

Liholiho Laulima PTA  
Board of Directors Meeting  
Liholiho Elementary School Library  
December 12, 2019  
6:00 PM

Meeting Minutes

- 1) Call to Order- meeting called to order at 6:04pm by President Heather Florendo
  - a) PTA members present
    - i) Present (10): Christina Small, Heather Florendo, Isabella Gary, David Suzuki, Namie Wong, Denise Gibo, Melissa McGuire, Janel Denny, Chris Ichiki, Lianne Gohier
    - ii) Absent (7): Reimy Kuroda, Carolyn Wilcox, Fred Magnanet, Babette Arakaki, Lisa Shimizu, Melanie Kostron, Brad Toyoma
  - b) Potluck provided by PTA members
  
- 2) Committee Reports
  - a) Teacher Representatives
    - i) None
  
  - b) December Meeting Chair, Namie Wong, Lisa Shimizu
    - i) Sell food (cookies, chips, water, and pizza) between 4:30pm and 5:30pm
    - ii) 4 students will be assisting (student government)
    - iii) Will get cash box from office and change from David
    - iv) Meeting will include general information, fundraising efforts and updates, and recruitment
  
  - c) March Meeting Chair, Namie Wong, Lisa Shimizu
    - i) None
  
  - d) May Meeting Chair, Namie Wong, Lisa Shimizu
    - i) None
  
  - e) Special Activities Chair, Lianne Gohier
    - i) Christmas Parade:
      - (1) Order of participants changed but were happy with who was in front of our group
      - (2) Meeting area at end of parade was fine
    - ii) May Day: Friday, May 1 or May 8
      - (1) School has committee to do most of the work
      - (2) PTA take care of flowers (ask for donations from parents) and decorations; last time sold Hawaiian Plate (will confirm later)
  
  - f) Donations Chair, Janel Denny
    - i) Will send out for December/January

- ii) Will try going through Amazon (items will be delivered to PTA box and Janel will distribute to individual teachers)
- g) Hospitality, Carolyn Wilcox
  - i) None
- h) Webmaster, Chris Ichiki
  - i) Continuing to post Thank You's for different fundraisers and events (Give Aloha is done; working on donations to school and Turkey Trot Thank You's)
  - ii) Sent out invites to 26 participants from Give Aloha who were not already part of website; only 2 accepted
- i) Reflections program, Heather Florendo
    - i) Participants will be recognized at December GMM.
    - ii) Winners will be announced at WOW Assembly and prizes will be distributed.
- 3) Principal's Report, Mrs. Small
  - a) Turkey Trot: Very successful
  - b) Kumu Program: Students in upper grades participate and perform at WOW assembly; Kumu working with grades for May Day performances
  - c) Closing of 2nd quarter/1st semester: Last day of school is Friday, December 20
- 4) Officer's Report
  - a) President, Heather Florendo
    - i) Continuing to review by-laws
    - ii) Beginning in January, need to start looking at elections and whether or not to stay in position or in the PTA altogether
  - b) Secretary, Reimy Kuroda
    - i) Minutes from November approved
  - c) Treasurer, David Suzuki
    - i) Received notice PTA will need to pay General Excise Tax (GET) of 4.712% on fundraiser sales (any fundraiser where we receive goods or services - CPK, Holiday gift cards, and possibly Kona Shave Ice); Donations to school are exempt (Give Aloha, donations straight to school, and Turkey Trot)
    - ii) Benevity: Company will match donations up to 4 times (with a maximum donation amount of \$8,000)
  - d) 1<sup>st</sup> VP – Membership, Isabella Gary
    - i) Two (2) new members
  - e) 2<sup>nd</sup>-5<sup>th</sup> VP – Fundraising, Denise Gibo
    - i) Turkey Trot:
      - (1) Budgeted to raise \$8,000

- (2) Actual: raised over \$10,000
- ii) Holiday Gift Cards:
  - (1) Budgeted to raise \$2,500
  - (2) Actual: raised only \$2,200
  - (3) Kahala Mall didn't sell as well; Dave & Buster's did the best
- iii) Heat Abatement:
  - (1) Title I schools take priority within DOE so PTA needs to decide whether we should move forward to purchase large fans for cafeteria (see Denise's email for more information)
  - (2) Once vote is conducted (possibly via email), fans can be installed as soon as spring break and hopefully by summer at the latest
  - (3) Will use part of the PTA savings to pay for fans
- iv) Playground Repair:
  - (1) Obtaining quotes for Kindergarten playground
  - (2) Quote will be for repair as well as new rubber (replacement) or grass
  - (3) More information to be shared at next meeting

5) New Business

- i) None

6) Adjournment: The meeting adjourned at 6:49PM

12/12/19

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Reimy Kuroda (substitute: Namie Wong)

Secretary

Liholiho Laulima PTA