

Kalaheo High School Foundation
BOARD MEETING
2/18/2003, Oahu Country Club, Downstairs Lanai

Meeting Minutes

Board members present: Dr. James Schlosser, Martha Robertson, Wade Nakashima, Suzy Churchill, Bruce Voss, Jim Hasselman and Margaret Peebles.

1. **Call to Order and Minutes:** The meeting was called to order by Wade Nakashima at 4:40 pm. The minutes of the November 2, 2002, meeting were reviewed and approved as is.
2. **Foundation Web Site:** It was reported that Steven Loretero has been updating the site as needed and is doing a great job.
3. **Newsletter:** Martha Robertson reported the newsletter work is in progress and will be sent out in March. Included in this issue will be a breakdown of donations by class, annual membership forms and information about the \$5000.00 grant for computers. She will also include a section on retiring teachers Mr. and Mrs. Chesser and Ms. Iwai. A notice will announce that alumni must claim leftover class funds within five years of graduating in order to reserve the funds for reunions and future class activities. Otherwise, the funds may be used for regular school functions.
4. **Alumni Award:** Bruce Voss will contact the list of nominees and inform them of the award they will receive. He will also update information on each of them. The awards will be given at the 2003 graduation ceremonies.
5. **Principal's Reception:** Due to scheduling problems the reception has been canceled.
6. **Alumni Event:** The event would include Teachers and Alumni and will be used to honor both. Margaret Peebles will check on available dates and the Kaneohe Yacht Club for October 2003.
7. **July 4th Parade:** Wade Nakashima will talk to Steven Loretero to see if the Class of 1983 would be willing to participate in the parade in conjunction with their scheduled reunion this year.
8. **Treasurer's Report:** Jim Hasselman reported the balances as of December 31, 2002.

Checking and CD	\$26,479.28
Vanguard Mutual Funds	<u>\$11,533.95</u>
Total	\$38,533.95

Receipts and Disbursements

Contributions	\$2960.00
Receipts	\$814.62

Vanguard Account Summary

Initial deposit March 5 th 2001	\$15,000.00
Balance through 2/14/2003	\$10,970.00

TCD matured on 2/14/2003, \$2000.00 was transferred to checking with the balance of \$20,000.00 rolled over for another three months.

The paperwork has been filed for Jim becoming the foundation's registered agent.

The report was accepted as reported.

9. **Grant Request:** On behalf of Becky Kam-Locascio, yearbook advisor, Martha Robertson presented a request for computers for the yearbook class. As the school's librarian, Martha reported that she recently purchased three new library computers using library funds. Therefore, it was moved and passed to give the yearbook program part of the Foundation's \$5000.00 computer grant for two eMacs and needed peripherals (approximately \$2500.00) with the balance designated for additional library computers.
10. **Foundation Banner:** Wade Nakashima will follow up with Steven Loretero regarding the status of the banner.
11. **Court Renovations:** Dr. Schlosser reported that wooden louvers are being considered to solve the problem of heat and afternoon sun in west-facing administrative offices. The louvers will also create a uniform appearance from the courtyard. As part of scheduled classroom renovations, the State will also renovate the school office. A master plan will be developed and, hopefully, include appropriate display space for alumni honorees and Foundation information.

Next meeting: 7:00 Thursday April 24, 2003 at Kalaheo High School.

Meeting Adjourned: 5:45 pm

Respectfully submitted,

Margaret Peebles
Recording Secretary