

**Kalaheo High School Foundation
BOARD MEETING
April 8, 1999 at Oahu Country Club**

Meeting Minutes

Board members present: Suzy Churchill, Sharon Ehrhorn, Bethanne Enoki, Beth Fincke, Jim Hasselman, April Inouye, Wade Nakashima, Martha Robertson

The meeting was called to order at 5:10 pm.

Old Business:

1. Treasurer's Report: According to Hasselman, as of 2/28/1999, the balance is \$22,115.94. Discussed what we want to do with the money in the account need to reach \$25,000.00 endowment. Goal is then to obtain a \$25,000.00 matching gift from a private donor.

- Discussed ways to invest our money to yield higher interest. Ongoing expenses: newsletter, postage, grants. Consider CD purchase.
Example: \$25,000 at 4.25% (long term CD) = \$1,062.00
Hasselman moved that we stay with the Bank of Hawaii (BOH) in a long term CED with the highest interest. Further, he moved that we leave: \$2,000 in checking, \$5,000 in savings, and invest \$15,000 in a CD. Fincke seconded the motion. All on Board approved the motion.
- Discussed need to update signatures on BOH checking account. Hasselman motioned that he, Wade Nakashima, Martha Robertson, and April Inouye be authorized to sign Foundation checks. Robertson seconded the motion. Board further authorized that telephone transfers involving the BOH account be allowed by Hasselman, Nakashima, Robertson or Inouye.

2. Alumni fundraising/activities

- Inouye distributed minutes from the 4/1/1999 luau meeting. Next meeting is on 4/15/1999 at 7:00 pm in the teacher's workroom at Kalaheo.
- Suggestions: check with Kanda re: lattice for decoration of stage; check on awards night layout on May 26 with Johnson.
- Fincke/Ehrhorn to coordinate history timeline during the 25 years of Kalaheo. Recommendation by Inouye to have timeline in café where people pick up their food.
- Roberson to create a flyer to distribute to feeder schools and community to promote luau.

3. Alumni Honor Awards

- Enoki still waiting on more nominations. Deadline is the end of April 1999.
- Acrylic pyramid with Kalaheo crest etched in blue as the award for the honor.
- Announce award at the luau during program emceed by Kanda.

4. **Major Donors:** Award of KHS crest pin and certificate of donation to be announced at the luau.

New Business:

1. **Endowment Campaign**

- Carol Harmon is assisting with the printing and layout of the endowment letter.
- Letter and fact sheet about the Foundation and 3/1999 Principal's message re: budget cuts and donor card to be included in the mailer.
- Enoki to revise the donor card. Will add luau tickets/donation and volunteer line as well.
- Target date to mail out letters by 4/19/1999. Churchill and Robertson to work on the mailer.
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2. **Nomination of 1999-2000 Board Members**

President	Bethanne Enoki
VP Community	Suzy Churchill
VP Alumni	Wade Nakashima
Recording Secretary	April Inouye
Corresponding Secretary	Paula Ress
Treasurer	Jim Hasselman
Board Members	Martha Robertson
	Beth Fincke
	Sharon Ehrhorn
	Moss Ikeda
	Karen Kanda
	Michael W. Perry
	James Schlosser, <i>ex officio</i>

3. **Annual Meeting on May 29, 1999 at 1:00 pm at the luau**

- Election of officers
- Fincke to bring leis for the officers and members
- Mailer to announce annual meeting and luau by April 23, 1999

Next Board of Directors Meeting in June 1999 to make decisions on grant requests

Meeting Adjourned at 6:30 pm

Respectfully submitted,
April Inouye