



JCHS Alumni & Community Foundation

Minutes of the Saturday, September 27, 2014 Meeting
James Campbell Company Executive Offices

ATTENDANCE:

Board Members:

Tesha Malama
Sugar Alfafara-Pires
Melvon Ahlo-Pinera
Jo Ann Kaneshiro
Kerry Bise
Tami Carlos
Roxanne Costa
Rogan Kahalehili
Teresa Gonsalves

Members:

Sis Gaui
Frelynn Kahalehili
Roxanne Tupuola

Liz Santa Ana-Excused
Mitchell Tynanes-Excused
Leslie Griffin
Principal Naomi Takamori

Board Members Absent:

Tom Clements-Excused
Nani Gaui-Excused
Kurt Fevella-Excused
Alan Kodama-Excused
Dale Newcomb-Excused

RECORDER: Jo Ann Kaneshiro

CALL TO ORDER:

The meeting was called to order at 8:07 a.m.

**INTRODUCTIONS AND
ALMA MATER:**

Introductions were made around the table of those present (see above) and our Alma Mater was recited.

MINUTES:

Meeting Date: August 16, 2014
Moted for approval: Sugar Alfafara-Pires
Secoded: Melvon Ahlo-Pinera

FINANCIAL REPORT:

Melvon, Treasurer, reported the following as of 9/27/2014:
FHB Checking: \$25,562.00
PayPal Account: \$290.45
Moted for approval: Sugar Alfafara-Pires
Secoded: Teresa Gonsalves

COMMITTEE REPORTS:

MEMBERSHIP:

New Membership: On September 8, the membership committee met after the homecoming committee meeting at Burger King. Jo Ann reported on the following:

| | | |
|------------------------|----------|----------------------------------|
| New Members: | 11 | Golf tournament |
| | <u>4</u> | Homecoming |
| | 15 | Total |
| Renewal Members: | 20 | Homecoming |
| Total Members to Date: | 89 | Current members (43 non-renewed) |

From the golf tournament, of the 11 new members, we collected \$175 dollars.

At Homecoming, we collected \$279 (4 new members and 20 renewals) which included additional raffle tickets sold for lucky number drawing from 4 members totaling \$39 (\$1 each).

Overall, membership collected \$454.

Membership's next committee meeting is Thursday, October 2.

ACTION: Jo Ann to send reminder email to members regarding July 1 renewal letters that went out to members.

SCHOLARSHIP:

1. Lagaso Scholarship: Liz was absent therefore had nothing to report.
2. Teresa announced that the scholarship committee will begin preparation for the 2015 scholarship program at the November 6 following the membership committee meeting.

ACTION: Email Liz Santa Ana to invite Lagaso family re Lagaso scholarship process at the November 6 scholarship meeting. Otherwise, Lagaso family will need to defer to 2015 for 2016 scholarship program.

SPORTS & FITNESS

COMPLEX:

CIP Project: Tesha reported that the draft \$5 million CIP project "punch list" was submitted to McDermott. We are awaiting his response by October 1 before Legislation begins in November.

The school is planning to re-do the layout of the field. A description of the \$1.2 million task is pending from Delos Reyes.

ACTION:

1. Pending response from McDermott of our punch list that was submitted.
2. Pending \$1.2 million task description from the school/Delos Reyes.

Coaches Meeting: The coaches email list was recently received. A meeting will be set soon.

ACTION: Need to set up a Coaches meeting to meet in regards to \$5 million CIP project and \$1.2 million re-do of the field layout.

FUNDRAISING:

Golf Tournament: The Golf Tournament committee held its Alpha/Delta meeting on Sunday, September 7 with Teresa Gonsalves, Wendy Nihoa, David Alcos, Jr. Tupuola, Roxanne Tupuola, Tami Carlos, Melvon Ahlo-Pinera and Tesha Malama. Tesha reported the following:

1. Positive Comments – Organized, fun and smooth, building a relationship between coaches and the community; build up program; volunteers, registration, check-in, participants inquiring about next year, nice venue, good food, everyone won something, overall positive feedback from people, good camaraderie, good feeling, donations and prizes, good accommodations.
2. Deltas (Improvements) – need to do a welcoming briefing with golfers prior to tee off, more people at holes, prematurely greenie container taken before all finished, not knowing enough, not enough time, not having correct tools, securing name of golfers, code of conduct, understanding games, lack of time, did not allow for parenting meeting (with football parents support), incorporate membership into games package, registration or some kind of requirement of membership.
3. Profit & Loss Statement (see report) – Total revenue generated was \$28,406; Expenses totaled \$18,074.67, and Profit totaled \$10,331.33.

As previously voted and put into policy in support of extracurricular organizations, a processing fee of 20% was determined from the proceeds of the golf tournament which equated to \$2,066.27.

Breakdown: > \$10,000 = 10%; >\$20,000 = 20%; <\$30,000 = 30%.

The football program's proceeds after our fee totaled \$8,265.06 which will be used toward the purchase of certain items, equipment, etc. in their wish list.

With the positives along with the negatives that were discussed at the Alpha/Delta meeting, the golf tournament committee unanimously voted in favor of hosting the golf tournament next year with beneficiary(s) to be determined.

Tesha would like to commend the golf tournament for their hard work and especially to David Alcos for his contributions.

RECOMMENDATIONS:

1. Tesha recommended to the Board to vote that the Foundation golf tournament becomes an annual fundraiser for the Foundation with a beneficiary(s) to be determined.

After detailed discussion by the group, the group voted unanimously to hold an annual golf tournament with implementing a planning process with requirements/criteria.

2. Tesha also recommended to vote on purchasing the priority item on the wish list of a 5-man sled within the budget constraints of the proceeds made from the golf tournament; AND autonomous voting power to the golf tournament committee for other possible wish list items up to the balance of the golf tournament proceeds.

After detailed discussion by the group, the group voted unanimously to purchase the priority item on the wish list of a 5-man sled within the budget constraints of the proceeds made from the golf tournament; AND for the golf tournament committee to have autonomous voting power for other possible wish list items up to the balance of the golf tournament proceeds.

Homecoming: The Homecoming committee held its Alpha/Delta meeting on Thursday, September 25 with Roxanne Tupuola, Sis Gaui, Alexis Gaui, Tami Carlos, Sugar Alfafara-Pires, Jo Ann Kaneshiro and Tesha Malama. Selena Gaui, committee co-chair, reported the following:

1. 200 shirts were ordered and all shirts were sold; 5 resold
2. 160 bundles/40 unbundle packs = \$105 ticket cost
3. Profit per bundle = \$7; \$12 per unbundle
4. All bundle/unbundle packs were sold
5. VIP Parking @ \$10 each = \$5 profit/\$5 cost
6. Ilima parking lot/JCHS cafe
7. 18 parking passes = \$90 profit
8. Flyers were distributed to Ewa Beach business; posted on social media; no cost flyers were donated by Tesha
9. Obtained 3 price quotes for shirts; of which a local vendor was selected; suggestion - maybe different color shirt for next year
10. Ordered wristbands for bundle pack entry; snack – need to order different color for next year.
11. T-shirt distribution at Ewa Mahiko park from 5:30p to 7:00p. Sold additional shirts. Need to set up earlier than set time. Almost all bundles were picked up except for 3.
12. ROTC helped us bring in snack bags

Total revenue = \$5,085.00, Expenses = \$3,274.44; total profit = \$1,892.56

Rocky reported the following on the Alpha/Delta:

1. Positive – team work, organized committee, sold all 200 tshirts, awesome VIP seating, liked tshirt design, good transparency, great collaboration and efforts, consistent meetings/opportunities for all participants and members, 15 new members, ROTC help bring snacks and having HPD support.

1. Negative – location of distribution on game day; need to be more visible and closer to gate entry, better communication with membership and raffles, poor lighting, better signage for VIP seating, polish dogs not good when cold, too spicy for kids (do all beef), make shirt more general for other events and not homecoming specific.
2. Recommendations – to have 2015 homecoming, planning process start earlier, 3-quote process for tshirt vendor, distribution tent near the field/entry gate, tshirt general, orange tshirt, additional memorabilia for sale.

Tesha recommended a vote on the above recommendations. The group voted unanimously on the above recommendations.

All prizes purchased or donations were distributed with games. Elizabeth Mahoe won the _____; Wanda Fisher won the TV, and Class of 1984 won Most Spirited trophy. For most bundle/unbundle packs sold, Teresa won most tickets sold, Jo Ann second place, and Nani third place.

Tesha congratulated the homecoming committee on a job well done despite the short time frame to plan as well as the timing of the golf tournament.

ACTION: The revenue generated as well as all expenses, and all other details, etc. for the golf tournament and homecoming needs to be reported in the Intuit program.

POLICY:

Code of Conduct:

Teresa proposed to begin the process to write a Code of Conduct policy for the Board of Directors to conduct themselves in a proper manner that is becoming of a Director and/or officer of the Foundation.

Teresa will research business and other non-profit organization of their Code of Conduct policy that is similar to the Foundation.

ACTION: Teresa will email a draft policy after research has been done for review and comments.

NEW BUSINESS:

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, October 18, 2014, 8:00 a.m. at JC Executive Offices

ADJOURNED:

The meeting adjourned at 9:35 a.m.