

**Kalaheo High School Foundation
BOARD MEETING
October 15, 1994 at the Kalaheo High School Library Workroom**

Meeting Minutes

Board members present: Suzy Churchill, Suzanne Horton, April Inouye, Karen Muronaka, Matt Murphy, Martha Robertson, Debbie Marten Schatz, Sandi Schneiderman, Karin Tolhurst, and Bruce Voss.

The meeting was called to order at 9:05 AM by Suzy Churchill.

Old Business:

- 1. Introductions**
- 2. Background of Foundation**
- 3. Review of Minutes:** Meeting on June 11, 1994 – minutes stand as is
- 4. Treasurer's Report:** Current balance is \$4,931.82. Expenses include brochures and postage. Donations include membership from recent graduates.
- 5. \$500 Grant Proposals:**
 - a. Computer related equipment** (ink jet printer) and software (grade book) to support the school-directed project to computerize the campus. Servicing primarily the teachers to assist with future networking system and record keeping.
 - b. Phone in the workroom:** change existing phone to touch tone, addition of second line and touch tone phone.
 - Formal motion by Bruce “to purchase an ink jet printer for the teacher’s workroom Macintosh in the amount, not to exceed \$500.” Seconded by Karen Muronaka. Board approved the motion.
 - Formal motion by Bruce “authorizing installation of second phone line and touch tone phone purchase for the amount, not the exceed \$250.” Seconded by Karen Muronaka. Board approved the motion.
 - Karen Muronaka to follow up with ink jet printer; inquire about pricing, purchase.

New Business:

- 1. Clarification of annual membership:** Determination that annual membership will be based on the school year and not to be based when the donation was made to the Foundation. Reminders to be sent to members at the end of membership and mailed with the newsletter with address correction requested.
- 2. Newsletter:**
 - Fall newsletter to include: background of foundation, \$500/\$250 Grant, membership information, history award, SCBM, retiring principal and others and alumni news.
 - Information to be submitted to Bruce by November 1st. Bruce and Karin Tolhurst to generate newsletter and xerox at school (approved by the administration per Martha).

3. **Next mailing:** Sometime in November (Fall), including the newsletter and the Foundation membership form.
4. **Membership/ mailing coordinator:** Suzanne Horton, to relieve Paula of her duties.
5. **Update of Annual Calendar:**
 - **Board meeting:** January 21, 1995 at 9:00 am in the teacher's workroom. Tentative agenda includes fundraising luau, Spring newsletter, graduation, new officers.
 - **Annual meeting:** April 22, 1995 at 9:00 am in the teacher's workroom.
6. **New/Continuing Officers/Board Members:** Looking for replacements, alumni or others. Desire involvement of community members in the Foundation.
7. **Criteria for future awards:** Need clearer determination of plans (networking). Bring ideas and suggestions to next board meeting.
8. **Fundraising to support the networking process:** Need to create master plan to support the process.

Meeting Adjourned at 10:40 AM

Respectfully submitted,
April H. Inouye