

**Liholiho Laulima PTA
Installation Meeting
Library
Sunday May 20, 2012**

MINUTES

- I. Call to Order: This meeting was called to order by President, Michael Lau, at 9:40 a.m. with a quorum of 8 voting members. Note: This board of fifteen (15) voting members needs a quorum of eight (8).
- A. Members Present: Christina Small, **Iris Salazar*, **Michael Lau*, Doris Miocinovic, Lara Won, Alan Aloiau, Liane Kaneko, ****Scott Yoshihara**, ****Staci Yoshihara**, Lawrence So, Nancy Murayama.
**Denotes non-voting member. **Denotes co-chair sharing 1/2 vote.*
- B. Members Excused / Absent: Allie Sato, Ken Aronowitz, Cathy-Lynne Fong, Melissa Toyooka, Cheryl Perez, Shayna Kusumoto, Riki Ann-Chow, Karen Hisatake, Lisa Sereno
- C. Introductions / Guests: Rory D. Otto, President, NyLawn
- D. Installation Committee:
1. Thank you to Chris, Iris Salazar, Liane, Scott & Staci for helping to organize this meeting.
- Welcome (Mike, Chris, Iris)
 - Thank you to nominations committee
 - Appointments for approval
 - Appointment of Audit Committee
 - Alan Kaya
 - Lawrence So
 - Lara Won
 - Appointment of Newsletter Editor
 - Arlene Liao
 - Appointment of Special Activities Chair
 - Melissa Toyooka
 - Appointment of Webmaster
 - Lawrence So
 - Motion made by Mike L. for approval on appointments
 - All in attendance agreed to appointments by stating "Aye."
 - With no abstentions and quorum met, all appointments pass
 - Introduction of new board members (by Staci)
 - Ayumi Yamane (not in attendance)

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- Kamalani Wehrsig (unable to attend)
 - Arlene Liao
- Farewell and thank you to outgoing board members (Mike)
 - Nancy Murayama
 - Karen Hisatake (not in attendance)
 - Cathylynne Fong (unable to attend)
 - Mike Lau
- Special Thank You to outgoing president from Mrs. Small
- Thank you from Mike L. to current board members
 - Medals awarded and flashlight tokens for National Blue Ribbon School handed out
 - Special recognition to Liane Kaneko and Melissa Toyooka for being inspirations to Mike
- Board member training
 - Bylaws (Mike)
 - Should be reviewed every 2 years
 - PTA Handbook (Mike)
 - Recommendations
 - Use handbook for job duties
 - Nominations committee to start earlier in December / January
 - Refer to pg 11 for Guidelines on sending Flyers out
 - Added: PTA Correspondence
 - Mike to email copy of PTA letterhead to Lara
 - All correspondence to be signed by president or approved by president
 - Use consistent subject lines
 - Other policies and procedures (Chris/Iris)
 - Use lotus notes to contact Mrs. Small
- Nomination of Kristen Consillio for VP Membership
 - Flyer to go out for voting of VP Membership
 - Lara to prepare flyer
 - Must give 30 days notice
- Playground Equipment
 - Miracle playground equipment
 - State is reviewing our playground plans
 - Federal Guidelines on playgrounds
 - ADA component
 - Nylawn has container coming in
 - Wants to put order in now to lock in shipping cost

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- Current Issue
 - Budget approval did not account for GET
 - Contract we received has GET of approx \$2500 more than what was approved
 - School will cover the cost of GET. School to provide check for cost above what was approved.
- President, Nylawn
 - No bonding
 - Nylawn will check that it is ADA compliant
 - State will be approving
 - SCC is safety committee, they will oversee safety of playground equipment
- Breakout session
 - Exchange of files and folders
 - Provide Mike with 2011-2012 electronic files
 - Newsletter-all final copies
 - Secretary-all approved board minutes (signed by Secretary), correspondence
 - Treasurer-copies of all bank statements and Quicken files, tax filings and correspondence with federal and state tax

11:00 a.m. to 12:00 p.m. Lunch (take out from Gina's BBQ)

Lara Won
Secretary, Liholiho Laulima PTA

Date