

**Friends of VSAS  
Board Meeting Minutes  
March 31, 2016  
4:00-6:00 PM  
Keakealani Campus**

Call to order: Amalie Dorn calls meeting to order at 6:05 pm

Board Members Present: David Goodman, Ian Cole, Amalie Dorn, Lisa Canale, Mara Saltzman, Ted Pirsig, and Kalima Cayir

Board Members Absent: Stephanie Cecil, Joel Kelley, and Lynn Morrison

Guests: Kim Miller, Peter Walburn, Joe Miyazaki, and Raina Dale.

Previous Minutes:

**Ted Pirsig motioned to approve minutes as amended; Ian Cole seconded; no discussion; vote was unanimous; none opposed.**

Two E-votes:

**Stephany Cecil motioned to fund a more permanent, detached covering for the area where the red tables are situated for lunch time eating at Keakealani at a total cost of \$875; Mara Saltzman seconded; seven voted yes; 2 abstained.**

**Mara Saltzman motioned to exceed \$500, with a total spending up to \$700, for Hawaii newspaper advertisements that advertise the Request for Proposals for Architect during the month of March 2016; Mara Saltzman amended the motion to exceed \$500, with a total spending up to \$1000, for Hawaii newspaper advertisements that advertise the Request for Proposals for Architect during the month of March 2016; Ted Pirsig seconded; six voted yes; 3 abstained.**

Introduction of Guest Peter Walburn from Rotary Club: Peter Walburn attended to offer/advertise services for new construction management combined with some volunteer hours. Willing to provide consultation to FVSAS' architect review team.

Ho'okupa'a Pacific Growth Associates Report – Lisa Canale reported that the \$618,000 extension from 2014 is still in process. The attorney general received a letter regarding this from Friends of VSAS. Leila Shar from the Hawaii Public Charter School Commission (HPCSC) who is working on contract amendment, said on March 9, 2016 that she's working on documents. L. Shar is also working on the commercial kitchen GIA: she has everything she

needs from FVSAS and will be working on a contract between FVSAS and HPCSC. Amalie will ask Representative Onishi for help for the 1.6 million dollar multipurpose facility. Ho'okupa'a provided Amalie Dorn with talking points for the legislative visit. Lisa Canale is gathering materials for the GEMS Program/Solar Options application, which requires financial documents for 3 years past. Radiant floor heating and green kitchen are all possible.

New Market Tax credit (NMTC) Conference Report – Amalie/Kalima/

Lisa Canale reported that the NMTC workshop on March 3-4 was attended by school community associates. On March 21, a Wells Fargo representative toured our campus. The NMTC March 23-24 conference was attended by Amalie Dorn, Stephany Cecil, and Kalima Cayir. This conference addressed how to expand fundraising. Tamar from Pacific Growth Associates has been providing tips on agreement and consent formation processes for architectural procurement. Tamar shared HUD and CDBG community development block grant information that could help FVSAS raise funds to purchase the lots near the Keakealani campus. The HUD grant would be appropriate because Volcano School serves low to moderate income populations. The grants limit FVSAS in purchasing at market price or below. The 2017 grants open in October 2017. Ho'okapa'a has set up a correspondence drop box for FVSAS.

May Fundraising Musical Festival: Kim Miller announced the May 14, 2016 (1:00 to 5:00 PM) Volcano School Musical Festival and invited FVSAS to collaborate in the planning of this event to be held at the Cooper Center. It will be a building fundraiser. 1:00-5:00 PM at Cooper Center (interior building). Vendors will sell food. Huli Huli chicken tickets will be managed by Rotary. Middle School students and parents will set up games outside. The Fundraising Committee will hold joint meetings with the FVSAS capital campaign subcommittee.

Meeting with Ways & Means Committee FY2016GIA Multi-Purpose Report: Amalie Dorn has summarized this for FVSAS Officers via email.

Needs Assessment Report: Lynn Morrison could not attend tonight so this is tabled.

USDA Meeting:

Kalima and Amalie; \$700,000 loan application funds allocated last year but was never finished but lost 1 year of 5 years to be funded but not have 4 years to document and develop business plan, USDA want to vet architect and hiring process- will help with our contracts, their on staff architect already looked over RFP. Kalima Cayir and Amalie Dorn are USDA loan committee. Interest rate going down now down now a full point now compared to original agreement. Repaying loan early is best move. USDA loan has been approved but it is waiting for Friends to finish the process and close: Friends has 4 years to spend the money. They build in more than you need so you have money to repay in first years. Can de-obligate us if we find we don't need

money as we get to point of closing. In 2015 Daryl got us prequalified. Interest only for first year. 13th month when you start monthly payments.

Kalima still to schedule meeting with Peter Vana. Moving of BIT building. move easement? but if we can move easement we don't have to move building. Easier to move BIT building than change easement. Does KS want something build that is permitted?

Report on OVR New Lease/Relocation – Ian/Lisa

Volcano Organization Representative Reports: Volcano Long Range Plan Cooper Center meetings require that the school pays \$15 a year to be on council. Officers David Goodman and Ted Pirsig have been attending.

Architect Request for Proposals:

Some proposals came in and some applicants want another week to submit. **David Goodman motioned to extend the proposal deadline 1 week to April 8, 2016 to all bidders who have inquired and those who have inquired will be contacted by Amalie Dorn; Ted Pirsig seconded.**

Discussion: Applicants who sent in proposals on time will all be given a chance to revise their proposals. Amalie Dorn will contact architects who already submitted to let them know the deadline is extended 1 week.

**All in favor; none opposed**

Volunteer Hours:

**David motioned to accept offer to accept Peter Walburn's 200 volunteer hours offer to be determined later how the volunteer hours will be used; Ted Pirsig seconded.**

Discussion: The discussion addressed getting expertise from Peter about what to ask during interviews.

**All in favor; none opposed.**

FVSAS Subcommittees:

**Amalie Dorn motioned to form a subcommittee for planning and construction to narrow down and vet the bulk architect proposals to the top 3 choices; Ted Pirsig seconded.**

Discussion: The interview committee team will be decided at later date with Governing Board involvement. The final architect hiring decision should be a joint decision of the Governing Board and Friends of Volcano School. There is the possibility of Governing Board involvement in the first vetting, which Amalie will discuss with the Governing Board. The Governing Board will be allowed to place 2 members on the vetting team.

**All in favor, none opposed.**

The Fundraising Committee has been renamed the Capital Campaign Committee and this committee will receive guidance from Ho'okapa'a/Pacific Growth Associates. The writing of the FVSAS Business Plan will fall under this committee and this plan will be known as a Fiscal Sustainability Plan.

Committee Membership

Capital Campaign: Lisa Canale, Lynn Morrison, Mara Saltzman, Amalie Dorn, and Kalima Cayir

Fiscal Sustainability: Joel Kelley

Commercial Kitchen: Amalie Dorn, Kalei Young via Amalie Dorn, Brandon Cullio, Holly \_\_\_\_\_

Architect Selection: Amalie Dorn, Stephany Cecil, Lisa Canale, Ian Cole, Kalima Cayir, two VSAS GB members, and an invitation extended to Joel Kelley & Lynn Morrison.

Adoption of Volcano School's Mission and Vision:

**Lisa Canale motioned to have FVSAS formally adopt and support the VSAS mission, vision, and ESLRS (Expected School-wide Learning Results); the school-wide plan, and the Blueprint for Healthy, Environmentally Sound Schools; Ted Pirsig seconded.**

Discussion: Discussion included the importance of using Volcano School's vision and mission and blueprint for environmentally-sound schools in grant writing.

**All in favor, none opposed.**

Treasurer's Report:

The Treasurer's report has been tabled to the next FVSAS meeting.

Adjourn:

**Amalie motioned to adjourn at 5:55 PM; Ted Pirsig seconded, all in favor; none opposed.**

Respectfully submitted,

Mara Saltzman

FVSAS secretary

Approved 4-21-2016