
3. We will discuss our mission statement which Tim will work on beforehand

4. Work of specific objectives: fundraisers, board development, publicity
5. Stationary with logo/letterhead
6. The next meeting:

March 16, 1993

6:00 p.m.

Camelot Condominium Party Room
1630 Liholiho Street, Honolulu
(Mauka of Wilder Avenue, Diamond Head side of Piikoi)

Hostess: Beth Fincke

Guest parking on top deck in stalls marked GUEST

Buzz Party Room #292
Take elevator down to LL

Bring a pupu to share, beverages provided

RSVP to: Suzy Churchill (Home: 254-1479)
Martha Robertson (Kalaheo Library: 254-3551)
Beth Fincke (Home: 524-3282)

Respectfully submitted,
Sarah E. Fincke, Secretary