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

**December 14, 2017**

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

**Keakealani Campus**

**APPROVED MINUTES**

Directors Present: Kalima Cayir, Amalie Dorn, Will Holland, Jeffrey Mermel,

Directors Absent: Paul Banks, Robin Edmunds, Ian Cole, David Goodman

Guests:

Taj Gunter

Satoshi Sakura

Xanthe Serafin

Lynn Melena

Call to Order:

No quorum

Welcome and Announcements:

None

Minutes From November, 2017:

No quorum

News or New Directors:

Cost Estimates for the Keakealani Development Project available via email.

Building department (Public Works) has not approved the portables. Next step is to have a meeting with the department in person.

Financial Report:

David Goodman absent - no financial report

Keakealani Development Plan Report:

VSAS Keakealani Development Project Cost Estimates - Six different kinds of engineers to do this - using one firm - Engineering Partners. Two sources for cost estimates - Boone (Building) and Engineering Partners (Site improvements for Preschool). Boone did the Preschool plan at no charge.

Boone sent a list of things to think about when building a preschool, such as septic, driveway, etc. We went to Engineering Partners for that estimate. We assume they included these things, so we sent their numbers to Boone to check and make sure they did consider those elements.

Taj mentions that doing the project in phases may be a nightmare because interconnected projects may hold up/destroy alternate projects.

Pre-K is an isolated unit. To build the Pre-K, we do not need any additional estimates like for fire. Kalima acknowledges that this adds extra costs. It would be cheaper and easier to do all the site infrastructure at once, but it is difficult to get the necessary amount of money in order to do so.

Once we have the say-so from Boone, Kalima will email Tamar to ask about getting the funding for Pre-K going.

There is a need to discuss retaining Tamar - continue with her, or find someone similar. Tamar knows people, and this is invaluable.

Kitchen - buying a mobile unit (trailer unit). We have a source identified for the kitchen within the budgetary limits. Send more information on the kitchen equipment. Walk-in freezer/fridge; convection oven; roasters; sink; small appliances (rice-cookers, skillets, hot plates); two-door refrigerator as a prep fridge. Kalima requests two quotes - one for the 8’ and one for the 10’ wide mobile unit. 10’ is the ideal.

New Business:

Lynn is developing a training course on purchasing equipment for non-profits (business procurement) as part of her master’s course. Looking for volunteers to take the course.

**Adjourn. All in favor. None opposed.**

FVSAS Minutes Respectfully Submitted by

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

FVSAS Secretary