

**The Friends of The Volcano School of Arts & Sciences
Keakealani Campus
August 9, 2018
5:00 PM
APPROVED MINUTES**

Directors present: Ian Cole, Amalie Dorn, David Goodman, Mara Saltzman, Kalima Kinney (ex-officio), Jeffrey Mermel, Melissa Fletcher. Lorna Larsen-Jeyte.

Directors absent: Paul Banks, Will Holland.

Members/guests present: Lynn Melena, Ted Pirsig (School Business Manager), Seth Warner

Call to order: Amalie Dorn called the meeting to order at 5:02PM.

Welcome/announcements: Paul Banks emailed that he is resigning as Director but he may still be committed to being on the construction committee. Welcomes shared. VSAS made the Hawaii Tribune Herald on the first day of school.

Minutes from June 14, 2018: **Mara Saltzman motioned to accept the minutes as edited, David Goodman seconded, all in favor; none opposed.**

Jeffrey Mermel offered a tour to FVSAS Directors and Members to see the campus active with students. Anyone is welcome to come, including parents. A few dates were offered.

Paul Banks can no longer be a check signer with his resignation from the board.
No July FVSAS meeting 2018 meeting was held.

Evote 7/13/18 (July meeting was postponed):

Jeffrey Mermel motioned “that Lynn Melena be authorized to negotiate a contract between the Friends of VSAS and Seth Warner Design for continued architectural design support services for the new campus development at Keakealani, not to exceed the amount of \$8,100. When the final contract draft is complete, Lynn will present it to the Friends of VSAS Board for final approval.” Email discussion was on Seth Warner’s qualifications, experience, and ongoing knowledge of the school and the supports he may need (subcontracting tasks). **Lorna Jeyte-Larsen seconded the motion; 6 voted yes; none opposed.**

Amalie Dorn motioned to formally accept the above e-vote, Melissa Fletcher seconded, all in favor, none opposed.

Financials:

David Goodman motioned to accept Ian Cole as the fourth check signer in place of Paul Banks; Jeffery Mermel Seconded; all in favor; none opposed.

Architectural & Pacific Growth Associates: The kitchen contract with Seth Warner has been finalized, which allows us to continue working on the kitchen. Letter to the Governor needed through Charter School Commission. We need to have monetary contribution by FVSAS Directors and Governing Board members: this is needed to get funders to contribute money. Some funders ask for list of Directors and the amount contributed. The topic of FVSAS Directors contributing so much time as volunteers was discussed. Funders may only look for a hundred percent participation and not ask to see the amount donated by each person. It is tax deductible with a 501c letter as proof that one donated. **Mara Saltzman will lead the collection of donations by reaching out to Directors (hundred percentage desired) as well as Members.** Each person may decide what is generous on their own.

We should not be obligating GIA funds until contract is fully executed (dates, signatures). GIA will require an Expenditure Plan.

Amalie Dorn motions to move ahead with contracts with drafting and permitting the next phase and do this before funding has been obtained for construction; Discussion centered on phasing and the permitting process; **Melissa Fletcher seconded; all in favor, none opposed.**

Update by email from July, 2018: Traffic study clarification was handled by Zendo Kern; the traffic study will not need to be redone and this will save \$15,000. The County will issue the permit. The sign is posted in front of the school. The clock is running (ninety days) and there will be a hearing. It will be good if the school community comes out to support the building project.

FVSAS is need of a Board Chairperson. Amalie Dorn plans to step down as Vice-Chairperson in the future because she prefers not to continue on the board due to the great distance driving to Volcano from Paho. FVSAS is also in need of leadership on capital improvement/funds development. Jeffrey Mermel will work on recruitment for these. Ideal qualifications will include prior non-profit board experiences and grant experience. Funds Development committee chair would travel to meet with donors and needs to be someone who will represent the school and board well.

Ian Cole is interested in sitting in FVSAS Chairperson role as interim Chairperson.

Committee Reports:

Harvest Festival planning is going well, including donations for raffle. Raffle items are still needed: talk to Kalima Kinney or Kim Miller. Tickets may be purchased at the winery or at our school.

Executive session called 5:52PM.

Executive session ended 5:58PM.

Mara Saltzman motioned to hold e-vote to accept 2017-18 unapproved minutes once they are emailed; Ian Cole seconded; all in favor; none opposed.

David motioned to adjourn 6:01PM, seconded by Ian Cole; all in favor; none opposed.

Next meeting date/time: second Thursday of each month before the Governing Board meeting.

Minutes respectfully Submitted by

Mara Saltzman

FVSAS Secretary

August 9, 2018

APPROVED 10-4-18