

LIHOLIHO LAULIMA PTA
BOARD OF DIRECTORS MEETING
Liholiho Elementary School, Library
January 10, 2017 6:00pm

MEETING MINUTES

- I. Call to Order: This meeting was called to order by President, Paul Murphy at 6:17 pm with a quorum of fourteen (14) voting members. Note: This board of nineteen (19) voting members needs a quorum of ten (10).

Members Present: Paul Murphy*, Danica Wong, Shelby Ozaki, Misty Sumida, Grant Giventer, Lori Ikeda-Ng, Jocelyn Gabriel, Evi Miyasaki, Shannon Oide, Lawrence So, Heather Florendo, Tricia Kunihiro, Mirasol Domingo, Shaleah Soliven, Renee Young-Chan

Members Excused/Absent: Christina Small, Sachi Matsushita, Chris Leong, Vince Soliven**, Staci Yoshihara

**Denotes non-voting member. **Denotes co-chair sharing 1/2 vote.*

Thank you to members providing potluck tonight: Shannon, Paul, Dani, Shelby, Tricia, Shaleah, Renee

- II. Principal's Report: Shannon for Mrs. Small

- Wellness Day, Feb 15
- Working to get another Kupuna for 3-5 grades
- Book Fair, week of March 6 - 10, PTA GMM will be Wed 3/8

- III. Activity Coordinator Report: Christina (Not Present)

- IV. Officer's Reports:

- A. President's Report: Paul

- No updates from Matson regarding beach clean up, targeting April

- B. Secretary's Report: Dani

- Motion to approve 12/14 GMM minutes made by Tricia, second by Misty

- C. Treasurer's Report: Shelby

- Reminder to submit forms for reimbursements (green); form is also available via shutterfly site
- Budget balances are available for members interested
- Full list of expenses paid attached in the appendix

- D. 1st VP – Membership: Staci (not present)

- E. 2nd – 5th VP – Fundraising: Renee/Lawrence/Tricia

- Movie Night, Friday 1/13
 - o Some water left over from fun fair will be used
 - o Coolers also not yet picked up by parents

- Misty will help with ice
 - Consolidated has popcorn for sale, \$20 for large bag (need manpower to help bag popcorn and set-up)
 - Animal crackers and assorted snacks will also be purchased from Sam's Club
 - Will plan for movie with one intermission (movie is Finding Dory)
- Fundraiser night vote winner was CPK but they have not been replying
 - Walk-a-thon planned for Wellness Day
 - Kona Ice – came by today 1/10 (Sales not as strong – weather is colder)

V. Committee Reports:

A. Teacher Representatives: Evi (None)

B. March Meeting Chair: Mirasol

- Teachers would like to propose a grade other than K
- Evi will go back to see if Grade 4 would be available (testing might make it difficult)
- Can plan to have Book Fair night on 3/8

C. May Meeting Chair: Chris (Not Present)

D. December Meeting Chair: Grant

- Meeting went well, thank you to all who helped, especially Shelby!
- Santa suits need to be dry cleaned, Grant will look into

E. Donations Chair: Heather

- Will be sending out Q3 wishlist this week
- Teachers are very good about sending in requests so all seems to be going well
- If anyone still requires thank you cards, or other support related to the Fun Fair, please reach out to Heather

F. Special Activities Chair: Shaleah

- Christmas Parade went well, some feedback
 - Can we do the banner differently, not a lot of kids signed up to carry it (weight a consideration)
 - Timing challenging this year, organizer was out of town for a few months, things were last minute
 - Look into starting earlier next year and planning for something creative

G. Hospitality: Misty (None)

H. Webmaster: Lori (None)

VI. Unfinished Business

- Proposal for sound system coming in from Good Guys, less expensive than the original proposal. Shelby working with Rocky. Sound system ordered and will arrive in 3-4 weeks.

VII. New Business

- Lego table for Mrs. Chang, builder is only charging materials no labor. Discussion came up regarding the impression of funds like this not being made available to all teachers?
 - o Discussion – should the PTA be thinking through ways to incorporate the opportunities for teachers to submit for reimbursements
 - o Discretionary fund has \$329 left budgeted
 - o JPO, Student Council are other programs that receive funding from PTA
- Agreement from the group that all teachers are welcome to submit reimbursement forms for items that they purchase for their classrooms.

VIII. Adjournment: The meeting adjourned at 6:54 PM.



1/15/2017

Danica Wong
Recording Secretary
Liholiho Lualima PTA

Date

APPENDIX

Expenses Paid

Date	Description	Fund	Amount
12/20/16	Ground Transport Incorporated - 1st grade	Fun Fair	408.00
12/20/16	Kimber Kahanu - Postage for box tops	PCNC	13.45
12/16/16	2x custodians Dec GMM @ \$30 ea	Fun Fair	60.00
12/13/16	Roloffs Hawaii	Fun Fair	547.38
12/13/16	Chris Choy - Refreshments for KMS performance	PCNC	34.31
12/13/16	Lori Nitta - 42 cup coffee urn for events	Principal's	40.44
12/13/16	Chris Choy - volunteer student lunches	Fun Fair	164.83
12/13/16	HI State PTSA - Grp Liab & Bonding Insurance	Admin	100.00
01/09/17	Paul Murphy - safety systems FF	Fun Fair	65.34
01/09/17	Chris Small - student council xmas lunch Spaghetti Factory	Counselor	208.26
01/09/17	Chris Small - fruit basket for glenna for xmas parade	Special Activities	20.00
01/10/17	Justin Ramos	Childcare - Exec Board Mtg	30.00

Fun Fair Income	Revenue	Spent	Available	Paid for
Grade TEAM	445.50	81.46	364.04	game exps
Grade K	520.00		520.00	
Grade 1	791.50	408.00	383.50	Bus fees to NBC
Grade 2	508.00		508.00	
Grade 3	419.00		419.00	
Grade 4	411.50		411.50	
Grade 5	2,023.50		2,023.50	
Tshirt & Yearbooks	134.00		134.00	
Free Throw	231.50		231.50	
Dunk Tank	733.00	130.00	603.00	Dunk tank fee
Total Revenue	6,217.50	619.46	5,598.04	

Budget Balance as of 1/1/2017

	Budgeted	Spent	Available	Pending
Administration Operations				
Financial statements	100.00	58.55	41.45	
Counselor	500.00	270.92	229.08	
Exec Board Disc Fund	500.00	170.76	329.24	
Facilities	3,000.00	1,190.12	1,809.88	
Hospitality	125.00		125.00	
Printing	500.00		500.00	
PCNC	1,700.00	47.76	1,652.24	
Principal's Fund	500.00	228.61	271.39	
State PTA Convention	300.00		300.00	
Teacher-Staff Appreciation	500.00		500.00	year-end
Website	100.00	32.48	67.52	
Subtotal	7,825.00	1,999.20	5,825.80	
Assessments				
Fees & Penalties	25.00	1.00	24.00	
PTA Insurance & Bonding	275.00	100.00	175.00	
State Taxes	2,500.00	84.43	2,415.57	
Subtotal	2,800.00	185.43	2,614.57	
Meetings				
Fundraising Planning				
Childcare	200.00	0.00	200.00	
Executive Board Childcare	350.00	120.00	230.00	
Open House Childcare	180.00	60.00	120.00	
Installation of Officers	450.00		450.00	
Custodian Services	450.00	240.00	210.00	
December 2016 Gen. Mtg.	180.00	145.36	34.64	dry cleaning for suits
March 2017 Gen. Mtg.	100.00		100.00	
May 2017 Gen. Mtg.	100.00		100.00	
Subtotal	2,010.00	565.36	1,444.64	
Special Programs				
Additional event insurance	500.00		500.00	
Family Night	100.00		100.00	movie night
Fine Arts-Reflections	500.00	406.62	93.38	
JPO/Safety Program	500.00		500.00	new equipment?
Wellness Program	100.00	36.04	63.96	
IXL-Kidbiz Support	200.00		200.00	
Special Activities-Christmas Parade/May Day	200.00	20.00	180.00	reg fee
Subtotal	2,100.00	462.66	1,637.34	
Support Fund				
Lunchroom Supervisor	2,000.00		2,000.00	year-end
Part-Time Teacher (1)	20,000.00		20,000.00	year-end
Subtotal	22,000.00	0.00	22,000.00	
TOTAL	36,735.00	3,212.65	33,522.35	