

Kalāheo High School Foundation & Alumni Association

**2020 ANNUAL MEETING –MINUTES**

**Wednesday, August 12, 2020, 5:30 pm, Robertson Residence, 575 Paokano Loop, Kailua**

*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.*

**PRESENT ✓**

- |  |  |                             |
|--|--|-----------------------------|
| ✓ Alex Ress, President                                     | <input type="checkbox"/> Jodi Beaty, Treasurer         | ✓ James Shigekane, Director |
| ✓ Martha Robertson, Vice President and Recording Secretary | ✓ Karen Frato-Hildebrant, Director                     | ✓ Jordan Silva, Director    |
| ✓ Paula Ress, Corresponding Secretary                      | <input type="checkbox"/> Jana Paz, Director (via Zoom) | ✓ Apolonia Stice, Director  |
|  | ✓ Jim Schlosser, Director                              |                             |

**Quorum:** YES **Call to Order:** 5:40 pm by President Jim Schlosser

**APPROVAL OF MINUTES, May 13, 2020, Regular Quarterly Meeting: Approved**

**ELECTION OF BOARD**

Motion was made, seconded, and unanimously approved to elect the following nominees as Board officers and directors

*Officers and Directors*

- Dr. James L. Schlosser, President
- Martha Robertson, Vice-President
- Martha Robertson, Recording Secretary
- Paula Ress, Corresponding Secretary
- Jodi Beaty, Treasurer

*Directors*

- ✓ Karen Frato-Hildebrant
- ✓ Jana Paz
- ✓ James Shigekane
- ✓ Jordan Silva
- ✓ Apolonia Stice

**PRESIDENT’S COMMENTS AND DISCUSSION**

President Jim Schlosser stated his intent to adopt a more formal approach to the conduct of board meetings and decision-making, thereby ensuring clarity and consistency with By-Laws and Articles of Incorporation. Martha suggested that an Executive Committee meeting be called to review both documents and propose changes, for example, to clearly define the meaning and requirements of membership. **Jim** will call a meeting of officers and committee chairs to review the documents.

**COMMITTEE REPORTS:**

The purposes of written reports were reviewed as stated below. In addition to presenting reports, some committee members and chairs were confirmed. The Financial and Fundraising Committees were combined. Annual committee reports were presented and discussed, including details of past and future action.

The purposes of written committee reports are to:

- Bring the Board Up to Speed
- Give Board Members a Sense of Pride and Enthusiasm
- Remind Board Members of the Commitments They Made
- Spark Discussions and Questions from the Board
- Give the Board Members Information for Marketing Purposes

	<b>ANNUAL COMMITTEE REPORTS</b> <b>Oral presentation of written reports, discussion topics, and actions taken.</b>
<b>SCHOOL LIAISON</b> <b>Jim</b> <b>James</b> <b>Jana</b> <b>Karen</b>	<p>REPORT: Jim presented the report attached to these Minutes and noted the following: Goals and objectives were not yet identified. In cooperation with two members of the Projects &amp; Programs Committee, Jim undertook the renovation of the office staff lunchroom. Karen noted that congratulatory letters from board members were given to all valedictorians.</p> <p>DISCUSSION: James recapped the Strategic Plan which, along with Committee Charters, was produced when Tim White was president. James suggested that we review these documents as a starting point for setting goals. <b>Martha</b> will send the Strategic Plan and Committee Charter documents via email to all board members.</p> <p>ACTION PLAN #1: Develop a list of volunteers who, although they might not want to commit to serving on the board, are willing to volunteer on-call as needed, including for Career Day, CTE internships, etc. In addition to alumni and other community volunteers, students could be enlisted to work on Foundation projects and thereby build their resumes for college and to fulfill NJROTC and National Honor Society (NHS) service requirements.</p> <p>ACTION PLAN #2: Enlist volunteer alumni to mentor current students. <b>Jana</b> will contact attorney Tim White regarding legalities.</p>
<b>PUBLIC RELATIONS</b> <b>Paula</b> <b>Jordan</b> <b>Jana</b>	<p>REPORT: Paula presented the report attached to these Minutes noting that communication avenues have changed since the Foundation newsletter ceased publication. Given this change, her database skills are no longer needed by this committee. Since the last attempt, a new website has not been developed in some degree due to changing school personnel and lack of response to requests that a Foundation page or a link to a Foundation website be included on the school website. Currently, posts on the Kalaheo High School Alumni Facebook page are the Foundation's sole means of communication with large numbers of people; the post are very positively received by alumni.</p> <p>DISCUSSION: For younger people, Instagram and Twitter are the preferred means of communication over Facebook. In order to use PayPal for donations and merchandise sales, a website is needed.</p> <p>ACTION PLAN: Develop a basic website to convey information and manage donations and volunteers. <b>Martha</b> will contact the previous webmaster for access code/password to the old website and send them to Jordan. <b>Jordan</b> will plan the next steps and contact school tech coordinator Chris Lee about putting a Foundation tab on the school website.</p>

<b>FINANCE &amp; FUNDRAISING</b> <b>Jodi</b> <b>Jana</b>	<p>The board agreed to combine the Finance and Fundraising Committees. In the unavoidable absence of treasurer Jodi, no financial report was presented.</p>
<b>EVENTS</b> <b>Alex</b> <b>Jana</b>	<p>REPORT: No written report as yet been submitted. Alex noted that the July 2020 lu'au was cancelled due to COVID. Jana reported receiving a good response from Kalaheo faculty and staff about attending a July lu'au.</p> <p>ACTION PLAN #1: Although future possibilities are unknown, <b>Jana and Alex</b> will ask Kokokahi about reserving a tentative lu'au date for July 2021 in hopes that large gatherings may then be allowed.</p> <p>ACTION PLAN #2: This year, the committee will piggy-back on virtual homecoming events. Homecoming activities should focus more on alumni "coming home" as this is the traditional purpose of this event.</p>
<b>PROJECTS &amp; PROGRAMS</b> <b>Martha, Chair</b> <b>Apol</b> <b>Jim</b> <b>James</b>	<p>REPORT: Martha read the report as attached to these Minutes. Highlights include the Alumni Honor Award reception, meeting with Principal Rippard and campus walk-throughs, H-Building Courtyard renovations, and future landscaping projects, including improvements to the 9/11 memorial site.</p> <p>DISCUSSION: Jim noted lack of progress on repairs to the "Graduation" sculpture, likely due to shutdown of many State offices. For enlisting students to work on Foundation projects, the best avenue would be through CTE. The design and other details of campus landscaping projects would be made by the board or by professionals. Under appropriate supervision, students could provide labor.</p> <p>ACTION PLAN: When advised by <b>Jim</b> of an appropriate time, <b>Martha and Apol</b> will meet with VP in charge of campus facilities to present an overall view of the committee's projects to improve school grounds and building aesthetics. Two professionals with Kalaheo connections may be able to assist our efforts and attempts will be made to contact them: Arborist Walt Warriner and alumna Randi Aweau.</p>

ADJOURNED: 7:00 pm    NEXT MEETING DATE, TIME, PLACE: Wednesday, November 18, 5:30 pm, place TBD