

The Friends of Volcano School of Arts & Sciences
Keakealani Campus
December 13, 2018
APPROVED MINUTES

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

Directors absent:

Members present: Lynn Melena

Guests: Ted Pirsig, Seth Warner

Call to order: Ian Cole called the meeting to order at 4:35PM.

Welcome/announcements:

Minutes from November 8, 2018: **Jeffrey Mermel motioned to approve draft minutes from November 8, 2018;** no discussion; **Melissa Fletcher seconded; all in favor, none opposed.**

E-vote: **On December 3, 2018, Jeffrey Mermel motioned to approve the Work Authorization BC 12737 authorizing Space Options to proceed with this particular work order for the Kitchen Trailer (temporary kitchen); Ian Cole seconded; 5 in favor; 1 abstain.**

Treasurer's Report: The audit for the school for last year has already been done so we can wait until the school's audit next year to tack the FVSAS audit onto the school audit. How much will a joint audit save in terms of cost and how much will waiting hurt us in getting future grants?

David Goodman will ask the auditor about doing an audit in a near future and he will find out cost and timing. Kalima will find out more about the grants' audit requirements.

Do we want an audit for year past? We will definitely get an audit for current year.

Principal's Report: Zendo is working with engineers and Seth Warner to get a package together for Plan Approval. We will submit for plan approval the whole project with greyed out areas for parts not being done in this phase. This phase is for Pre-K, single story building, mobile kitchen, and planning a pad for moving portable. Includes site drainage plan, parking (12-15 parking stalls plus ADA parking), driveway, and off-site work. When plans are approved, Onishi would like to see them so he can bring it to DOE for CIP funding sign off. Zendo Kern's contract is the first step in this process. Later on, when it goes to the Permitting Department, details of the plan will be specific. In January, FVSAS will be applying for another Grant in Aid (GIA). The OHA grant will be decided in January. Waiting for response from Atherton and Bank of Hawaii about grants.

Construction:

Zendo Kern's contract for \$2,500 for planning work and \$2,500 for permitting work was presented to FVSAS Board. **Melissa Fletcher motioned to approve Zendo Kern's proposal, Jeffrey Mermel seconded, all in favor, none approved.**

Lynn Melena is asking for construction contract templates and Melissa Fletcher might be able to provide some for pre-construction and for construction.

Aquaclear Presentation scheduled for January 10, 2019 FVSAS meeting at 4:30 PM. Presentation will be up to 30 minutes.

Jeffrey Mermel passed out a diagram taken from a past powerpoint presentation that showed where our funding is allocated, milestones, and a timetable for installation. Consensus was that it would be useful if this diagram could be updated. **Ian Cole might be able to work on this.**

Nomination Committee: Nomination Chair, Jeffrey Mermel, asked what skills are needed in new Directors. Possibility in need of a Director who can build paying membership of FVSAS. Someone to take a leadership role in Fundraising is needed later on. Grant writing and grant compliance are need areas.

Unfinished Business:

David motioned to add phrase to mission "and the communities that it serves" so that mission will read "The mission of The Friends of VSAS is to support the growth and sustainment of The Volcano School of Arts and Sciences and the communities that it serves", Jeffrey Mermel seconded, discussion was on purpose of adding phrase; all in favor, none opposed.

Bylaws:

David Goodman motioned that article 2 title to be changed to Purpose and Mission; current article 2 section 2a will be Purpose and title Mission be added as 2b.; Jeffrey Mermel seconded; all in favor; none opposed.

Seth Warner presented about his talk with Zendo Kern. Parking and site drainage (dry wells) is being looked at. Engineer Partners is currently answering questions about this at this time leading up to Plan Approval. Site prepping in phases or doing it all at once will be a question for the engineers. Seth Warner can further update FVSAS about site prep at the January 10, 2019 meeting.

Next meeting date/time: January 10, 2019 4:30PM with AquaKlear presentation.

Motion to adjourn: **Ian Cole motioned to adjourn at 5:50 PM; Mara Saltzman seconded; all in favor; none opposed.**

Minutes respectfully Submitted by

Mara Saltzman

FVSAS Secretary

December 13, 2018

Approved January 10, 2019