

# Kalāheo High School Foundation and Alumni Association

## ANNUAL REPORT 2017



*Our Mission: The Kalāheo High School Foundation was established in 1992 to provide a permanent funding source for promoting student achievement and academic excellence at Kalāheo High School.*

### **Executive Summary**

Adapting to changing times has been the focus of the past year. In addition to grants to the school, a scholarship program was instituted. Social media led to rethinking our avenues of communication. Investment strategies were adjusted to maximize earnings. New board members with varying interests and talents are weaving their way into our ongoing operations.

These positive accomplishments have occurred following a long hiatus prompted by the loss of our non-profit status and our successful efforts to be reinstated. Next year, a major focus will be on fundraising and continuing to recruit new board members to share responsibility for our several programs and projects.

We are committed to fulfilling our mission as we continue to respond to school needs and strive to fulfil our obligations to the school, our donors, alumni, and other supporters.

### **Programs and Projects**

#### **Grants to the School**

Two school grants were requested, and board member Martha Robertson visited campus sites to assess the proposed projects. A \$1000 grant was approved for the purchase of two air conditioners for the Hybrid Online Lab in L-Building. This grant provides a comfortable environment in the lab and facilitates course enrollment and learning. Vice Principal Paloma Almanza later confirmed that the AC units had been purchased and installed. As the board requested, classroom signs acknowledge Foundation funding. Subsequently, the board received a photo of the students and multiple notes thanking the Foundation. The value of grants is determined by the amount received annually in donations. Therefore, the success of fundraising, including donations from reunion groups, determines our ability to meet the school's financial needs.

## **Legacy Scholarships**

In March 2016, the Board established a Legacy Scholarship Program to commence with the graduating class of 2017 and available only to graduating Kalāheo seniors who are children of Kalāheo alumni. Apolonia Stice and Martha Robertson volunteered to take the lead on this project, enlisting retired Kalāheo principal Jim Schlosser to also serve on the committee which drafted the scholarship requirements and the content of the application. Following input from other members of the Board, the committee was given full authority for the final draft.

Applications were distributed via College-Career Counselor April Inouye, and four applications were received by the March 15, 2017, deadline. Jim Schlosser recused himself due to conflict of interest. Apolonia Stice and Martha Robertson met to review applications and select the recipient. In the process, they developed a draft evaluation rubric and will recommend a few changes to the application for next year.

Martha Robertson, Timothy White, and Steven Loretero attended the 2017 Kalāheo Awards Ceremony in the Kalāheo gym on May 12, 2016, and presented the \$500 scholarship to Natasha Vega. The ceremony was attended by parents, students, friends and community members. It was a perfect opportunity to raise awareness of the Foundation, solicit support, and promote Foundation projects, including future Legacy Scholarships.

## **Christine Snyder 9/11 Memorial**

The Foundation continues to oversee the care and maintenance of the memorial tree and stone honoring Kalāheo alumna Christine Snyder who perished in the terrorist attacks on 9/11. When then tree developed a severe lean and the canopy became broad and heavy, the Board sought help from professional arborists, including Walt Warriner, alumna Randi Aweau, and Sunshine Arbor Care. As a result, Walt and fellow arborist Greg Severino agreed to adopt the tree and to prune, brace, and do whatever else was needed. In the meantime, the tree was unexpectedly pruned by Department of Education tree trimmers and, shortly thereafter, Greg Severino passed away.

Currently, the tree is in good health and well-pruned. Board member James Shigekane has volunteered to monitor the condition of this campus landmark. It is not only a memorial to a Kalāheo alumna but also a visible reminder of a seminal event in our nation's history, especially for Kalāheo students who were all born after the event occurred.

## **Newsletter/Print Publications/Public Relations**

Martha Robertson published the four-page final print edition of *Foundation News* and, in early-March, Meg Gammon bulk-mailed it to those in our address database. The newsletter was distributed to all school faculty and staff. It was posted on multiple Kalāheo High School Class and Reunion Facebook pages. No return service for undeliverable mail was requested since the database had not been updated for several years. The membership form in the print edition yielded approximately \$1,100 in donations.

Communication and public relations efforts will increasingly move to social media and a new website. Articles in the school newsletter will periodically promote Foundation activities.

### **New Website**

The Foundation's website domain name has been renewed for five years. Following general agreement that our website needs more attention than the current webmaster has time to provide, the Board contacted other alumni for help. At present, alumnus Darrell Poole is enthusiastic about developing a new website from scratch. Among many other things, the new site is expected to more than adequately replace the newsletter and also better service alumni and others seeking information about the Foundation.

### **Trademark Registration**

Timothy White completed the requirements to re-register our trademark for the Kalāheo High School crest. Trademark ownership will help ensure that, as has happened in the past, the crest is not altered or improperly used by those affiliated with the school or others outside the school, including for private profit.

### **Alumni Honors and Reunions**

In addition to Alumni Honor Awards, new projects will highlight alumni accomplishments on the History & Pride Wall in the school office. They are intended to help students take pride in their school and strive for success.

Some of the largest Foundation donations have come from reunion groups, such as the \$2600 from Class of 1976 this past July. We will continue to solicit alumni support and not only during reunions.

### **Board Member Recruitment**

In the past year, alumni James Shigekane and Timothy White, as well as retired Kalāheo teacher Apolonia Stice, were elected to the board.

## **FINANCIAL REPORT**

Jodi Beaty, Treasurer

The USB account was closed at the end of 2015, and a check for approximately \$38,400 was deposited in Bank of Hawai'i account. \$40,000 was moved from BOH account to Vanguard Money Market thereby consolidating all investment funds with Vanguard.

In July and August, 2016, the board explored the possibility of utilizing a financial manager but, after reviewing our long-term investment history and given the *pro bono* assistance already provided by Lee Financial, the board decided a financial manager and the related expenses were unnecessary. Periodically, Lee Financial is asked to prepare an analysis/report on our Vanguard investments, and meetings may be scheduled to review it. All board members are invited to attend these meetings.

In February 2017, the Board unanimously approved moving equal amounts of our money market account into our three Vanguard investment funds, with \$3,000 remaining in the Money Market as required.

For complete Annual Financial Report, see page 4.

**BALANCE SHEET – As of 5/18/2017**

<u>Account</u>	<u>Balance 5/18/2017</u>
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
BOH Checking	24,671.37
<b>TOTAL Cash and Bank Accounts</b>	<b>24,671.37</b>
<b>Other Assets</b>	
500 Index Fund	25,077.99
Balanced Index	23,105.54
Growth & Income Fund	25,013.28
Money Market Acct	3,015.77
USB Financial Services	0.00
<b>TOTAL Other Assets</b>	<b>76,212.58</b>
<b>TOTAL ASSETS</b>	<b>100,883.95</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
<b>Other Liabilities</b>	
Class of 2007 Funds	3,136.95
Math Dept.	0.00
<b>TOTAL Other Liabilities</b>	<b>3,136.95</b>
<b>ENDOWMENT</b>	<b>97,747.00</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>100,883.95</b>

**Profit and Loss Statement – Year to Date  
1/1/2017 through 5/18/2017 (Cash Basis)**

<u>Category</u>	<u>1/1/2017- 5/18/2017</u>
<b>INCOME</b>	
Bank Interest Income	1.60
Contributions	940.00
Mutual Funds, Gain	403.44
<b>TOTAL INCOME</b>	<b>1,345.04</b>
<b>EXPENSES</b>	
Legacy Scholarship	500.00
Licenses & Fees (Trademark Reg)	54.50
Office (Postage)	136.61
Utilities	
Internet (Website Host)	51.80
<b>TOTAL Utilities</b>	<b>51.80</b>
<b>TOTAL EXPENSES</b>	<b>742.90</b>

**BOARD OFFICERS AND DIRECTORS  
Elected May 18, 2017**

Timothy White, President  
 Steven Loretero, Vice President  
 Martha Robertson, Recording Secretary  
 Paula Ress Corresponding Secretary  
 Jodi Beaty, Treasurer

Meg Gammon, Director  
 Alex Ress, Director  
 James Shigekane, Director  
 Apolonia Stice, Director  
 Darrell Poole, Director