

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

**Minutes**

**March 7, 2019**

**4:30 PM**

**Keakealani Campus**

**Approved**

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

**Directors Absent:** Ian Cole, Aubrey Hawk

**Members/Guests Present:** Lynn Melena, Ted Pirsig

**Call to Order:** Jeffrey Mermel called the meeting to order at 4:36PM.

**Welcome/Introductions:** Ian Cole and Aubrey Hawk offered their excusal via Jeffrey Mermel.

No announcements from the public.

Minutes from February 2019: **Melissa motioned to approved the minutes as corrected;** discussion on typos; **Lorna Larsen-Jeyte seconded; all in favor; none opposed.**

**Melissa Fletcher motioned to make David Goodman a FVSAS Director; Mara Saltzman seconded; 4 in favor; one abstain (David Goodman).**

**Melissa Fletcher motioned to make David Goodman FVSAS Treasurer; Lorna Larsen-Jeyte seconded; 4 in favor; one abstain.**

Due to an omission in minutes, these motions were to clairfy that David continues on as Director and Treasurer.

Treasurer's Report: There is now a depreciation expense noted. With online groups, there were recent donations with a recent \$200 donation. Fixed assets section continues to grow: all money spent are in fixed assets section. Balance sheet and profit and loss sheet can be used to verify spending for grants. Unrestricted donations have been accumulated over time. Credit card was cancelled and replaced with a new one. CPA firm will get back to FVSAS (David) with dates for audits.

**David Goodman motioned to approve Treasurer's Report; Lorna Larsen-Jeyte seconded; 5 in favor; none opposed.**

Project Administrator's Report: Representative Onishi, in the CIP budget, put in for 12 million with a 5:1 match. If full amount were awarded, FVSAS will receive 10 million and we will know first week of May.

Tamar from PGA is working with Kalima Kinney on grant planning strategies.

The Office of Hawaiian Affairs (OHA) grant is still proceeding. FVSAS asked for \$100,000, which is the maximum. The OHA grant is about expanding meals to students and the community.

Tamar suggested that FVSAS move forward with the money in place now (\$500,000) and to not wait for permitting. \$450,000 will cover initial site work (some of which applies to whole project) and the \$50,000 from Atherton will be used for infrastructure for the kitchen.

Atherton requires permitting before releasing funds. Given potential delays with permitting, we need to get started right away on permitting for work that we have funding for right now. Grubbing and grading permit will be for whole site and the rest will be phased out. Plan approval for the whole site has mostly gone through, were are now waiting for fire approval.

By 2020, we need to have a preschool and another classroom building for students. Potentially, the portable classroom building can go where the administration building is in the plans.

Discussion on Project Administrator's Report:

A FVSAS Director suggested that when permitting is submitted for pre-K, the other building should be submitted too.

Proposal: Principal would like to make it official that the school can invoice FVSAS for project management tasks. There are 3 roles being considered: (1) project administration which involves managing grants and reporting, (2) project manager as liason to the construction manager who keeps it on schedule, and (3) construction management. The school can do the project administration and project management and invoice FVSAS. Construction management contract will be issued by FVSAS, however it can be drafted by school employees. This would allow the school to staff the school more appropriately to compensate for the amount of work the school is currently doing for the project. A written MOU would be needed. With the school filling these 2 roles, we have the resources to staff this and, with public money, it allows for accountability.

**David Goodman motioned investigate hiring the school to do project management for the new campus.**

**Melissa Fletcher motioned to entertain a proposal from the school for project management;** further discussion on the school's role and background of school employees'

previous experience in construction and streamlined process with school's process in place for hiring; **David Goodman seconded; 5 in favor; none opposed.**

Nominations committee does not have a report.

Unfinished Business: none at this time.

New Business: none at this time.

Next Meeting: Second Thursday of April at 4:30 PM.

Adjournment: **David Goodman motioned to adjourn at 4:58 PM; Melissa Fletcher Seconded; 5 in favor; none opposed.**

Minutes Respectfully Submitted by

Mara Saltzman

FVSAS Secretary

**Approved April 11, 2019**