

Liholiho Lualima PTA

Executive Board Members meeting

September 6, 2023, 5:00 pm, In-Person

Meeting Minutes

Location: Liholiho Elementary School Library

Start Time: 5:03pm

End Time: 6:23pm

Attendance: C.Ichiki, S.Iwanaga, N.Wong, R.Gillotti, M.Stern, G.Serve, T. McAuley, A. Lee, K. Au (Virtually joined) , S. Robler

<b>Agenda Items</b>	<b>Person Sharing</b>	<b>Discussion</b>
Meeting called to order	Chris	Called to order at 5:03pm
Teacher wish list	Chris	<p>Teacher reps have sent out a google form to teachers to inquire about teacher wish list; was sent out on 8/30. Teacher responses are varied in when they would like to receive the teacher gift. However, many did feel an as needed would be helpful vs. a gift all upfront.</p> <p>PTA to decide on monetary reimbursement vs. fulfillment of teacher amazon wish list; \$100 at a cap of reimbursement and \$50 as additional or over budget.</p>
Diamond Head Classic	Chris	<p>12/21/23 Diamond Head Classic event</p> <p>8/13/23 Majority in favor for approving budget to pay for transportation for Diamond Head Classic                      Tickets are done                      PTA will provide the check payment for transportation</p>
Parent social	Samantha	<p>Information was sent out last week and Dr. Lee has provided in the family newsletter.</p> <p>Parent Social:</p> <ul style="list-style-type: none"> <li>• Opportunities to get involved</li> <li>• Opening communication between PTA and families</li> <li>• Goal to generate involvement early; proactive engagement</li> <li>• Turkey Trot, Christmas Trolley, Book fair,</li> <li>• Sharing out about PTA fundraising</li> </ul>
Minutes	Jennifer	<p>Request to approve minutes                      President Ichiki and G.Serve approve the August meeting minutes</p>
Budget	Namie	<p>Clarification on things added to proposed budget (\$21,000)                      Request to add: funds to Christmas night, more bingo night events, signage                      Move to approve the budget: 2023 – 2024 budget was approved by the board during the meeting                      If there are exceptions or adjustments that need to be made, discussion will take place at a later time through out the year.</p>

Reimbursement procedures	Namie	Reimbursement forms are in the shared PTA drive Complete form (with date, description), then attach receipts, and email to treasurer email. The requests will then will need approval from the PTA President, Treasurer, or Secretary. Processing may take up to one month for reimbursement There is a PTA box in the front office but it is faster to send directly to treasurer.
Handling of money and deposits	Namie	For all fundraisers there is a item in the shared drive for cash count template If cash is collected, money should be counted and checks should be verified as addressed to Liholiho Laulima
Fundraiser: Regal Sale	Scott	Families are continuing to request extra tickets  Teacher and staff helpers: fielding lots of questioning and helping to collect money turned in.  10/7 help is needed to assist with distribution of pick ups Helpers requested before 8am Pick up starts at 8am Pick up will be on 9th ave *high school volunteers will be under the supervision of S.Iwanaga Contact will be made to inform the board of volunteer needs  Goal: \$25000  Regal will confirm on 9/29 for time of arrival to campus
Principal's report	Dr. Lee	Diamond Head Classic - potential for chaperones from PTA Tickets and transportation has been completed (current enrollment is 457; 500 is budgeted, ratio of chaperone to student is not yet determined). Other logistics will need to be finalized; other learning opportunities at the Stan Sheriff Center Student Council- Wellness focus Wellness night American heart association (February) - heart health Power has been fully restored since last month's meeting
Teacher Reps:	Teachers: Serve, Stern, Au	Reference back to teacher google form about preference for reimbursement and/or teacher wish list Marquee board on 9th ave Candidates for 5th grade officer forms have gone out. Meeting for Serve for speeches and posters Oct 23-27th: drug free week Drive with Aloha: JPO and student council with possible police presence to wave signs about driving with Aloha Service project ideas for the student council to contribute to.
General membership		Nothing to update Continuing to promote membership and planning for coffee hours
Special Activities:	Tom	Bingo night was a success Trunk or treat looking for more support October 27th: Friday before Halloween

		<p>Ideas for upcoming event Expanding to both parking lots and use field for parking 5-530pm Increase the budget \$2000 Ask of M.Stern to facilitate with teachers interest in participating</p> <p>Turkey Trot and Christmas program - dates TBD Coach Jazmin- PTA to reach out Bingo Night- November</p>
Announcements		