**The Friends of Volcano School of Arts & Sciences**

**August 10, 2017**

**5:00-6:00 PM**

**Keakealani Campus**

**APPROVED MINUTES**

Directors Present: Kalima Cayir, Amalie Dorn, Will Holland, David Goodman, Kalima Cayir, Ian Cole, Paul Banks, Jeffrey Mermel, Lynn Melena

Directors Absent:

Guests: Bill Banach

Call to Order: Amalie called the meeting to order at 5:05 PM.

Welcome and Announcements: Amalie Dorn introduced Bill. Bill is the right-hand neighbor to the Keakealani Campus. Bill is retired from a career in management in the government sector. BAckground in management - big govt. Programs and some engineering, dept. of defense. Members of the board introduce themselves.

Minutes From July 13, 2017: Discussion included adding that the Ethics Commission called Kalima about concerns with GIA funds being used for the portable. Ethics Commission Attorney stated that everything was documents correctly, and therefore no issue. The second concern was that the Governing Board Member was being paid with funds from the friends board, and clarified that the person in question was a volunteer. Edit the final line of this announcement to say the board reaffirmed its policies; Revision - Remove current OVR statement - re-write to expand master plan to include OVR Campus to resolve facility issues. **Jacqueline Barr motioned to accept the minutes with edits**; no further discussion, **David Goodman seconded, all in favor, none opposed.**

**Amalie Dorn nominates Jacqueline Barr to officially become secretary, Will Holland seconds, all in favor, none opposed.**

Will Holland will chair the Financial Board. The reason we need to switch Amalie’s role is because our main focus is paying for the kitchen and Amalie is the head of the kitchen. She is also extreme busy - her commitment is full. **Amalie motions to accept Will Holland as Chair. Jeffrey Mermel seconds. All in favor.**

Financial Report

School is having its annual audit. The question of whether FVSAS needed an audit, or combining the two into one audit. We talked to auditors. After reviewing the relationship they decided that the Friends and the School Board are not similar enough to combine into component entities. The Friends are too independent to be combined. They are related parties, but they aren’t legally the same. The Friend’s would need a more formal statement than our Quickbooks reports to gain funds from certain organizations. Levels of statements the auditors can prepare: compilation ($3,000); next step is $5000. At this time David thinks we do not need anything, because the chances of return are not good on these kinds of certain organizations are rare. School audit going well - found no exceptions in their tests.

Lost our cheque signer. It takes two signatures for a cheque. Right now there are only two signers: David and Ted. Ted, the school’s business manager, should not be a signer. Paul Banks agrees to be the second cheque-signer. Never sign any cheque without an invoice or some. **David Goodman makes a motion to update David Goodman (primary), Paul Banks (secondary), and Jeffrey Mermel (tertiary) are the three authorized cheque signers for FVSAS. Seconded by Kalima Cayir. All in favor, none opposed.**

Keakealani Development Project

Environmental assessment comment period ended on the 7th. There were some comments. Those will affect the final EA. Site visit for kitchen was today with Amalie, Lynn and Boone. Boone will not be proposing on the kitchen, but will act as advisor. One prospective offer came today. The closing date is the 25th - did not have to advertise, had enough to send out solicited for offers. There’s no requirement to advertise.

Fund Development

Upcoming Harvest Festival. Kim Miller clarifies that the Harvest Festival is raising money for STEM programs. Kalima clarifies that VSAS has one fundraising committee. Everything is moving along smoothly. For the next four Sundays be at the market to sell tickets - 8/13 - Kim, 8/20- Jacquie, 8/27, 9/3. People needed from 6:30-9:30. This week’s info flo will have a request for volunteers for the event. Publicity is all in; have tickets; have posters; have restaurants and music ready to go. Mark Yamanaka and The Kuakini’s will be providing music. On the day of the event, Kim has a long list of needed volunteers. She has a breakdown, and she will send that out with a request for parent volunteers in the info flo. Will wondered if some people can do multiple jobs. Will Holland volunteers to help at the event. Because this is a fundraiser, even people who are volunteering and staying need to buy a ticket. Setup and clean-up crews do not need to buy tickets (if you are not staying for the event, you do not need a ticket). Maximum capacity is about 200 people. Entrance fee is $40 - covers food, wine, entertainment, souvenir wine goblet. $20 available for children ages 4-20. Raffel is included - Kim asks if anyone has items to raffle off. Kalima asks that Will run the raffle at the end of the day.

New Business

Touched on the retreat report. Amalie confirms it was a valuable experience for the board. Next steps after the training include: action plans created by committees. Priority was continuing education for the Friend’s Directors. Many of us being new, we don’t know anything. Joan offered to help give more information about boards and Kalima can educate about Charter schools, Capital Stack improvement etc. Lynn will put up some virtual information as a training session for future board members through Teamwork. Kalima asked for a list of things the board wants to know in addition.

October 21st there will be a robotics competition at the Cooper Center. Call for volunteers to help sell merch and food. And judging.

Amalie will share the Capital Stack PowerPoint. Jeffrey and Kalima will work together to talk to Tamar.

Adjourn (record as motion, second, vote count, time adjourned)

**Amalie Dorn Motioned to adjourn @5:50. Will seconded, all in favor, none opposed.**

FVSAS Minutes Respectfully Submitted by

\_\_\_Jacqueline Barr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FVSAS Secretary

approved