

Kalāheo High School Foundation & Alumni Association
2018 ANNUAL MEETING MINUTES AND REPORTS
May 7, 2018, 5:30 pm, Robertson Residence, 575 Paokano Loop, Kailua HI

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.

Board Members Present

Timothy White, President
Steven Loretero, Vice President
Martha Robertson, Recording Secretary
Paula Ress, Corresponding Secretary
Darrell Poole, Director
Alex Ress, Director
Apolonia Stice, Director

Others Present:

Jana Paz
Tina Shaffer

Board Members Absent

Jodi Beaty, Treasurer
James Shigekane, Director

CALL TO ORDER at 5:40 pm by President Timothy White.

PURPOSE OF MEETING To fulfill the requirements of the Foundation's *Articles of Incorporation* and *By-Laws* by holding a previously announced annual meeting of members and presenting an overview of past efforts, outcomes, and future priorities.

COMMITTEE REPORTS (Previously PROGRAM AND PROJECT REPORTS)

Reports organized according to the new committee structure were distributed, discussed, and accepted as presented or edited. *Reports appended below.*

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|---------------------|----------------|-------------------------|
| 1. School Liaison | 3. Finance | 5. Events |
| 2. Public Relations | 4. Fundraising | 6. Projects and Program |

ELECTION OF BOARD OF DIRECTORS AND OFFICERS

New board nominees introduced themselves. Jana Paz is a 1988 alumna working on her MBA at Chaminade, works in the food industry, and is helping to organize her 30th Class Reunion. Tina Shaffer is a 1980 alumna and is a teacher at the school. The board unanimously approved the election of the slate of officers and directors. Motion passed unanimously.

Nominees

Timothy White, President
Steven Loretero, Vice President
Jodi Beady, Treasurer
Martha Robertson, Recording Secretary
Jana Paz, Director
Paula Ress, Corresponding Secretary

Darrell Poole, Director
Alex Ress, Director
Tina Shaffer, Director
James Shigekane, Director
Apolonia Stice, Director

CONFLICT OF INTEREST POLICY

All Board members must annually complete and submit the Conflict of Interest Statement. Copies of the policy were distributed and briefly reviewed. All present completed and signed the Statement and turned it in to the Recording Secretary.

NEXT REGULAR MEETING (time, place): TBD The next quarterly meeting will be in August. President Tim White will follow-up to determine the exact date.

MEETING ADJOURNED at 6:30 pm followed by socializing and pizza dinner.

Kalāheo High School Foundation and Alumni Association

ANNUAL REPORT--MAY 2018

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

Strategic Planning and Foundation Organization have been our focus during that past year. The Board has collectively developed six *ad hoc* committees to more effectively address five year, three year, and one year goals. The committees are School Liaison, Public Relations, Finance, Fundraising, Events, and Projects and Programs. At least two board members will serve on each committee.

To fulfill our mission and to optimally manage all aspects of our operations, we must take full advantage of the digital world. A new Board member was enlisted to develop a new website which is currently under construction.

This coming year, major focuses will be to identify our stakeholders, improve the Foundation's image, and create a greater community presence. This will enable us to better connect with all stakeholders and to engage them in our programs and activities, including fundraising goals. At the same time, we will continue our current programs and projects including grants, scholarships, alumni recognitions, publications, class reunion assistance, and merchandise sales.

We are committed to fulfilling our mission as we respond to school needs and strive to fulfill our obligations to the school, our donors, alumni, and other supporters. The following reports reflect the new committee charters. Actions and Outcomes were gleaned from meeting Minutes, and Goals were defined by the Board.

SCHOOL LIAISON COMMITTEE REPORT

Purpose and Scope of Responsibility

The strategic intent of the School Liaison Committee is to foster communication to better understand the needs of the school and promote student achievement and academic excellence.

Organization and Reporting Structure

In addition to the seven General Statements for all committees:

- Committee members: **James Shigekane, Timothy White.**
- A Committee Chair who is also a member of the Board leads the Committee and will be appointed by the President.

Actions and Outcomes:

- Tim contacted Student Activities Coordinator (SAC) Richard Lau about Homecoming 2017 and KHSF was invited to participate. Apol and Meg attended and made \$100 in t-shirt and bumper sticker sales.
- Kalāheo PCNC Christine Liedholm attended the February board meeting and subsequently enlisted Kalāheo teacher and alumna Tina Shaffer who has agreed to join the board.
- As Christine's suggestion, a Foundation News page will be published each month in the school newsletter. Martha wrote the pages which were included in March, April, and May 2018.
- Martha is working with the Kalāheo librarian regarding the Archives Collection. Because school personnel come and go, the Foundation must help actively maintain the Kalāheo High School archives in an accessible location in the school library to preserve the legacy of Kalāheo High School
- The History and Pride Wall in the school office is periodically checked and new informational handouts posted. The effectiveness of the wall is dependent upon the work of the Foundation committees which select Honor Awardees, organize events, and engage in other activities that highlight the school's history and encourage school pride.

Goals for 2018-2019

The Committee's goals and objectives will comprise the Committee's Action Plan which will be approved by the full Board.

1. Establish and maintain communication with the school through school personnel such as the Student Activities Coordinator (SAC), administrators, individual teachers, and the *Parent-Community Network Coordinator (PCNC)*.
2. Encourage alumni participation in school events.
3. Regularly interact with school faculty and staff to discover school needs and grant opportunities at the school.

NOTE: Kalāheo teacher Lori Nishimura can assist with printing banners and t-shirts.

PUBLIC RELATIONS COMMITTEE REPORT

Purpose and Scope of Responsibility

The strategic intent of the Public Relations Committee is to establish and maintain communication with stakeholders and define overall public image and identity (branding) desired by the Foundation.

Organization and Reporting Structure

In addition to the seven General Statements for all committees:

- Committee members: **Steven Loretero, Darrell Poole, Paula Ress, Martha Robertson**
- Members of the Committee are selected from time to time by the Corresponding Secretary who is Committee Chair.

Actions and Outcomes:

- The final print edition of *Foundation News* was published and mailed in February 2017. It was also posted on the Kalāheo High School Alumni Facebook page and elicited a few comments: “I’ll miss the alumni updates,” and “Shared on Class of 2003 board.”
- A marketing plan is desired, and the new website is a key element in achieving communication and branding goals. Website development over the past year has been slow.
- Participation I 2018 Kailua Town Party was considered but not implemented.

Goals for 2018-2019

The Committee’s goals and objectives will comprise the Committee’s Action Plan which will be approved by the full Board.

1. Define overall public image and identity (branding) desired by Foundation.
2. Develop and implement an Action Plan that identifies:
 - a. Each of the different groups of stakeholders.
 - b. What messages to convey to each stakeholder group.
 - c. How to convey the message.
 - d. Who will convey the message.
 - e. When they will convey the message.
3. Ensure major communication tools (website and newsletters, among other things) effectively represent the branding and also effectively communicate according to the Communications Plan.

FINANCE COMMITTEE REPORT

Purpose and Scope of Responsibility

The strategic intent of the Finance Committee is to implement an efficient operating structure for the development of budgets for the other committees and the reporting of the Foundation’s financial status.

Organization and Reporting Structure

In addition to the seven General Statements for all committees:

- Committee members: **Jodi Beaty, Timothy White**
- Membership of the Committee is selected from time to time by the Treasurer who is Committee Chair.

Actions and Outcomes:

- Treasurer Jodi Beaty provided regular and timely Balance Sheets, presents them for discussion at meetings, and ensures that board members fully informed.

- Tim and Martha met with Summer Lee of Lee Financial to review our investments and assess future investment needs. The review includes a Morningstar report and analysis of investments. This service is provided *pro bono*.
- INSERT FINANCIAL REPORT HERE

Goals for 2018-2019

The Committee's goals and objectives will comprise the Committee's Action Plan which will be approved by the full Board.

1. Ensure the update of fiscal policies and procedures and also ensure that the Board annually approves the policies.
2. Guide development of the annual budget. Consider developing a program-based budget that organizes overall expenses and revenues per program. Working with the Fundraising Committee, specify the overall fundraising target for the year.
3. If the organization's budget is of sufficient size to warrant an audit, ensure an annual audit as well as the Board's approval of the audit and associated recommendations.
4. Establish financial sustainability policies as needed, for example, to develop financial reserves, contingency planning, etc.
5. Train Board members to understand financial information sufficiently to make decisions regarding financial resources.

FUNDRAISING COMMITTEE REPORT

Purpose and Scope of Responsibility

The strategic intent of the Fundraising Committee is to lead the charge in raising funds for the Foundation in order for the Foundation to achieve its mission.

Organization and Reporting Structure

In addition to the seven General Statements for all committees:

- Committee members: **Meg Gammon, Apolonia Stice**
- A Committee Chair who is also a member of the Board leads the Committee and will be appointed by the President.

Actions and Outcomes:

- Foodland's Give Aloha and Amazon Smile programs were discussed and/or joined; whether these will produce significant funds is unknown.
- A membership form was published in the March 2018 edition of Foundation news, and \$300 in donations were received..
- Kalāheo Alumni t-shirts were sold at one summer reunion and one school event raising \$100.

Goals for 2018-2019

The Committee's goals and objectives will comprise the Committee's Action Plan which will be approved by the full Board.

1. Identify fundraising targets (amounts to be raised) in conjunction with the Finance Committee.
2. Identify a desired mix of donor categories—individuals, corporations, foundations, government, and other community entities—based on the nature of each Foundation program.
3. Develop action plans that specify who will approach each donor and when contact will be made to both solicit funds and develop a relationship with the donor.
4. Ensure the organization has the administrative and database resources to manage donations.
5. Implement a Fundraising Plan that contains the information from the above goals.

EVENTS COMMITTEE REPORT

Purpose and Scope of Responsibility

The strategic intent of the Events Committee is to plan and execute Foundation events as directed by the Board.

Organization and Reporting Structure

In addition to the seven General Statements for all committees:

- Committee members: **Alex Ress, Timothy White**
- A Committee Chair who is also a member of the Board leads the Committee and will be appointed by the President.

Actions and Outcomes:

- Participation in the 2018 Kalāheo Town Party was considered but not implemented.
- Reviving the annual lū‘au was considered but not implemented due to short lead time and lack of approved budget.
- Via Facebook, Martha followed upcoming reunion planning, advised reunion organizers, sent class lists, forwarded reunion information to selected former or current faculty members, and provided other information as requested.

Goals for 2018-2019

The Committee’s goals and objectives will comprise the Committee’s Action Plan which will be approved by the full Board.

1. Secure venue and activities for events.
2. Achieve a return on investment through ticket sales and activities at event.
3. Create and maintain consistency with the event to ensure future participation.
4. Work toward providing active assistance to reunion organizers.

PROJECTS AND PROGRAMS COMMITTEE REPORT

Purpose and Scope of Responsibility

The strategic intent of the Projects and Programs Committee is, as directed by the Board, to develop and administer projects and programs that promote student achievement and academic excellence at Kalaheo High School.

Organization and Reporting Structure

In addition to the seven General Statements for all committees:

- Committee members: **Martha Robertson, James Shigekane, Apolonia Stice**
- A Committee Chair who is also a member of the Board leads the Committee and will be appointed by the President.

Actions and Outcomes:

1. **9/11 Memorial** – After investigation, the DOE tree trimmers have assumed tree maintenance which relieves the board of hiring an arborist. The memorial stone is checked periodically but needs to be cleaned and refurbished regularly.
2. **Grants** – No grant requests were received.
3. **Scholarships** -- A \$500 scholarship was awarded in May 2017 to one of four applicants. Recipient Natasha Vega provided follow-up information as requested and is doing well at Johns Hopkins. There were no applicants for the 2018 scholarship.
4. **History and Pride Wall** – The wall was maintained by Martha but improving the wall requires awarding additional alumni honors, up-to-date handouts, membership forms, and other information about the Foundation.
5. **Alumni Honors and Recognitions** – Alumnus Jordan Shanahan was nominated for an award. No event or presentation opportunity has been planned due to his current residence and opera commitments in Switzerland and throughout Europe.

Goals for 2018-2019

The Committee’s goals and objectives will comprise the Committee’s Action Plan which will be approved by the full Board.

1. Ensure programs are fully resourced to deliver desired services.
2. Ensure services in each project and program are evaluated to verify that desired outcomes are achieved.
3. Ensure continuous improvements and operation of projects and programs.