



JCHS Alumni & Community Foundation

Minutes of the Saturday, January 17, 2015 Meeting
James Campbell Company Executive Offices

ATTENDANCE:

Board Members:

Tesha Malama
Sugar Alfafara-Pires
Jo Ann Kaneshiro
Kerry Bise
Tami Carlos
Tom Clements
Roxanne Costa

Nani Gaui
Rogan Kahalehili
Teresa Gonsalves
Dale Newcomb

Members:

Frelynn Kahalehili

Kurt Fevella-Excused
Alan Kodama-Excused
Liz Santa Ana-Excused
Mitchell Tynanes-Excused
Leslie Griffin
Principal Naomi Takamori

Board Members Absent:

Melvon Ahlo-Pinera-Excuse

RECORDER: Jo Ann Kaneshiro

CALL TO ORDER:

The meeting was called to order at 8:15 a.m.

INTRODUCTIONS AND

Introductions were made around the table of those present (see above).

ALMA MATER:

Tesha asked everyone to recite something in the By-Laws or Articles of Incorporation.

MINUTES:

Meeting Date: November 22, 2014
Moted for approval: Teresa Gonsalves
Seconded: Nani Gaui

FINANCIAL REPORT:

Tesha reported the following as of 1/17/2015:
FHB Checking: \$25,179.07
PayPal Account: \$290.45
Moted for approval: Tesha Malama
Seconded: Nani Gaui

Reimbursement to David Alcos for \$4,033.88 is pending; still need to pay.

OLD BUSINESS:

Selected Football Sled: Tesha received an email that the coaches' platform will need to be included in the estimate and a revised invoice will be sent for the Big Boomer sled with coaches' platform. We were assured that the sled will arrive before Spring training. A 50% deposit will be made by the end of the month.

Met with Coach Amosa to confirm selection of Big Boomer sled with coaches platform is \$6,135.51 (Coaches platform est. \$200 additional) with freight. Est. \$6,500 with \$1,300 difference on extra funding for wish list. Will be ordered and deposit by the end of the month.

Teresa proposed publicity of the football team receiving sled and asked Tom and Frelynn to spearhead. Also to do promotion of scholarships, other Foundation events, etc.

ACTION: Tom Clements/Frelynn Kahalehili as co-chairs of PR committee, to draft statement for Star-Advertiser, Midweek, West Oahu Current, Facebook, etc. to make announcement of new football sled.

Promotional/ Memorabilia Items: Sugar and Rocky met to discuss the Foundation's promotional and memorabilia products for Homecoming, golf tournament and general use. They also discussed how they can incorporate these promotional items as a benefit for membership, i.e., give-away for lifetime membership, etc.

Sugar contacted a few Hawaii companies for shipping fees via mainland companies. The mainland companies' fees were cheaper. Teresa suggested they contact a local agent (Robert with Promotions in Paradise, a company that Waimanalo Health Center uses). They also discussed possibly bundling pompoms with our homecoming bundle/unbundle packs.

ACTION: Set up next meeting date/time. Email blast for participation by other members. Also need budget proposal for next general meeting.

Foundation Shirts: Nani reported that she contacted MKB Sports and requested a new proposal due to revision of logo with color, to include ladies polos and dry fit option. She will report on the outcome at our next general meeting.

ACTION: Nani to follow up with MKB Sports.

Golf Tournament: Deferred until next meeting.

GT Committee Co-Chairs: Melvon and Alan; Committee members: Wendy Nihoa and David Alcos

ACTION: GT committee to meet to set GT date. Report status at next general meeting.

MEMBERSHIP:

New Membership: New Members: 0 No new members to date
Renewal Members: 0 No new renewals to date
Total Members to Date: 91
Reported by: Jo Ann Kaneshiro
Meeting Date: Thursday, January 8

2015 Membership Drive The membership committee discussed possible membership drive events
Events: at the high school to bring awareness of the Foundation and what we do
and to target the students as potential members.
The following are the proposed dates:

May ?, 2015 - Scholarship Award Night
Tuesday, July 29 - Freshman Parent Night
Wednesday, July 30 - Sophomore Academy Night
Wednesday, October 1 - Senior Parent Night
Wednesday, October 15 - Senior Assembly

Jo Ann motioned that the Foundation attending the above school functions as the membership committee's 2015 membership drive events; Teresa seconded.

With this motion, Frelynn as Chair of the SCC recommended that the Foundation attend the March meeting to introduce the Foundation to the SCC and the new high school principal and to propose the Foundation's plan to attend these school functions as membership drive events.

ACTION: 1) Email blast all members to participate in membership drive events; 2) Tesha/Foundation to attend next SCC meeting on Thursday, March 12 at 6:00 p.m. at Saber Hall.

HANO Membership Jo Ann confirmed that the Foundation obtained membership with the
Benefits: Hawaii Alliance of Non-Profit Organizations (HANO) and paid the \$100 membership. A copy of the receipt was submitted for reimbursement.

As a benefit to the Foundation, HANO offers training software for Quickbooks. As we move forward with our upcoming audit, it is essential that we input all transactions into our Quickbooks software for tax reporting purposes. As Jo Ann is the designated QB user and NOT a CPA, Jo Ann proposed that the Foundation purchase training software, "Quickbooks The Essentials" for non-CPAs for \$284.95 which is needed to aid Jo Ann in inputting entries into our QB accounting books for tax purposes.

Jo Ann motioned for the Foundation to purchase the HANO training software "Quickbooks The Essentials" for \$284.95; Nani seconded. All voted in favor of purchasing this software.

ACTION: Jo Ann to purchase the software through HANO; submit receipt for reimbursement at the next general meeting.

SCHOLARSHIP:

Reported by: Teresa Gonsalves
Meeting Date: Thursday, January 8

The Scholarship committee met on Thursday, November 6 and discussed and reviewed the scholarship request from the Lagaso family. Further, in a meeting with Nadine Lagaso on November 18, discussion of the details of the Lagaso scholarship and received clarification of the specifications/criteria. Nadine agreed to the following:

- To fund \$5,000 for 5 years; \$1,000 per year.
- 1% administration fee to the Foundation
- Will use Foundation's general scholarship criteria
 - o Must be graduate of JCHS
 - o Must be member of Foundation
 - o Must have proof of acceptance of higher education institution
- Will have additional specific criteria to include in policy process
 - o Applicant must be band/music major
 - o Must have specific GPA
 - o Preference will be given to UH Manoa enrollee
- Goal to begin scholarship process by January 2015

Teresa discussed with Frelynn the specifics of the Frelynn and Rogan Kahalehili scholarship. The scholarship will follow the Foundation's general scholarship criteria with the following specifications:

- Scholarship awards totaling \$1,000;
- Current senior on target to graduate;
- Attended JCHS all four years;
- Performed a minimum of 40 hours community service over the four years;
- Confirmed enrollment in an institution of higher education

Teresa reviewed the draft scholarship announcement, scholarship application, and the different scholarships with the group and asked for review and comments. Tom offered to review as part of process.

Clarification was made to the general scholarship criteria in regards to the three (3) letters of recommendation. We will require only three (3) letters for all three (3) scholarships.

Our goal is to roll-out the scholarship application and announcement on January 26 and to notify the school, media, social media and website of the 2015 scholarship program.

ACTION: 1) Frelynn to provide essay questions; 2) Jo Ann to email draft scholarship announcement and flyer to Tom for editing; 3) Tesha to meet with Mrs. Fia regarding scholarships; 4) Frelynn to inquire of school webmaster for scholarship announcement.

SPORTS COMPLEX:

Tesha met with Representative Bob McDermott on Tuesday, January 13 and discussed the following:

- Needed forms were filled out for the \$5 million CIP request and will be submitted to legislature next Wednesday, January 21;
- Submitting packet of \$15 million which includes our \$5 million CIP request; \$5 million A/C; \$5 million maintenance
- McDermott’s strategy is to not compete with anyone project; is working and strategizing for his complete package
 - o Foundation as non-profit organization
 - o Supporting school
 - o Foundation is avenue for leveraging funding
 - o Has five (5) area developers who have agreed to participate in the build-out of the sports complex.

Work on the football field started per Frelynn/SCC Council.

NEW BUSINESS:

Foundation Training:

The Foundation continues its training in preparation for our financial audit, Please continue to review the Foundation’s Articles of Incorporation and By-Laws. Tesha will continue to ask questions at start of meetings.

Articles of Incorporation & Bylaws:

ACTION: 1) All Foundation Board/General members, please review the Articles of Incorporation and By-Laws as part of our upcoming financial audit.

Direction & 2015 Budget:

Tesha confirmed the 2015 budget that was approved:

- Scholarship = \$2,000
- Golf tournament = \$5,000
- Homecoming = \$500

The budget for the Logo/Memorabilia products is pending.

OTHER BUSINESS:

Frelynn mentioned that an official announcement was made of the new JCHS Principal, John Henry Lee, current Principal at Ilima Intermediate.

Facebook:

Tom Clements proposed to add him as an “Administrator” on the Foundation’s Facebook page to help with public relations on the social media aspect.

As an Admin, Tom also proposed that the Foundation consider “Boost” to grow our Facebook audience. Frelynn mentioned that as administrator of her State Farm Facebook page, she will activate “Boost” to see outcome so that the Foundation can do the same to be more prominent on Facebook.

Note: The current social media/website policy: All submissions needs to be approved by Tesha, Teresa or Jo Ann with a vote of 2.

Teresa proposed to move Facebook social media out of membership to PR committee. Tom agreed.

ACTION: 1) Add Tom as “Admin” to Facebook page; 2) Tom to research “Boost” feature and report at the next meeting; 3) Frelynn to test “Boost” on State Farm Facebook page and report back to Foundation.

Sabers True 96706: Dale reported that the Sabers True 96706 is holding their Alumni picnic on Saturday, April 18 at Ewa Beach “Beach” Park from 9:00 a.m. to 6:00 p.m. Asked that the Foundation come out and use event to bring awareness of the Foundation and membership drive. Emphasized that Board members attend.

Dale asked that the Foundation review the t-shirts design and wording for compliance. Tesha suggested a discussion with the Principal and AD and perhaps the group propose a donation percentage to the school.

Dale also mentioned that the next Alumni event in 2016 will be held in Hawaii in lieu of Las Vegas.

ACTION: 1) Nani to email design to Tesha for review; 2) Membership drive details to be discussed at the next Membership Committee meeting.

REMINDERS:

“Remind” text: **ACTION: Please sign up for “Remind” text messaging:**

Enter this number: (571) 248-3303

Text this message: “@jchsalumni”

The “REMIND” text messaging service is a ONE-WAY SMS/text service. No one in the group can reply to the message.

Facebook “Like”: **ACTION: Please “Like” us on Facebook at “JCHS Alumni & Community Foundation”.**

Also, please “Share” our posts on your own personal Facebook pages so that we can spread the Foundation’s mission.

NEXT MEETING: Saturday, February 21, 2015, 8:00 a.m. at JC Executive Offices; no General meeting in December.

ADJOURNED: The meeting adjourned at 9:35 a.m.