



JCHS Alumni & Community Foundation

Minutes of the Saturday, November 22, 2014 Meeting
James Campbell Company Executive Offices

ATTENDANCE:

Board Members:

Tesha Malama
Melvon Ahlo-Pinera
Jo Ann Kaneshiro
Kerry Bise
Tami Carlos
Tom Clements
Roxanne Costa
Rogan Kahalehili
Liz Santa Ana
Teresa Gonsalves

Alan Kodama via phone
Mitchell Tynanes

Members:

Frelynn Kahalehili
Amosa Amosa

Dale Newcomb-Excused
Liz Santa Ana-Excused
Leslie Griffin

Principal Naomi Takamori

Board Members Absent:

Sugar Alfafara-Pires-Excuse
Kurt Fevella-Excused
Nani Gaui-Excused

RECORDER: Jo Ann Kaneshiro

CALL TO ORDER:

The meeting was called to order at 8:10 a.m.

As we move forward, the Foundation is currently preparing for an upcoming financial audit and maneuver ourselves into a financial position that will align us with our long-term goal to put us into financial strength to apply for grants and secure a fundraising champion. As officers and members of the Foundation, we will need to know not only our Alma Mater but our By-Laws and Articles of Incorporation as well.

INTRODUCTIONS AND ALMA MATER:

Introductions were made around the table of those present (see above) and instead of reciting our Alma Mater we were asked to say something about our By-Laws or the Articles of Incorporation.

The Foundation's By-Laws and Articles of Incorporation can be found on the website.

MINUTES:

Meeting Date: October 25, 2014 as amended
Motedioned for approval: Teresa Gonsalves
Seconded: Melvon Ahlo-Pinera

FINANCIAL REPORT:

Melvon, Treasurer, reported the following as of 11/22/2014:

FHB Checking:	\$25,473.29
PayPal Account:	\$290.45
Motioned for approval:	Mitchell Tynanes
Seconded:	Teresa Gonsalves

Melvon also reported that Tami and Jo Ann were added to the checking account as signatories. Melvon, Tesha, Tami and Jo Ann are the official signers on the account and when checks are needed, 2 signers are required.

OLD BUSINESS:

Code of Conduct: Teresa reported that at the last meeting, she had asked the group to review the HANO website in regards to their Code of Conduct policy. Tesha provided Teresa with her comments.

Also as an action item last month, it was voted and agreed to that the Foundation join Hawaii Alliance for Non-Profit Organizations (HANO) as a member for non-profit resources. In filling the application, Teresa realized that she was not able to complete some of the questions in regards to point of contact person and main contact email.

Tesha stated that according to the By-Laws, whoever holds the position of President, is the point of contact and becomes the spokesperson and/or the President can designate the point of contact. Also, as stated in the By-Laws, the Secretary is the point of contact for all communications and dissemination of information.

With that, to complete the application, Teresa suggested that the point of contact be Tesha Malama and that main contact email be admin@jchsalumni.org, monitored by Jo Ann.

Jo Ann was designated to complete the HANO application process and pay the fee. The Treasurer will reimburse Jo Ann for the membership fee of \$100.

Teresa also reported that as a member, HANO provides training for Boards, i.e., how to set up a Board and Board practices as well as due diligence. Since Teresa was not able to complete the application process and therefore, not able to access HANO's resources, Teresa proposed to defer writing the Code of Conduct policy until such time that we can complete the application process and become a member and be able to access HANO's board resources to be able to fully understand the components and writing of the Code of Conduct policy.

ACTION: 1) Jo Ann to complete HANO's application process and pay the membership fee of \$100. 2) Teresa to access HANO's board resources to review and write the draft Code of Conduct policy at our next meeting.

JCHS Football Program
Wish List:

In researching for a sled for the football team, Tesha first wanted to recognize Coach Anei from Punahou for helping us with this process along with the HHSSA and OIA. Coach Anei put us in contact with Sports Line below.

The original quote we researched was a Rae Crowther sled - Varsity S Advantage \$5,175 + \$243.85 tax + \$3,866 freight = total \$9,284.85 (mainland quote). This slide/price became the comparison for the other sleds that was researched.

With the Rae Crowther specifications above, we researched the following from Sports Line, which is located on the Big Island with Oahu contact.

1. Sports Line: \$4,994.00 - 5 man option with coaches' platform + \$235.36 tax + \$2,100 freight = total \$7,330.34. Sports Line is located locally, they wait for multiple orders to help drive down shipping cost.
2. Express Sports:
 - a. Big Boomer sled w/coach platform \$4,425.00 + \$208.51 tax + \$1,500 freight = total \$6,133.51
 - b. Brute sled \$4,520.00 + \$212.98 tax + \$1,500 freight = total \$6,232.98
 - c. Bull sled \$5,550.00 + \$261.52 tax + \$1,500 freight = \$7,311.52

Amosa on behalf of himself and the coaching staff thanked the Foundation for their time and effort in researching the sled including the fundraising of the sled with the golf tournament.

Tesha thanked Amosa for his and the team's gratitude toward the Foundation. In return, Tesha asked Coach Amosa to encourage his coaching staff, senior students and parents to become members of the Foundation.

With a discussion from the group, Rogan brought up the issue of securing the sled at the school. Tesha and Amosa will contact AD Delos Reyes in regards to security. Also Tom Clements mentioned that his contact whose Foundation networks with a former NFL player who Foundation from NFL player, academic program, suggested an active NFL player from Campbell High school, Tom suggested we research JCHS's NFL connection for future grants for the JCHS football program.

Amosa noted that our former JCHS NFL players are Michael Ulufale, Matthew Masafilu (49ers/Raves), and Clifford Russell (Redskins).

Our goal is to order and receive the sled before Spring season. With a 6-9 week delivery time frame, Tesha suggested that make a decision today, Amosa proposed the Big Boomer sled as the team's first choice and the Brute sled as their second choice.

Tesha confirmed \$8,265.06 approved to spend on the sled.

Tesha asked for a motion to support and move forward with purchase of the sled and Coach Amosa to follow up with Melvon to initiate the purchase. Teresa so moved; Roxanne seconded.

ACTION: 1) Tesha and Amosa will contact AD Delos Reyes in regards to security; 2) Melvon and Coach Amosa to firm order of equipment; and 3) Teresa to follow up with Coach Amosa on Hawaii NFL information mentioned above and regarding wish list.

Foundation This item is deferred to next meeting.
Shirts:

Promotional Items: **ACTION: Sugar and Rocky to follow up with promotional items, clapper, pom poms, etc. Need to have before 2015 golf tournament and homecoming.**

MEMBERSHIP:

<u>New Membership:</u>	New Members:	0	No new members to date
	Renewal Members:	0	No new renewals to date
	Total Members to Date:	91	

As discussed above, Teresa reported that the draft Code of Conduct policy is deferred until after the Foundation applies for membership with HANO.

Also, Teresa reported that the membership committee proposed to draft a members' benefit policy but will defer until such time the Foundation applies for membership with HANO.

There will be no December meeting. The next membership committee meeting will be on Thursday, January 8, 2015 at 5:30 p.m. at Teresa's house.

ACTION: See action above in regards to HANO membership.

SCHOLARSHIP:

The Scholarship committee met on Thursday, November 6 and discussed and reviewed the scholarship request from the Lagaso family to fund a family scholarship in Mr. Lagaso's memory through the Foundation. Further, in a meeting on November 18, Tesha and Teresa discussed with Nadine (Lagaso family representative) the details of their family scholarship and obtained clarification of their specifications/criteria for their scholarship. They 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

- Will have additional specific criteria to include in policy process
 - o Applicant must be band/music major
 - o Must have specific GPA
- Goal to begin scholarship process by January 2015

There will be no December meeting. The next scholarship committee meeting will be on Thursday, January 8, 2015 at 6:00 p.m. at Teresa's house.

ACTION: Teresa to meet with Treasurer to discuss proposed budget for 2015 scholarship.

NEW BUSINESS:

Foundation Training: As part of Foundation training in preparation for our financial audit, Tesha requested that all Board/General membership review the Foundation's Articles of Incorporation and By-Laws.

Articles of Incorporation & Bylaws:

First Phase: When establishing a new policy, we will need to adopt a resolution format similar to HANO as well as the Position Descriptions of the Officers and Directors. Samples will be sent for review.

Details as to who we want to include as Officers? And Directors? – alumni only or have the flexibility to include community members. Going forward we need to have discussion of officers to present to directors – what type of people do we want?

Other similar paperwork will need to be put in place for our financial audit such as a formal Organizational Chart.

Second Phase: We need to tie our Articles of Incorporation with our Bylaws when new policies are drafted.

Third Phase: The duties of the officers and directors – what do we expect of our officers?

ACTION: 1) All Foundation Board/General members, please review the Articles of Incorporation and By-Laws as part of our upcoming financial audit. 2) Tesha to draft sample Position Descriptions and Resolutions for review.

2015 Budget Tesha discussed the following in preparation for the 2015 budget proposal:

- Membership - \$10 annual; \$500 lifetime
 - o Confirm 50/40/10 breakdown
 - o No change to amounts at this time
- Scholarship budget; need to confirm scholarship pool for 2015
- Golf tournament and Homecoming budget; need to determine amount
- Golf tournament event; need chair from officers
 - o Tesha proposed Melvon and Alan Kodama as Co-Chairs; Teresa seconded

- Homecoming – Tesha proposed Jo Ann; Jo Ann declined and delegated to Sugar as Chair; Jo Ann motioned; Roxanne seconded
- Foundation Annual Calendar
 - o There was a discussion as to no December meeting; and
 - o Annual meeting be held between during fiscal year - January to December
 - Determined that Saturday, February 21 will be annual meeting to confirm budget and re-election of officers

ACTION: Tesha, Melvon and Alan to meet in December.

OTHER BUSINESS:

JCHS Band: Kerry Bise attended a recent band festival and the JCHS band was awarded “Excellent” for their performance.

School Community Council (SCC) Meeting: As a chair of the SCC, Frelynn discussed the following:

- Principal Takamori will be retiring on 12/30/2014
 - o No announcement on interim principal, or replacement
- Discussed possible new Assistant Band Teacher position to help the current Band Teacher as band continues to grow

Kahalehili Scholarship: Frelynn and Rogan confirmed that they will fund the Rogan and Frelynn Kahalehili Scholarship of \$1,000 for the 2015 Scholarship program.

ACTION: Teresa to meet with Frelynn to discuss the specifics.

JCHS Girls Volleyball: The girls volleyball head coach position is vacant; Rogan sent his resume to AD Delos Reyes. No status to date.

ACTION: Rogan to email Tesha the date he submitted his resume.

Coaches Meeting: **ACTION: Need to set up meeting in with ALL coaches including band teacher.**

REMINDERS:

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.

NEXT MEETING:

Saturday, January 17, 2015, 8:00 a.m. at JC Executive Offices; no General meeting in December.

Board of Directors/Officers Only Meeting: Saturday, December 13, 2014, 8:00 a.m., James Campbell Executive Offices

ADJOURNED:

The meeting adjourned at 9:20 a.m.