

**Kalaheo High School Foundation
BOARD MEETING
June 11, 1994 at the Kalaheo High School Library Workroom**

Meeting Minutes

Board members present: Suzy Churchill, Jim Hasselman, April Inouye, Matt Murphy, Paula Ress, Martha Robertson, Debbie Marten Schatz, Sandi Schneiderman, Karin Tolhurst, and Bruce Voss.

The meeting was called to order at 9:10 AM by Suzy Churchill.

Old Business:

- 1. Introductions**
- 2. Background of Foundation**
- 3. Review of Minutes:** Meeting in November, 1993 – minutes stand as is

New Business:

- 1. Mission Statement:** To support Kalaheo High School and the programs contributing to excellence in education and student achievement.
- 2. Goals**
 - Build alumni organization to help support foundation
 - Expand board: Advisory, Board of Directors, Officers, Committees
 - Develop marketing plan from corporate and community giving
 - Develop plan for spending: take Kalaheo High School into 21st century to help meet needs in classroom, community, and larger world.
- 3. Corresponding Secretary – Debbie Marten Schatz:**
 - Acknowledge contributions
 - Set up procedures/system for \$\$\$, records, thank yous, etc. Depositing of contributions- deposit slips given to Martha from Jim for direct deposit, xerox copy of all deposits and fax copy to Debbie to generate thank you letters. Debbie and Paula to create thank you letter to merge with the database information.
 - Update/enter database
 - Establish class liaison list- update class information, reunions, etc.
- 4. Newsletter chairperson – Karin Tolhurst:**
 - Bruce Voss to assist with writing
 - Produce and distribute twice a year (Spring, Fall)
 - Enhance the support of foundation and encourage contributions through newsletter
 - Include information on the current activities/projects/events at Kalaheo High School
- 5. Mailing address and information:** Possibility to set up an email or fax system to update database.
- 6. Brochure:**
 - Address correction requested added to brochure

- Cost expense

7. Calendar:

- Filing fees: 3/31 annual filing
- Annual meeting: Spring
- Board meeting: Quarterly, other meetings by committee
- Reunions
- Socials
- School events: homecoming, graduation
- Newsletter: Spring, Fall

8. Criteria for membership:

- Necessary to notify persons for the annual meeting
- Formal motion by Martha Robertson that “membership defined as an annual financial donor to be considered a member of the foundation.” Seconded by Bruce Voss. Board approved the motion.
- Determination of the “year” (calendar year, school year) to be determined at a later date.

9. Develop plan for spending:

- Committee includes Matt, Jim, Sandi, Debbie, Bruce April
- Focus on projects that benefit the entire student body and not an individual.
- Initial project to benefit the teachers. Formal motion by Matt Murphy that “first award be a maximum of \$500 to be used for something to benefit all teachers who will respond by mail and to be accepted by the committee.” Seconded by Martha Robertson. Board approved the motion.

10. Goals for Fall 1994:

- Make award to teachers
- Determine criteria for future awards
- Pull community members as officers
- Start calendar
- Create newsletter

Meeting Adjourned at 11:00 AM

Respectfully submitted,
April H. Inouye