

Kalāheo High School Foundation & Alumni Association
2018-2019 ANNUAL MEETING MINUTES AND REPORTS

May 17, 2019, 5:30 pm, Honey's Restaurant, 45-550 Kionaole Rd, Kaneohe, HI 96744

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, Standing Recording Secretary
Paula Ress, Corresponding Secretary
Alex Ress, Director
Apolonia Stice, Director
Jana Paz, Director
Tina Shaffer, Director

Others Present:

Jim Schlosser
James Rippard
Karen Frato-Hildebrandt

Board Members Absent

Jodi Beaty, Treasurer
James Shigekane, Director
Steven Loretero, Vice President
Darrell Poole, Director
Martha Robertson, Recording Secretary

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

New board nominees introduced themselves. Jim Schlosser is a former Principal of Kalaheo. Karen Frato-Hildebrandt has been active for the past 5 years by serving on the Kalaheo PTSA, serving 2 years as the parent representative on the school community council (SCC), acting as the Project Graduation Coordinator for 2017-2018 SY and 2018-2019 SY, and served on the Mustang Athletic Foundation for the past 4 years. Next year she will be the president of Mustang Athletic Foundation. Her daughter graduated from Kalaheo in 2018. Tina moved to elect the slate of directors, Jana seconded, the measure was passed with 8 yes and 1 abstention (James Rippard).

Nominees for Director

Jodi Beady, Director
Martha Robertson, Director
Jana Paz, Director
Paula Ress, Director
Alex Ress, Director

Apolonia Stice, Director
Karen Frato-Hildebrandt, Director
Jim Schlosser, Director
James Shigekane, Director

ELECTION OF OFFICERS

Alex moved to table election of Officers by the Board of Directors until the next quarterly meeting, Apolonia seconded, the measure was passed by unanimous decision.

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, except Karen, completed and signed the Statement and turned it in to the standing Recording Secretary.

NEXT REGULAR MEETING (time, place): The next quarterly meeting will be August 19, 2019 at a place TBD.

MEETING ADJOURNED at 6:45 pm followed by socializing and music at dinner.

Kalāheo High School Foundation and Alumni Association

ANNUAL REPORT 2018-2019



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, Foundation organization, and awareness of the Foundation have been the continuing focus of the Foundation for the past two years. The six *ad hoc* committees have been working to address five-year, three-year, and one-year goals more efficiently in the Strategic Plan for 2019-2024.

The *ad hoc* committees have been slow moving to begin working on individual tasks to achieve the overall goal of the Foundation: A new website has yet to be developed and our stakeholders have yet to be identified and targeted for interaction with the Foundation and interaction with the school have not yielded substantial progress.

Despite that the Foundation was more active in the last year than the last few years combined. We attended the Kailua Town Party to raise awareness of the Foundation. We also organized a Lū'au fundraising event to be held on July 19, 2019, which used to be an annual occurrence.

This coming year, a major focus will continue to be to identify our stakeholders and to revamp the image of the Foundation in the community. This image will increase the interactions with the Foundation and those stakeholders. That interaction will yield more fundraising opportunities and increase our annual fundraising amounts.

We should strive to continue a tradition of attending the Kailua Town Party for awareness, holding an annual fundraising Lū'au, awarding scholarships, and interacting with the school through organizing an ongoing Foundation sponsored and run event.

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.

BOARD OFFICERS AND DIRECTORS

Elected May 7, 2018

Timothy White, President
Steven Loretero, Vice President
Martha Robertson, Recording Secretary

Paula Ress Corresponding Secretary
Jodi Beaty, Treasurer
Tina Shaffer, Director

Alex Ress, Director
James Shigekane, Director
Apolonia Stice, Director

Darrell Poole, Director
James Shigekane, Director
Jana Paz, Director

Kalāheo High School Foundation and Alumni Association

School Liaison Committee—Annual Report—May 2019

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 (chair), Timothy White, Tina Shaffer**
- A Committee Chair who is also a member of the Board leads the Committee and will be appointed by the President.

Actions and Outcomes:

- Tina Shaffer attended staff meeting at Kalaheo as a teacher to hear some of the concerns of the school.
- Tina identified that a water filling station on campus is needed and wanted by staff and students alike.
- Timothy spoke briefly with new Principal James Rippard about organizing and sponsoring an ongoing event for students on campus as a way for the Foundation to better interact with the School
- The committee, other board members, and Principal Rippard agree that a career fair or some similar program will create a good impact on the excellence of Kalaheo High School.

Goals for 2019-2020

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.
4. Achieve the above three goals by organizing and hosting an annual career fair on campus.

Kalāheo High School Foundation and Alumni Association

Public Relations Committee—Annual Report—May 2019

NO WRITTEN REPORT SUBMITTED. Committee Chair reported that she was in contact with Jackey Hickey to discuss the possibility of her building a new website and to have a link on the School website. It was reported that Ms. Hickey may be open to ideas. The Committee will follow up.

Kalāheo High School Foundation and Alumni Association
Finance Committee—Annual Report—May 2019

**Kalaheo High School Foundation
Financial Statement
Sunday, May 5, 2019**

Balance Sheet

Assets

Cash and Bank Accounts	
Checking Account	\$ 25,620
Undeposited Funds	\$ 335
Total Cash & Bank	<u>\$ 25,955</u>

- Per Tim email 4/30/1

Other Assets

Vanguard - 500 Index Fund	\$ 32,548
Vanguard - Balanced Index	\$ 27,641
Vanguard - Growth & Income	\$ 32,186
Vanguard - Money Market	<u>\$ 3,114</u>
Total Other Assets	<u>\$ 95,490</u>
Total Assets	<u><u>\$ 121,445</u></u>

Liabilities & Equity

Liabilities

Class of 2007 Funds	<u>\$ 3,137</u>
Total Liabilities	<u>\$ 3,137</u>

Equity

Endowment	\$ 107,749
Net Profit/(Loss)	<u>\$ 10,559</u>
Total Equity	<u>\$ 118,308</u>
Total Liabilities & Equity	<u><u>\$ 121,445</u></u>

Profit & Loss

Income

Bank Interest	\$ 1
Contributions	\$ 1,335
Mutual Funds, Gain	<u>\$ 10,271</u>
Total Income	<u><u>\$ 11,608</u></u>

Expenses

Insurance	\$ -
Kailua Town Expenses	\$ 470
License & Fees	\$ 4
Luau Expenses	\$ 524
Supplies	\$ -
Utilities - Internet	<u>\$ 52</u>
Total Expenses	<u><u>\$ 1,049</u></u>

Net Income (Loss)

\$ 10,559

Fundraising Committee—Annual Report—May 2019

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: **Jana Paz (chair)**, **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:

- Jana spearheaded participation in the 2019 Kalāheo Town Party as part of the fundraising committee. Jana, James, and Timothy volunteered their day to be at the booth to hand out balloons, give information, and solicit and collect donations. James provided the tent and table; Jana acquired the booth space, balloons, helium, and other materials; Tim acquired the insurance required for the event; Tina provided the fire extinguisher. The event went over budget, but took in \$335 in donations.
- A garage sale is being organized to be held at the end of May 2019 or during June 2019 for the purpose of rising funds for the Lū'au.

Goals for 2019-2020

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.
6. Attend the 2020 Kailua Town Party annually.

Kalāheo High School Foundation and Alumni Association
Events Committee—Annual Report—May 2019

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, Jana Paz**
- A Committee Chair who is also a member of the Board leads the Committee and will be appointed by the President.

Actions and Outcomes:

- The Lū‘au is scheduled to be held on July 19, 2019 at 530-930p at Kokokahi YWCA. Ticket sales have begun, but are slow. The Fundraising Committee is holding a garage sale to raise funds for the Lū‘au. In addition, solicitations to corporate sponsors will go out soon.
- There are two other known reunions the week of and before the Lū‘au. However, the Foundation cannot offer active assistance because we do not have the systems set up for such assistance.

Goals for 2019-2020

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.
5. Continue the Lū‘au to be an annual fundraising event every third Saturday in July.

Kalāheo High School Foundation and Alumni Association

Projects and Programs Committee—Annual Report—May 2019

Committee Members: Martha Robertson (chair), Jim Schlosser, James Shigekane, Apolonia Stice

Goals for 2018-2019

1. Ensure projects and 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

Meetings and Communication: The Committee met formally on March 4 and March 21, 2019. Additional communication was via email. A sub-committee (Robertson, Schlosser) met to review Legacy Scholarship applications and select the recipient.

Actions and Outcomes:

Committee members were assigned to take the lead of the various projects and programs as follows: Grants (?), Legacy Scholarship (Stice, Schlosser), 9/11 Memorial (Shigekane), History and Pride Wall (Robertson), Alumni Honors and Recognitions (Robertson), School Archives (?).

- **Grants** – Given that no recent grant requests have been received, the committee will target teachers at the beginning of the school year to promote Foundation grants. By arrangement with the principal, a committee member will speak about Foundation grants at a faculty meeting.
- **Scholarships** –Two applications were received. Shaelyn Kam, daughter of alumni Carlene Bimbo (1990) is the recipient of the \$500 scholarship. At the next regular meeting, the committee will present proposals about scholarship funding and fundraising specifically for Legacy Scholarships. Also noted were options for identifying and targeting eligible scholarship applicants throughout their high school years.
- **9/11 Memorial** – To create a more aesthetically pleasing memorial that visually communicates its importance, the committee will seek assistance from alumni who have the needed expertise as well as from the school custodians.
- **History and Pride Wall** – This wall in the school office was recently cleaned and updated. The committee will propose a budget for the expansion and upkeep of this wall. The committee plans to develop procedures to continually solicit nominations for Alumni Honor Awards. The goal is to create a vetted listed of nominees from which annual recipients can be selected.
- **School Archives and Campus Projects** – Committee members Schlosser, Stice, and Robertson visited the school to meet briefly with the principal, tour the campus, and identify possible Foundation projects. Opportunities were identified, including the School Archives Collection which was established to ensure the safekeeping of primary sources that record historically significant events, including the accomplishments of alumni. The preservation of the school’s history is part of the Kalāheo Foundation and Alumni Association’s vision statement. Formerly housed in the librarian’s office, the Archives collection has been relegated to a corner of what used to be the librarian’s office but is now another conference room. Committee members will seek an opportunity to discuss the Archives and other observations with the Principal Rippard.
- **Kalāheo High School’s 50th Anniversary, 2023** – The committee supports a significant celebratory event to mark this milestone. Whether the Foundation and Alumni Association will take the lead is undetermined.

Goals for 2019-2020

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