

Maui High School Foundation  
Board of Directors Special Meeting Minutes  
Maui High School – Conference Room  
Tuesday January 22, 2013

I. CALL TO ORDER

The meeting was called to order at 3:06pm by President Calvin Nemoto. The meeting was held at the Maui High School Conference Room on Tuesday, January 22, 2013.

II. ROLL CALL

Directors in attendance were Alfredo Evangelista, Glenda Joyo, Brian Moto, Calvin Nemoto, Leizl Tabon, Paul Ueoka, and Stacy Woodson. Present by invitation were Clint Gima (MHS Video Club) and Keith Imada (MHS Robotics).

A quorum was present to conduct business.

III. DISBURSEMENT OF FUNDS

A. **HEI Charitable Foundation-MHS Robotics** - A \$4,000 Grant donation was made to the MHS Foundation on December 14, 2012. The award letter stated that the grant is to support the 2012-13 Maui High Robotics and the FIRST Robotics Competition programs.

The grant application submitted to HEI by Mr. Imada in September 2012 named both Maui High School Robotics as well as Maui High School Foundation as the applicant for the grant. This co-applicant process raised some questions and concerns. Mr. Imada reported that HEI has verbally expressed to him that the MHS Robotics program can apply for the grant in conjunction with MHS Foundation as the non-profit entity. The Board requested that Mr. Imada provide documentation from HEI confirming that the submitted application is proper. Paul agreed to assist in drafting a letter that can be signed off by HEI that will alleviate the Foundation's concerns on the matter.

Mr. Imada stated that funds will be needed by Friday, January 25, 2013 for the MHS Robotics' entry fee (\$4,000) to the 2013 F.I.R.S.T. Hawaii Regional Robotics Competition sponsored by BAE Systems to be held on Oahu from April 4-6, 2013 at which all 30 members of the Robotics program will be participating.

Paul moved to disperse funds in the amount of \$4,000 to MHS Robotics for payment of the 2013 FIRST Hawaii Regional Robotics Competition registration fee subject to:

- Approval of the MHS Foundation Gift Policy as submitted by Brian Moto of the Policies and Procedures Committee of the Foundation;
- Documentation from HEI Charitable Foundation confirming that the MHS Robotics and MHS Foundation grant application was proper, to be provided by Mr. Imada;
- Documentation of the 2013 FIRST Hawaii Regional Robotics Competition Registration Fee, to be provided by Mr. Imada.

The motion was seconded by Brian. All were in favor. Motion carried.

#### **B. Maui Hotel and Lodging Assoc.**

- i. **MHS Video-** A donation from MHLA in the amount of \$1,875 was made to the Foundation on August 8, 2012 for the benefit of the MHS Video Club. The award letter from MHLA listed stipulations to the use of this donation (see letter).

Mr. Gima stated that the funds will be needed to help offset costs for a mainland trip that 13 students from his program will be taking in March.

Paul moved to disperse funds in the amount of \$1,875 to MHS Video Club to offset travel expenses for the group's upcoming trip subject to:

- Approval of the MHS Foundation Gift Policy as submitted by Brian Moto of the Policies and Procedures Committee of the Foundation;
- Documentation from Maui Hotel and Lodging Assoc. confirming that the intended use of funds is consistent with their purposes, to be provided by Mr. Gima;
- Documentation of business purpose and intended use of funds (showing amounts), to be provided by Mr. Gima.

The motion was seconded by Leizl. All were in favor. Motion carried.

- ii. **MHS Graphics** -A donation from MHLA in the amount of \$1,125 was made to the Foundation on August 8, 2012 for the benefit of MHS Graphics. The award letter from MHLA listed stipulations to the use of this donation (see letter).

A formal request has not yet been submitted to the Foundation by the MHS Graphics Department for a disbursement of funds.

#### **IV. OTHER BUSINESS**

##### **A. MHS Foundation Gift Acceptance Policy –** The Board reviewed a draft

of the Maui High School Foundation Gift Acceptance Policy that was submitted by Brian on December 22, 2012.

Fred moved to adopt the Maui High School Foundation Gift Acceptance Policy with the discussed amendments. Amendments will be drafted by Brian and circulated.

Paul seconded the motion. All were in favor.

- B. MHS Foundation Account Administration Policy** – The Board reviewed a draft of the Maui High School Foundation Account Administration Policy that was submitted by Brian on January 21, 2013.

Fred moved to adopt the Maui High School Foundation Account Administration Policy with the discussed amendments. Amendments will be drafted by Brian and circulated.

Paul seconded the motion. All were in favor.

V. ANNOUNCEMENTS

The next meeting will a Regular Meeting of the Board, scheduled for Wednesday, January 30, 2013 at 3:00pm at the MHS Conference Room.

VI. ADJOURNMENT

The meeting was adjourned at 4:27pm