

Kalāheo High School Foundation & Alumni Association

2021 ANNUAL MEETING –MINUTES

Wednesday, September 1, 2021, 5:30 pm, Oahu Country Club, 150 Country Club Road, Honolulu

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 ✓ *All Officers are also Directors*

- | | | |
|--|-------------------------------------|--|
| ✓ Jim Schlosser, President | ✓ Jodi Beaty, Treasurer | <input type="checkbox"/> James Shigekane, Director |
| ✓ Martha Robertson, Vice President and Recording Secretary | ✓ Karen Frato-Hildebrandt, Director | <input type="checkbox"/> Apolonia Stice, Director |
| ✓ Paula Ress, Corresponding Secretary | ✓ Alex Ress, Director | |

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

MOTION TO APPROVE ANNUAL MEETING MINUTES, AUGUST 2020: APPROVED

PRESIDENT’S COMMENTS: Jim Schlosser

The following concerns will be further discussed at the November quarterly meeting:

- (1) We need to bring in younger volunteers, people not willing to attend meetings but willing to be on-call when their talents and skills are needed. Karen has agreed to help build a volunteer database by posting a Google form on the new website. Given that we wish to publish a printed Annual Report, the same process can be used to build a database of mailing addresses.
- (2) Our committee structure needs to be revised. Some of the many things overseen by the Projects and Programs Committee should be shifted to other committees.

TREASURER’S REPORT: Jodi Beaty

Financial Statement appended: Mutual fund investments continue to do well, up \$17,556. We are still holding \$3137 for the Class of 2007. Donations of \$1101 were all from board members. Total income: \$18,608.

BOARD ELECTION: According to our By-Laws, board members continue in their designated roles until they resign or are replaced. All Officers are also Directors.

Karen presented a Board Member Application from a Kalaheo alumna and retired educator. To allow adequate review, the nomination will be discussed at the quarterly meeting in November.

Officers/Directors

Jim Schlosser, President
Martha Robertson, Vice-President
Martha Robertson, Recording Secretary
Paula Ress, Corresponding Secretary
Jodi Beaty, Treasurer

Directors

Karen Frato-Hildebrant
Alex Ress
Apolonia Stice
James Shigekane ?

A motion was made by _____ and seconded by _____ that all nominees be elected by acclamation. The motion passed unanimously.

COMMITTEE REPORTS and VERIFY COMMITTEE MEMBERS:

As committees are restructured, members will be assigned. Given the school closure and COVID restrictions, four committees had nothing to report. The Projects and Programs Committee actually benefitted from school closure as members assessed school needs and were able to work quite freely with no students on the campus.

Two items from the committee’s report were briefly discussed:

- (1) Regarding professional help with the 9/11 Memorial site, Paula suggested landscaper Steve Mechler -- smechler@hawaii.rr.com.
- (2) How KHSF will help the school mark its 50th Anniversary in 2023 needs to be discussed. A committee should be established solely for this purpose and in cooperation with school personnel.

<p>ANNUAL COMMITTEE REPORTS Oral presentation of written reports, discussion topics, and actions taken.</p>
<p>SCHOOL LIAISON Jim, James, Karen; PUBLIC RELATIONS Paula; FUNDRAISING Jodi; EVENTS Alex No reports for 2021. Committees and members to be revised for 2022</p>
<p>Kalāheo High School Foundation and Alumni Association</p> <p>Projects and Programs Committee—Annual Report—Sept. 1, 2021</p> <p>Committee Members: Martha Robertson (Chair), Jim Schlosser, Apolonia Stice, James Shigekane</p> <p>Goals for 2020-2021:</p> <ol style="list-style-type: none"> 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 <p>Meetings and Communication: The Committee met formally in July and August, 2021. A sub-committee met in March to review Legacy Scholarship applications. Other communication was via email or informally during many campus workdays related to the H-Building courtyard and Library projects.</p>

Actions and Outcomes:

- **Grants** –No grant requests were received.
- **Scholarships** –Two applications were received. Based on the content of the applications and the difficulties of adequately verifying student achievements due to the educational challenges of COVID, no scholarship was awarded.
- **9/11 Memorial** – To create a more aesthetically pleasing memorial that visually communicates its importance, the committee will engage professional help.
- **History and Pride Wall** – A photo of the most recent honoree, Jordan Shanahan, has been added to the wall.
- **School Archives and Library Renovations:** The Archives project is on hold. The need to assist librarian Danielle Fujii with redesigning the main library floor plan, organizing workspace, and relocating sections of the print collection were considered more important and more easily done in the absence of students in the library.

At temporary principal Jim Schlosser’s request, Apol and Martha accepted the challenge. In the process, repairs were made to damaged tables; shelving was dismantled/moved/reassembled; magazines and other items were weeded from the collection; visual clutter and outdated displays were removed; carts of books were reshelved; and much more. The work extended into the conference room and other areas of the library. As needed, Apol and Martha will continue to assist the librarian.

- **H-Bldg Courtyard Renovation:** Repair of the “Graduation” sculpture was completed on July 16 after six-weeks of work by MIRA Image Construction. The project was entirely funded by the State Foundation on Culture and the Arts/Art in Public Places. Principal Rippard informed us that all of the wood used to build the barrier around the sculpture before sandblasting was donated to the school and delivered to the Wood Shop.

The landscaping in the planter below the sculpture now consists of a center pyramid of black stones—reserved from the previous landscape design—with Sedum groundcover around the perimeter. The intent is to keep the landscape simple with the focus on the sculpture. Teacher Doris Taitano has volunteered her students to weed the nutgrass as it reappears.

- **Campus Projects—Landscaping/Building Exteriors:** The committee has established a good relationship with Kalaheo’s head custodian and is considering how it can further support his interest in propagating plants and otherwise improving and maintaining the campus landscape. Stairwell cleaning and other exterior aesthetics are also on our to-do list.
- **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 2022-2023

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.

To facilitate achievement of the 2022-2023 goals, the committee will present the following at the next Regular Quarterly Meeting:

A proposal to allow fundraising for specific purposes.

Rationale:

- The school's basic needs are being met by State funding, and grant requests are few. Therefore, we should shift our focus to larger projects.
- We need to engage professional help to landscape the area around the 9/11 Memorial. Two donors have already committed funds specifically for this purpose, and additional funds can be raised with a "matching donation" request.
- Donors need to know for what specific purpose their money will be spent.
- This proposal does not prohibit fundraising specifically for the Endowment which already benefits from investment earnings.

Other priority concerns about the learning environment are:

- The decayed Ron Artis mural on the cafeteria wall.
- The bare ground in the large planter at H-Bldg's front stairs—the school's "front door."
- Removal of large plumeria trees in the H-Bldg courtyard whose thick canopies prevent sun and rain from reaching the ground cover and continually create a mess of dead leaves and flowers to be cleaned up in an area seen by every campus visitor. Replanting with White Tecoma has been recommended by a professional arborist/landscaper.
- The dirty stairways and walls throughout the campus.

A proposal (1) to reconstruct our mailing database with contact information for alumni, businesses, and other potential supporters; and (2) publish an Annual Report—including donation form--to be mailed and posted online.

Rationale:

- Printed annual reports are still the norm for most non-profits.
- Print mailings can reach more people since many potential supporters will not register on a website, will not follow an alumni Facebook page, or just prefer something in-hand. Those potential supporters also include businesses and corporations.

Respectfully submitted,

Martha Robertson, Committee Chair
Jim Schlosser
Apolonia Stice
James Shigekane

ADJOURNED: __6:28 pm __ Dinner followed in 'Anuenue dining room.

Respectfully submitted,

Martha Robertson, *Recording Secretary*

Kalaheo High School Foundation
Financial Statement
Wednesday, September 1, 2021

Balance Sheet

Assets	
Cash and Bank Accounts	
Checking Account	\$ 28,339
Total Cash & Bank	<u>\$ 28,339</u>
Other Assets	
Vanguard - 500 Index Fund	\$ 52,057
Vanguard - Balanced Index	\$ 39,005
Vanguard - Growth & Income	\$ 50,882
Vanguard - Money Market	\$ 3,171
Total Other Assets	<u>\$ 145,114</u>
Total Assets	<u><u>\$ 173,453</u></u>
Liabilities & Equity	
Liabilities	
Class of 2007 Funds	\$ 3,137
Total Liabilities	<u>\$ 3,137</u>
Equity	
Endowment	\$ 151,709
Net Profit/(Loss)	\$ 18,608
Total Equity	<u>\$ 170,316</u>
Total Liabilities & Equity	<u><u>\$ 173,453</u></u>

Profit & Loss

Income	
Amazon	\$ 44
Bank Interest	\$ 3
Contributions	\$ 1,101
Mutual Funds, Gain	\$ 17,556
	\$ -
Yearbook	\$ -
Total Income	<u>\$ 18,704</u>
Expenses	
Kailua Town Expenses	\$ -
Legacy Scholarship	\$ -
License & Fees	\$ 4
Luau Expenses	\$ -
Utilities - Internet	\$ 93
Total Expenses	<u>\$ 97</u>
Net Income (Loss)	<u><u>\$ 18,608</u></u>