



Alumni & Community **FOUNDATION**

Minutes of the Saturday, October 15, 2016 Meeting
DHHL/HCDA Kapolei

ATTENDANCE:

Board Members:

Tesha Malama-President
Sugar Alfafara-Pires-VP
Melvon Ahlo-Pinera-Treas Jo
Ann Kaneshiro-Sec Tami
Carlos
Tom Clements
Teresa Gonsalves
Mitchell Tynanes

Members:

Frelynn Kahalehili
Brandon Lorezco
Rochelle Lorezco
Roxanne Tupuola

Guests:

Shelby Olipas '17

Board Members Absent:

Kerry Bise-Excused
Roxanne Costa
Kurt Fevella
Nani Gaui
Rogan Kahalehili
Alan Kodama-Excused Liz Santa
Ana-Excused
Dale Newcomb
Principal Jon Henry Lee

RECORDER: Jo Ann Kaneshiro

CALL TO ORDER: The meeting was called to order at 8:01 a.m.

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

MINUTES: Meeting Date: September 17, 2016
Motioned for approval: Teresa Gonsalves
Seconded: Roxanne Tupuola

FINANCIAL REPORT: Tesha Malama reported the following as of 10/15/2016:
FHB Checking: \$31,827.53
PayPal Account: \$135.29
Motioned for approval subject to audit: Sugar Alfafara-Pires
Seconded: Brandon Lorezco
Jo Ann transferred 2,900 from PayPal to FHB checking account on 10/14/16; Melvon pending other deposits.

NEW BUSINESS: Tesha reported that some of the coaches have been discussing the use of the football field and a need to make bleachers a priority. They know that the school's priority is class-room type facilities because of student capacity and that a sports and fitness complex with all its amenities is not a necessity, therefore, not a priority. So to accomplish these projects, it would take a community driven approach. Their question to the Foundation is, would the Foundation spearhead such a project to obtain the amenities needed, i.e., bleachers, comfort station, etc. and work with VP Shane Greenland, Facilities, to target projects and to participate and work with DOE requirements to move these projects forward from vision to execution to actual construction.

Teresa questioned, does the Foundation want to switch its focus from our mission of a Sports and Fitness *Complex* to breaking it down into segments, i.e., bleachers, track, comfort station, etc.; and if so, is someone willing to take the lead with VP Greenland to participate, to target projects, and work with DOE requirements to move these projects forward?

Tesha asked Mitchell to be the Point Persons to work with Greenland on these projects. Mitchell agreed. Tesha also asked if another member would also consider working with Mitchell and Greenland.

Further discussion of the matter is being tabled due to time limitations for next meeting.

ACTION: Tesha is asking membership to please consider volunteering and working with Mitchell and VP Greenland on the Sports and Fitness Center projects. Mahalo!

OLD BUSINESS:

Branding/
Logo Policy

Teresa reported that the Branding Policy is a work in progress. She attended a workshop to learn more information on branding. She will report at the next meeting.

ACTION: Teresa to draft Branding Policy for Board review and discussion at next meeting.

Request for
Support Policy:

Frelynn distributed Rogan's draft Request for Funding Policy for review and discussion. The premise of the policy is a guideline/criteria for outside organizations to request funding support from the Foundation:

- 1) Request to be on the Agenda
- 2) Share who they are; who they represent
- 3) Why they need money asking for
- 4) Get to know the Foundation; experience who the Foundation is

Sugar suggested request must be submitted before annual budget review meeting for consideration. Also Teresa suggested not all requests can be submitted by due date, i.e., support for Championship tournaments, etc. so consideration should be given for "emergency" type requests. These are a few suggestions for feedback. Please submit your feedback via email to Jo Ann for forwarding to Rogan.

Status of requests from our last meeting: 1) Lady Sabers Softball - a check for \$850, as approved, has been appropriated for support for their tournament registration fee. A check has been cut and Teresa and Melvon will hand deliver. Teresa will also discuss membership with the Coach; 2) football program "HUDL" was not approved; and 3) Project Grad (see Membership Report below).

ACTION: Please review and send feedback to Jo Ann for forwarding to Rogan for discussion at our next meeting.

COMMITTEE REPORTS

MEMBERSHIP:

Meeting: Tuesday, October 4 at Ewa Beach Zippy's
Attended: Teresa, Jo Ann, Sugar, Roxanne and Mike

The Foundation received 5 new memberships: Seniors: Jada Williams, Trisha Maye Gregorio (PayPal), and Erin Takamatsu; Alumni Rochelle Lorezco ('07) and Spencer Glipa ('66). Jo Ann submitted \$20 (Rochelle and Spencer) to Melvon for deposit.

Teresa reported she met with Lourdes Tupper, head of Project Grad, provided a wish list of items requesting monetary support. Teresa will meet with Lourdes again to discuss using our membership fundraiser tool for raising money for Project Grad. Teresa confirmed with the group that the approved incentive fee is \$2.50 per membership brought in. She will present this along with the process to Lourdes and the Project Grad committee.

**ACTION: Membership to report fundraising membership drive process at next meeting;
2) Jo Ann to deliver membership brochures to Teresa.**

SCHOLARSHIP:

Meeting: Tuesday, October 4 at Ewa Beach Zippy's
Attended: Teresa, Jo Ann, Sugar, Roxanne and Mike

Teresa reported that we are on target to open the 2017 scholarship program on November 1 with closing on March 1, 2017. Frelynn confirmed that the Kahalehili Scholarship award will remain at \$1,000, same as last year. At the Scholarship Award Night in May, Teresa confirmed with Nadine Lagaso that the Lagaso award will also remain at \$1,000, same as last year. The Foundation award is pending discussion and approval of our 2017 budget in January 2017. Teresa asked the Treasurer to provide available funding for review for 2017 scholarship budget.

The timeline is as follows: Application launch – November 1; Closing – March 1; Criteria check – March 3; Panel interviews – March 13 to 17, 2017 (Spring break). Teresa asked for volunteers for panel interviewers and essay reviewers. The following members volunteered: 1) Interviewers: Tom, Melvon, Tesha and Rogan; and 2) Essay Reviewers: Sugar, Tami, Melvon, Tom, Rochelle, and Frelynn. Frelynn confirmed the use of her office for interviews.

We also discussed the different venues for advertising our scholarship program through our website, Facebook, Frelynn and the SCC, Project Grad, Remind.com and the Class of 2017 Polar Bear text messaging service, the school – Mrs. Fia and Principal Lee – the school's website.

ACTION: 1) Jo Ann to email Nadine Lagaso to confirm award money and review of announcement material; 2) email blast for volunteers for scholarship interviewers and essay reviewers; 3) Jo Ann to update flyers and announcements for email blast and website update; 4) Treasurer to provide Scholarship Committee available funding from 2016 Golf Tournament; and 5) Tesha to follow up with Principal Lee for Monday morning announcements.

2017 GOLF TOURNAMENT:

Hawaii Prince confirmed our 2017 golf tournament set for Friday, July 28, 2017.

**ACTION: 1) Melvon to submit 2016 final report for accounting and budgeting purposes;
2) Need to make deposit with Hawaii Prince.**

**2016
HOMECOMING:**

The homecoming game was held on Friday, September 30, Sabers vs. Radford Rams. Rocky reported we sold 74 bundles (shirts and entrance tickets) and 10 shirt-only tickets. Raffle tickets were sold at \$1 each/6 tickets for \$5. Rogan Kahalehili won the grand prize, a 42-inch flat screen color TV. The raffle sale collected \$219. Total gross was \$1,630 less \$800 for entry tickets; less \$1,200 for shirts; plus \$219 for raffle = -\$151 net. Homecoming budget was \$500. The homecoming event brought home 3 alumni from the Class of 1966, 2 visiting from mainland from Class of 1978, in total there were 11 alumni from the 70s.

Alpha: shirts received on time; thankful for helpers; bright orange color shirts looked really good on TV; great cooperation with school; **Delta:** need accurate count for entry tickets; spruce up seating section for visual; need more signage; should have food included in bundle; need more participation; concerned with mandate for fundraiser to not lose money; didn't sell enough tickets

Tesha asked, does the Foundation want to continue to support Homecoming to establish a tradition? Tom suggested that the Homecoming expectation should not be a fundraiser but rather as an expense.

We will continue discussion at our next meeting.

OTHER BUSINESS:

Tesha was contacted by an Alumni from Class of 1967 looking for a contact for their upcoming 50th reunion.

Side note: Should put together contact information of reunion/class organizers for contact purposes.

ACTION: Jo Ann to follow up with Frances Rivero and get contact information.

REMINDERS:

Shop for Education: When shopping at Foodland "Shop for Higher Education" or Times Supermarket "Shop & Score", please designate your shopping to: "James Campbell High School"

"Remind" Text Messages: Text this message: "@jchsalumni" to: 81010

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

ACTION: Please sign up for "Remind" text messaging.

Facebook Page "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:

Date: Saturday, November 19, 2016, 8:00 a.m.
Meeting place: DHHL/HCDA office in Kapolei (Tesha's office)

ADJOURNED:

The meeting adjourned at 9:30 a.m.