

The Friends of Volcano School of Arts & Sciences
Keakealani Campus
March 9, 2017
4:30-6:00 PM
APPROVED MINUTES

Call to order: Amalie Dorn called meeting to order at 4:40 PM.

Directors present: Amalie Dorn, Stephany Cecil, Mara Saltzman, David Goodman, Kalima Cayir, Courtney Larson, Will Holland, Ian Cole

Directors absent: Lizette Lopez

Members present: Lynn Melena, Paul Banks, Jacquie Barr

Guests: Karen Basham

Welcome/announcements: Guest, Karen Basham, introduced by Amalie Dorn: Karen Basham is Business Manager from Waters of Life in Mt. View.

Minutes from February 9, 2017:

Stephany Cecil motioned to accept the minutes. Discussion include one edit to a name spelling, **Mara Saltzman seconded, all in favor, none opposed.**

Roberts Rules of Order/Norms:

Discussion of adherence to Robert's Rules of Order and all voting Directors reminded to frequently review FVSAS bylaws listed on the website.

Financial Report:

David Goodman sent out the most recent GIA report by email to FVSAS Directors. We have currently spent just over \$118,000 with other money encumbered. FVSAS has another 315,000 of the GIA to spend down currently.

MOU money return to VSAS is being worked on as figures are being worked on.

Ho'okupa'a Update/ GIAs/Environmental Assessment /Engineering Partners Update (Teamwork.com):

Report by Project Coordinator, Lynn Melena: the Architect services are moving along; the architectural design does not have anything that would stop progress at this point; some structural planning is in progress. FVSAS is awaiting information from County, which may impact the Environmental Assessment, which is ongoing. The Environmental Assessment document, which is in progress, contains local geology, local ecology, and the history of our community. Engineers are working with the Fire Marshall to get water storage tank smaller. Solar and drinking water catchment may come in a later phase but preliminary work for those

will be included in the current design. Some materials can be purchased before construction phase to spend down the GIAs.

Tamar from Ho'okupa'a is going to put together a grant plan to get FVSAS up to Prek and K-4 building and additional grants to move the project further. Lynn Melena is recommending FVSAS move forward in procuring a Project Manager and Construction Manager. Tamara suggested that the cost of manager role(s) be built into grants. A Contractor Manager typically oversees the Contractor. FVSAS has the Engineering service right now up to permits, through a sole source basis. From a procurement standpoint, with transparency and accountability with fair open competition, the future engineering role should be created beyond sole source. Currently, Engineering Partners are doing engineering design for permits, their role ends just before FVSAS submits permits as does the Volunteer Project Coordinator role. It is recommended that people from the community with construction background form a selection committee.

Amalie motioned to put together a RFP and statement of work for the Construction Manager role; to put together a sub-committee for a technical review of the proposals; and to bring findings back to FVSAS for review. Discussion included role of Governing Board in selection and it was reported by present Governing Board Directors that will not be necessary, discussion included advertising in newspaper, on web, and personally distributed RFPs to community members, **Stephany Cecil seconded, six in favor, none opposed** (1 director had left).

Committee Reports:

- Strategy and Fiscal Sustainability: FVSAS Fiscal Sustainability plan in rough draft format was distributed to FVSAS Directors. WASC recommended to VSAS this week to pursue more funding options. The ongoing process of developing Governing Board and FVSAS matrix applies. There is the possibility to do a joint board meeting to complete and vote on the matrix, perhaps next month. The draft FVSAS mission/vision was shared, which is needed to complete the Fiscal Sustainability Plan. FVSAS Directors and Members are planning on facilitating a discussion/meeting about the ongoing Fiscal Sustainability Plan document after spring break.
- Capital Campaign: Farm to School grants were discussed, in terms of garden-based learning and cost-savings. Student safety that pertains to this was mentioned.
- Pre-K: Building, Electrical, Fire, Plumbing inspections were done. A fire system that calls 911 directly is required, which requires a system-wide upgrade. Some outlets by sink will be changed. DHS walkthrough is upcoming. The Pre-K Action Plan is written and some equipment can be ordered, however purchase order forms are needed: reimbursement process needs to be clarified for Pre-K. Bobby from Ho'okupa'a is working on the portable; permitting is required for electric, etc.

Mission draft phrases: "As the philanthropic arm of The Volcano School of Arts and Sciences..." "To support the growth and sustainability for the school..."; FVSAS is an asset manager and has ownership that school is not legally allowed to have. A mission is a purpose, not necessary what FVSAS does as business.

It is recommended we look at the missions of other Hawai'i Charter schools to refine the FVSAS mission draft.

Upcoming E-vote for FVSAS Mission:

Amalie Dorn motioned to hold an e-vote to approve the FVSAS Mission Statement, which is being drafted by Jacquie Barr, discussion included references Jacquie may refer to while drafting, **Courtney Larson seconded, all in favor, none opposed.**

New business: none

Next meeting date/time: Thursday, April 13, 2017. 4:00 PM Fundraising; 4:30 FVSAS meeting.

Jacquie Barr will do draft Grants and Events calendars and will have them ready for the next FVSAS meeting.

Motion to adjourn:

Amalie Dorn motioned to adjourn at 5:50 PM, Stephany Cecil seconded, all in favor, none opposed.

Minutes respectfully Submitted by
Mara Saltzman
FVSAS Secretary
Approved April 13, 2017