

Kalaheo High School Foundation
BOARD MEETING
February 21, 2001, at Kalaheo High School Library

Meeting Minutes

Board members present: Suzy Churchill, April Inouye, Karen Kanda, Wade Nakashima, Paula Ress, Martha Robertson, Bruce Voss.

1. **Call to Order and Minutes:** The meeting was called to order by Wade Nakashima at 7:12 pm. The minutes of the November 16, 2000, meeting were reviewed and approved as is.

2. **Treasurer's Report:** Bruce reported for Treasurer Jim Hasselman.

January 2001 Balance:	Money Market	\$6,450.75
	Checking	\$12,477.95
	Time Certificate	\$15,000.00

3. **Investment Subcommittee Report:**

a) A sub-committee (Bruce Voss, Jim Hasselman, and Wade Nakashima) presented eight no load, low fee mutual funds in the Vanguard family and made the following recommendations:

- Invest the approximately \$15,000 currently in a time certificate expiring August 2001.
- Invest in three Vanguard family funds: 500 Index, Growth & Income, and Asset Allocation.
- Invest in these three moderate risk funds for now and discuss higher risk at a later date.

b) Karen moved to accept the recommendations. Martha seconded. Motion carried.

c) Jim recommended that Wade be named co-account owner to authorize account transactions. Suzy moved and Martha seconded. Motion carried.

d) Jim and Bruce were named as certifying officers.

Old Business:

1. **Grant Requests:** Martha will send out grant request forms to teachers. Grant requests will be considered at the next meeting.

2. **Fundraising:** Wade reported he has no proposal at this time but is still interested in funding computers or possibly the web site maintenance. He is considering a steak dinner fundraiser at the end of the school year with the goal to involve the alumni with their participation and monetary donations beyond the ticket purchase.

3. **Time Capsule:** Martha reported that the time capsule was opened on 2/9/2001. The time capsule was in a metal box that leaked and papers were disintegrating. Currently, the library is holding the contents which include items contributed by classes, curriculum departments, the school newspaper and other memorabilia.
4. **Alumni Honors:** April is still working on this project and will work with Martha to revise the nomination form send it out.
5. **Web site:** Jim Schlosser followed up with Kalaheo Tech Coordinator Bobby Duque and reported there is no consistent movement on the school's web site. He recommended advertising for a web master via the newsletter in hopes someone will volunteer to develop the site. Depending on the response, he may need to discuss hiring a professional to maintain the web site.
6. **Principal's Recognition:** Karen Kanda reported that this event is scheduled for Sunday, May 27, 2001, from 4-5:30 pm in H-bldg courtyard. This is after senior finals and prior to graduation.
 - Invitations will be mailed by May 1, 2001. A sample was provided, and they will be computer-printed to save money. RSVPs can be returned by hand to the school office, library, and College Center.
 - Attendees will enter upstairs H-bldg courtyard through the gate on the cafeteria end, passing a reception table and line. Jim Schlosser requested that WDO personnel and elected community officials be invited.
 - The Program will include a welcome from the Alumni Association, event sponsor; a Principal's message; music; and an electronic media show.
 - Funding will come from Principal's discretionary funds.
 - Decorations will consist of plants, flowers, white lattice, fabric panels (muslin sprayed with tropical leaf designs).
 - Food will be provided by teacher Sandy Kinro's Food Services students; students will prepare and serve food. If additional food is needed, it was suggested that we contact a Kalaheo staff member's husband, who is a chef.
 - Facilities will be improved in preparation for the event. Dr. Schlosser will have H-bldg courtyard painted and bathrooms cleaned. ROTC will assist with parking, and the College Center will provide chairs.
 - Early publicity is needed so students and families can plan to attend. An announcement will be placed in the PTSA newsletter.
7. **Facilities Expansion:** Wade reported that the next meeting regarding expansion of the athletic field is scheduled for March 30, 2001, from 8:30-10:30 am in the school library's conference room. The group consists of community members Clint Churchill and Randy Moore, Kalaheo parent and architect Guy Jennings, Principal Schlosser, and alum Wade Nakashima. Alum and attorney Bruce Voss also volunteered to be a part of the committee.
8. **Courtyard Improvement:** Paula asked whether the Foundation would grant funds for window coverings in the courtyard. Would Principal's discretionary funds match

the Foundation's grant? What about the PTSA? Paula will research the cost of window coverings and consult with the persons in the offices to take down current covering and make things uniform.

- 9. New Board Members:** Suzy reported that Michael W. Perry is willing to stay on as a board member.

New Business:

The annual **Kailua Town Party** will be held on April 1, 2001, behind Mike McKenna's. PTSA is willing to share their table with the Foundation so that we can promote the Foundation and Alumni Association. Wade will coordinate and contact PCNC Meg Gammon. Anyone interested in volunteering to assist at the table should contact Wade.

Next meeting: April 19, 2001 at 7:00 pm in the Kalaheo HS library.

Meeting Adjourned: 8:31 pm

Respectfully submitted,
April Inouye