

Kalāheo High School Foundation and Alumni Association  
Annual Meeting, September 8, 2009, Kalāheo High School

MINUTES OF THE MEETING

Present

Jodi Beaty, Karen Kanda, Steven Loretero, Debbie Misajon, Wade Nakashima, Alex Ress, Paula Ress, Martha Robertson

Call to Order

A quorum being established, the annual meeting was called to order at 6:17 pm by President Steven Loretero.

Election of Officers

Steven Loretero presented the following as nominees for the Board of Directors for 2009-2010, and they were unanimously elected.

Alex Ress, President  
Steven Loretero, Vice President  
Jodi Beaty, Treasurer  
Debbie Misajon, Recording Secretary  
Paula Ress, Corresponding Secretary  
Karen Kanda  
Wade Nakashima  
Martha Robertson

New Business

President Alex Ress presiding.

*Foundation Web Site:* Webmaster Steven Loretero reported on recent upgrades to the Web site. A reunion planner is now available to help reunion planners promote events. An online donor database is set up and can be managed by the treasurer, generate donation reports, and replace existing spreadsheets and other accounting paperwork. Mailing labels for the annual/biannual newsletter can also be generated from an online database, replacing the current computer database.

*Treasurer's Report:* Jodi Beaty distributed a Balance Sheet As of 9/8/09 (attached) and reviewed the Foundation's assets, liabilities, and profit/loss statement for the 2008 AND 2008 luaus. Bank of Hawai'i signature cards will be updated authorizing Jodi Beaty, Alex Ress, Steven Loretero, and Martha Robertson to co-sign checks

*Review of Foundation History and Legal Documents:* For the benefit of new board members, Martha Robertson presented a brief history of the Foundation since 1991 and reviewed the key requirements of our By-Laws. She presented for discussion several issues related to our future goals and the focus of our endeavors.

- Question: Who is eligible for Foundation grants? To expedite responses to grant requests, we need to construct clear written statements of grant criteria and eligible recipients. There should also be policy statements regarding designated funds and acceptance of scholarship funds.

Discussion: Martha explained that this question was prompted by a recent request—and others in the past—for a grant to support an alternative education program for students no longer enrolled at Kalāheo. A clear policy statement regarding grants will enable us to quickly determine eligibility and eliminate unnecessary work by applicants.

It was agreed that, as previously discussed, we should no longer accept designated funds from, for example, a graduating class for a specific purchase. Designated scholarship funds will continue to be accepted; funds are expended by the end of each school year and the paperwork and decision-making are managed by Kalāheo College-Career Center personnel.

Instead of awarding small grants which may or may not fulfill our mission, should we focus on growing the endowment for the future? Could we establish a formula for how much of the annual donations would go to the endowment and grants?

Jodi raised the question of whether we would be willing to hold class funds for future reunions. Following discussion, it was agreed we would not.

Action: Policy statements to be written. Explore non-financial opportunities to support student achievement and academic excellence—volunteer alumni tutors, enrichment (guest speakers during an Alumni Week), etc.

- Question: What is the relationship of the Foundation Board of Directors and the alumni group? We need to clarify the relationship, including the Board’s involvement in managing the finances of alumni events.

Discussion: Given that the duties of the Board are “to conduct, manage, and control the affairs and business of the Corporation and to promulgate and enforce rules and regulations,” Martha suggested that the Board of Directors has become too directly involved in alumni social and community events such as the annual luau which may or may not result in financial donations to the Foundation. In our organizational structure, how is the “Alumni Association” connected to the Board? What should be the Board’s involvement in or responsibility for alumni events?

- Question: How will the retirement of Board members who are school employees affect the Foundation’s relationship with the school and Foundation activities facilitated by those employees such as the publication of our newsletter, use of school equipment and facilities, and other operational tasks?

Discussion: All agreed transition issues need to be addressed. Are there others on the Kalāheo faculty who would be willing to serve on the Board?

Action: Discussion to continue.

*Annual Lū'au 2010:* The luau will be held at Kalama Beach Park on July 17, 2010. Debbie Misajon has made the \$100 deposit on our behalf.

NEXT MEETING: December 8, 2009

MEETING ADJOURNED: 7:55 pm

Respectfully submitted,

Martha L. Robertson  
Acting Recording Secretary