

LIHOLIHO LAULIMA PTA
BOARD OF DIRECTORS MEETING
Liholiho Elementary School, Library
December 5, 2017 6:00pm

MEETING MINUTES

- I. Call to Order: This meeting was called to order by President, Paul Murphy at 6:16 pm with a quorum of seventeen (17) voting members. Note: This board of twenty (20) voting members needs a quorum of ten (10).

Members Present: Christina Small, Shannon Oide*, Paul Murphy, Jocelyn Gabriel, Shelby Ozaki, Renee Young-Chan, Wai Kee Chan, Mei Chun, Donica Kaneshiro, Evi Miyasaki, Tanner Marsh, Grant Giventer, Misty Sumida, Heather Florendo, Mirasol Domingo, Aletha Sutton, Lori Ikeda-Ng

Members Excused/Absent: Tricia Kunihiro, Susan Mar

**Denotes non-voting member. **Denotes co-chair sharing ½ vote.*

Thank you to members providing potluck tonight.

II. Principal's Report: Mrs. Small/Mr. O

- A. PTC 97% attendance
- B. Upcoming events
 - A. Winter Break coming up
 - B. Spirit Week is next week
- C. New menu coming out
 - A. It is to be very healthy
 - B. There is a new head Café person
- D. 5th Grader father will be doing a documentary in the 2018 regarding the weather climate change and how the students are a part of the change happening
- E. Fundraising Team
 - A. It is better to have 3 major ones instead of small ones to not get burned out through the year
 - B. Food is always a good fundraiser
 - C. Susan is overwhelmed with Reflections and she may resign from Fundraising
 - She may have joined not thinking she was going to be a part of Fundraising
 - D. Fundraising team is getting overwhelmed and we can work on things together
 - E. Need to sustain people from last year to over-lap and help the new board members
 - F. Previously / Other Schools
 - Kahala Elementary would share what they did in Fundraising and how to increase funds
 - For class competitions, posters were made that showed what each class was at, and it would increase the amount fundraised
 - At another school the purchased a slushie machine and the school could sell anytime in the school store. Parent volunteers took care of the sales
- F. Parent complaints
 - A. Two complaints from parents of fundraising items that they paid for and did not get the ticket

- B. Front office gets hit with the complaints
- C. There was also a letter regarding Fun Fair last year complaining about missing items
- D. Threats in A+, where 20+ bottles of hand sanitizer were stolen
- E. Other schools face the same thing

III. Officer's Reports:

A. President's Report: Paul

- February may be his last month due to possibility of moving to Germany
- Brita water filters, signatures have been received from teaches
 - o We will buy one to try
 - o Involve the Student Government / 5th Graders
 - o 20 filters for \$17 via Amazon Smile
 - o One teachers concern: with the water filter there will be no cold water

B. Secretary's Report: Jocelyn

- Unanimous approval of November minutes

C. Treasurer's Report: Shelby

- Any questions for distribution or copying please feel free to ask
 - o Considering making a YouTube video o how to use the copy machine in the office
- Additional report to be added in a separate attachment

D. 1st VP – Membership: Renee

- A little over 100 members
 - o Only 2 people (on the board) left to pay

E. 2nd – 5th VP – Fundraising: Wai Kee/Mei/Donica/Susan

- Currently at \$10,846
 - o Mcdonald's and Tiki books just ended
 - o Kona Ice sales decreasing due to "healthy" issue when selling directly after school
- Upcoming events
 - o Walk-a-Thon (Feb 14th)
 - Always brings in a good amount of funds
 - Last year we tried for corporate funding
 - o Keiki Run
 - o Bubble Run
 - It is 5K with \$25 entrance fee
 - Just an idea for now, need to reach out to show the PTA cause and see if we can be part of the run as a fundraiser
 - o Read-a-Thon (Spring Break – March)
 - o Panda event (January)
 - o CPK Night (March)
 - o Hapalua website (still ongoing)
- Distribution Policy for goods
 - o Option needs to be given for pick up in front of office instead of Thursday folder
- Before the new school year, Fundraising, the President and Mrs. Small to meet and plan out the year on what projects are to be done, so no one is overwhelmed

- Susan
 - o She was voted to be on the Board to be on the Fundraising team
 - o No one was aware that she was overwhelmed
 - o The other Fundraising team members checked in with her, and she said that she had everything covered
 - o There were no negative feelings about the Fundraising items that were passed on to her
- Missing orders
 - o Complaints from parents about missing orders
 - Don't have a reason or an excuse to where the money went
 - There is a disconnect from student to teacher and then teacher to office
 - PTA will eat the loss funds
 - o How to fix?
 - Have an envelope for teachers to keep items together and allow for teachers to be accountable and keep track of each student's form
 - PTA deposit box (Renee to research info)
 - Allow for student or parent to drop off
 - Add an email option on the form to get a confirmation
 - Flyer in the beginning of the school year to show teachers the responsibility and who can do what and the disclaimer to the parents
 - Send out receipt prior to end of fundraiser
 - A way to say, "we got your money"

IV. Committee Reports:

- A. Teacher Representatives: Evi/Tanner
 - Per Tricia, they are looking for the 2nd grade to preform at the April GMM
- B. March Meeting Chair: Tricia (None)
- C. May Meeting Chair: Misty (None)
- D. December Meeting Chair: Grant
 - December GMM in one week
 - o Bento orders are due on Thursday
 - o Jon Shiroma and Audrey Rolo to be Mr. and Mrs. Santa Claus
 - o The Toys for Tots box is already in the café
 - o Day of meeting, around 04:30 / 05:00 PM, need to decorate the café
 - o Chocolate treats were purchased for Santa to give out
 - o Introduction will be like previous year with Black Eyed Peas song
 - o No large bear this year, instead (2) 53" bears were purchased to be raffled off. Proceeds of raffle to go to Toys for Tots
- E. Donations Chair: Heather
 - Reminder on gift giving for teachers
- F. Special Activities Chair: Mirasol
 - Christmas parade is this Thursday
 - o We are in Quad #3, and #32 in the parade right behind the Sacred Hearts Band (similar to the set up from about 3 years ago)

- Someone needs to be a member of Kaimuki Business Association to be in Quad #1 or #2
- Last year it was different people coordinating and we got Quad #4
- One year we got Quad #2, not sure how
- This year there will be no car, so everyone will need to be organized
 - Older kids and parents will be watching over younger kids in the front
 - Parents will stay near child to keep them in line and moving
 - No kids will be holding the banner, it is to be held by parents
 - Kids broke the banner last year
 - 3 parents to hold this year's banner
- No one can throw candy, due to the need to clean up the trash after
- Kumu made leis already
- Songs are Mele Kalikimaka and the Liholiho Song
- By the 10th Ave. corner, the news will be filming, goal is to stop there and get the kids on TV
- At about 06:15pm, there will be chairs, and tables set up fir snacks at the end of the parade route

G. Hospitality: Aletha (None)

H. Webmaster: Lori

- Domain name renewal is coming up, about \$20

V. New Business

A. We need more parent's involvement

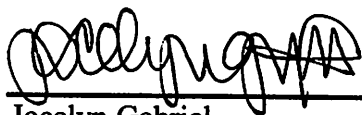
A. What can we (board members) do?

- Maybe sent out an online survey
- Maybe need more fun / movie nights to relax
- Get more teachers involved to get / pick parent volunteers

B. Upcoming Purchase

A. Mr. O to purchase new JPO vests

VI. Adjournment: The meeting adjourned at 7:30 PM



01/09/17

Jocelyn Gabriel

Date

Secretary

Liholiho Laulima PTA