



JCHS Alumni & Community Foundation

Minutes of the Saturday, January 25, 2014 Meeting  
James Campbell Company Executive Offices

**ATTENDANCE:**

**Board Members:**

Tesha Malama  
Sugar Alfafara-Pires  
Tami Carlos  
Nani Gaui  
Jo Ann Kaneshiro  
Kurt Fevella

**Members:**

Tom Clements  
Rocky Malama-Tupuola  
Kerry Bise

**Absent:**

Melvon Ahlo-Pinera-Excused  
Teresa Gonsalves-Excused

Mitchell Tynanes-Excused  
Roxanne Costa  
Dale Newcomb  
Liz Santa Ana  
Leslie Griffin  
Tuli Tafai  
Principal Naomi Takamori

**RECORDER:** Jo Ann Kaneshiro

**CALL TO ORDER:**

The meeting was called to order at 8:05 a.m.

**INTRODUCTIONS AND  
ALMA MATER:**

Introductions were made around the table.

**MINUTES:**

The minutes of the December 14 meeting was approved as written. Tami Carlos motioned for approval; Rocky Malama-Tupuola seconded.

**FINANCIAL REPORT:**

Tesha Malama gave the financial report for Melvon Ahlo-Pinera, Treasurer:  
As of 12/31/13 \$4,340.65 checking  
As of 1/25/14 \$1,077.38 PayPal

Melvon questioned the difference in today's balance vs. 12/31/13 of \$1,128.24 which was LuAnn Lankford's payment for the New Year's Blast which was returned on January 10, 2014 due to cancellation of the event.

Nani Gaui motioned to accept the financial report as reported; Sugar Alfafara-Pires seconded the motion.

**COMMITTEE REPORTS:  
MEMBERSHIP:**

Tesha received 1 new membership via USPS mail - Kuuleilani Lankford of \$20; Jo Ann to call LuAnn to confirm receipt of cash. Tesha to verify if all \$20 for Leilani or portion membership renewal for LuAnn? Jo Ann to record. Also need to verify designation?

Tesha clarified policy \$5 to scholarship; \$4 to projects; \$1 to admin. Difference of \$10. Because there is no designation, need to email LuAnn to clarify. \$10 = \$5 projects; \$5 scholarships?

Jo Ann reported that the membership committee met on January 9. No new membership since 12/31/13 to date.

Registration Form: The membership registration form was revised to include job category and an option for text messaging with info on cell phone provider; and added option for PayPal payment. The brochure will be updated to include new registration form and on the website. No other changes to the brochure.

Foundation T-shirt: There was no new activity on Foundation shirts. Dale has not responded back to Teresa re contact info for American T-shirt company. Teresa will go forward and set up meeting with American T-shirt company on February 3, 2014 and continue the process.

**ACTION: Teresa will go forward and set up meeting with American T-shirt company on February 3, 2014 and continue the process.**

Website: See Scholarship section below.

Facebook: Nothing to report

New Membership: Since NYB was cancelled, membership has no future activities to drive new membership. The only membership drive we have scheduled for 2014 is Homecoming in September/October. We need to come up with other activities. Nani questioned if school has upcoming activities. Senior meetings for graduation?, etc. Need to circle back with the school for upcoming events.

**ACTION: Jo Ann to circle back with the school for upcoming events.**

Accounting Software Proposal: With future grants and the grant process for scholarships and projects, the Foundations accounting system needs to be aligned with the grant process. Teresa proposed to the Membership committee (since we do the database of membership, registration fees, etc.) purchase of an accounting system software, i.e., Intuit QuickBooks Non-Profit. Jo Ann researched the different types of accounting software for a non-profit organization such as the Foundation. QuickBooks Pro basic accounting system and QB Premier specifically for non-profit that provides specific reporting for the grant process. The retail price for Premier is \$399 and QuickBooks Pro is \$299 for one-time purchase of the software. Amazon QB Premier is \$279; QuickBooks Pro \$249. Costco pricing is the same as Amazon. **Jo Ann to follow up with Intuit on benefits of cheaper software from Amazon and Costco vs. directly from Intuit.** General membership discussed the pros and cons of the software in length.

Tesha redefined the proposal to purchase accounting system software to range between \$249 to \$399. Difference = QuickBooks Pro, cheaper, or Non-Profit includes all of QuickBooks Pro features plus non-profit forms which are standard for city and state and federal reporting. Tesha put to vote to general membership to purchase QuickBooks Premier Non-Profit. All in favor; no abstentions.

Background: Currently, we pay for Accounting/Tax services average \$250. Additional services for grant services would be on a per hour basis with a minimum of 12 hours per grant. Teresa writes grants for her employer and spoke with her employer's accounting staff and they suggested we purchase QuickBooks to help minimize the reporting process when putting together grant packages. Kurt Fevella confirmed this information with similar process with the Lion's Club and their grant writing process of 1 to 1-1/2 months.

After considerable discussion, Membership proposed a budget for accounting software not to exceed \$500. Jo Ann motioned for approval of the proposed budget; Nani voted in favor; Tami seconded.

Computer Equipment  
Proposal:

With approval of purchasing accounting software, there needs to be continuity to use the software and other reporting systems (Excel) as well as website development on computer equipment compatible with the new software and the ability for members' use of computer equipment that is compatible and user friendly.

Jo Ann suggested that a windows based PC laptop with sufficient memory would suffice for the required accounting software with a price range between \$350 to \$600. Nani mentioned that her employer is upgrading their PC laptops and will check her IT department on a possible donation. General membership agreed that the Foundation needs a dedicated PC laptop not to exceed \$500. Jo Ann to donate Microsoft Office software of \$140.

Jo Ann motioned to purchase a laptop not to exceed \$500; modified to include Nani to possibly secure donation of a laptop from her employer. General membership agreed that a laptop PC purchased for the Foundation and budget not to exceed \$500. Sugar proposed to donate \$350 towards the purchase of the laptop and software. **ACTION: Nani to follow up with her employer's IT department on a donation of a laptop.**

Kerry Bise questioned if a backup drive is needed for backup. Jo Ann will donate old back up hard drive.

Kurt Fevella questioned if the Foundation has form letter in regards to donations for recording purposes? Tesha answered yes to Kurt's question.

Training:

Tesha proposed that if there is training needed for equipment, grants, etc., everything related to those kinds of training it will be considered on a case-by-case basis. Training costs needs to be included in with the annual budget which needs to be set. Approval will be taken on a case by case basis.

Business Partnership Program:

Tesha proposed to Membership that we should not have to wait for "events" to drive membership. The Foundation needs to focus on partnering with our Alumni and invite them to our general meeting to make a presentation on their business and/or non-profit, i.e., Frelynn Kahalehili with State Farm, to partner with the Foundation. Tesha proposed to general membership to schedule business on the agenda to make a presentation and with their approval also post on our website to help build membership.

Agenda will need to be distributed in advance to inform members of business guests.

Tom Clements suggested creating a "Business Partnership" program. This will be beyond the \$20 donations. This will start getting the business to donate \$\$\$\$. Decals in windows showing "Partner with Foundation".

**SCHOLARSHIP:**

Website:

Jo Ann reported scholarship fill in form has been uploaded to website and ready to launch on January 28. Jo Ann presented to the general membership the scholarship website page on the overhead and all the aspects of the scholarship application, i.e., confirmation page for applicant, Foundation email of applicant completing form, etc. Facebook will have a link to scholarship site page.

Campbell High School:

Tesha reported meeting with Mrs. Fia. The school/scholarship program will do whatever to support the Foundation. She gave criteria for when scholarship to be set and will need flyer announcement this week. Application open on 1/28.

She would help the kids fill out the application form. Part of application requires letter of recommendation. If applicant does not have means to do PDF requirements, applicant can go to Mrs. Fia for assistance. Mrs. Fia's scanner is broken and would like a donation. Tesha asked general membership if can donate scanner. Nani, Kerry to follow up with donated scanner. Tami to take to school. Tesha to complete flyer.

**SPORTS & FITNESS**

**COMPLEX:**

Request for CIP Proposal

Tesha reported on proposed Request for CIP for Sports Complex of \$5M planning and design \$400,000; construction \$4.6M. Tesha met with Representative McDermott, Senator Wil Espero and has received verbal support from Espero and McDermott. Representative Raina Cabanilla was not present but spoke with Tesha and has also received verbal support

from Rep. Cabanilla.

Tesha read to the general membership the highlights of the CIP proposal (see attached). Our overall complex will be in the \$15 to \$20 million range. The \$5 million CIP proposal is just a start. Tesha plans to present the Request for CIP at the next the Ewa Neighborhood Board. As there will may be conflict with the AC project, see Justification section on the Request for CIP.

Kurt Suggested changes to CIP – add “and the neighboring homes”.

Tesha motioned for support of the Request for CIP Proposal to the Ewa Neighborhood Board under “Community Concerns”; Nani motioned to support; Rocky seconded the motion.

**ACTION: Tesha will request to add to the agenda and present the Request for CIP at the next the Ewa Neighborhood Board on Thursday, February 13, 2014 at 7:00 p.m. at the Ewa Beach Community Library.**

**FUNDRAISING:**  
**New Year’s Blast:**

Rocky reported that NYB is cancelled due to not enough tickets sold, not enough support to sell tickets - only 14 members took tickets. Threshold was 300 tickets. Thus the event was cancelled.

Tesha set goals for Fundraising Committee:

1. Need to put together a new Fundraising team.
2. Need to look at the schedule and schedule events accordingly, i.e., not during holiday season – before and after. Homecoming is set for September/October.

**ACTION: Need to recruit fundraising team members who are interested and really want to be a part of the team!**

**PUBLIC RELATIONS:**

Nothing to report.

**POLICY:**

The most recent/latest policy revisions we have is what we did for the scholarship program in regards to the policy and process. See Scholarship section above.

**NEW BUSINESS:**  
**D.R. Horton**

Tesha reported that Mitchell Tynanes had discussions with a representative from D.R. Horton. They are interested in donating funds to purchase sports equipment to Campbell High School. D.R. Horton does not want to pass-thru to the school directly so they are looking to a 501(c)(3) non-profit organization to take on. And this goes in line with our Booster Club, this would be the perfect marriage of having that discussion with D.R. Horton.

**ACTION: Mitchell to follow up with D.R. Horton in setting up a meeting in regards to the donation.**

Lion's Club Sunset on the Plains:

Kurt on behalf of the Lion's Club proposed to the Foundation to partner in doing a "Sunset on the Plains" fundraiser and membership drive for the 4<sup>th</sup> of July weekend to benefit the Lion's Club and the Foundation along with the Clean and Sober House (?) in Ewa Beach.

**ACTION: Rocky to bring proposal to the Fundraising Committee.**

**NEXT MEETING:**

Saturday, March 22, 2014, 8:00 a.m. at JC Executive Offices

**ADJOURNED:**

The meeting adjourned at 9:25 a.m.