



Regular Meeting | January 21, 2020 | 3:30 pm | MUES Library

1. Call to order | 3:35 pm
Christine Martinez

2. Roll call & introductions | **QUORUM PRESENT:** ✓ YES ☐ NO

Board Members

- | | |
|-------------------------------------------------------|--------------------------------------------------|
| ✓ Christine Martinez, <i>Hui President</i> | ☐ Griselda Marcos, <i>Hui Vice President</i> |
| ✓ Mei-Lin Kurasaki, <i>Recording Secretary</i> | ✓ Shawna Miyamoto, <i>Co-Recording Secretary</i> |
| ✓ Jessica Inouye, <i>Corresponding Secretary</i> | ✓ Amy Fujii, <i>Co-Corresponding Secretary</i> |
| ✓ Yumi Ueda, <i>Treasurer</i> | ☐ Charleen "Charly" Haugom, <i>Co-Treasurer</i> |
| ✓ Jessica Kaminaga, <i>Lower Grade Representative</i> | ✓ Crystal Ido, <i>Upper Grade Representative</i> |

Guests (Advisors & General Members)

- | | |
|--------------------------------------------|-------------------------------------|
| ✓ Steve Nakasato, <i>Principal/Advisor</i> | ✓ Shara Wright, <i>PCNC/Advisor</i> |
| ✓ Laura Lum, <i>Interim PCNC/Advisor</i> | |

3. Review minutes from:
• Motion to approve:
November 19, 2019
Amy Fujii
Motion seconded and approved by the board.
• December 17, 2019 - regular meeting cancelled

4. Review & approve the treasurer's report
• Motion to approve:
August 2019 - December 2019
Mei-Lin Kurasaki
Motion seconded and approved by the board.

5. Old Business | a. Kona Ice Sales for December
Christine Martinez
1. December - \$203.25
2. November - \$284.25

3. January rescheduled from 1/9 to 1/23, due to rain
4. Hui will create poster promoting February Kona Ice sales for Book Fair/Library Funds

b. Fall Fest Debriefing Meeting Recap

6. New Business

Christine Martinez

Mei-Lin Kurasaki

a. Budget to distribute grade levels wish list

1. Grade level representative will send email reminders to grade levels of extra \$1,000 to spend

b. Bylaws (see attached report)

1. **Article III, Section 5 & 6** - require more research and discussion before can be completed
2. **Article IV, Section 1** - options 2 & 3 are main picks
3. **Article IV, Section 1.F.** - add annual audit to bylaws
4. **Article IV, Section 4** - remove swearing in of officers from Fall GMM and add term of office July 1 - June 30; will not limit consecutive terms of office
5. **Article V, Section 1** - redefine scheduled meetings to every 2 months
6. **Article V, Section 1.B** - discuss & define meeting notification methods
7. **Article V, Section 2** - because General Membership Meeting attendance is inconsistent, the quorum for general members will be reduced
8. **Article V, Section 4** - need to define who has authority to cancel scheduled meetings, why, who has the authority to reschedule and how notification is to be given
9. **Article V, Section 5** - electronic meetings are a new clause and worth thinking about adding for the future
10. **Article V, Section 5** - change to simply committee chairs, add 2 teacher representatives (upper/lower grade); think about adding principal and PCNC as voting members or keeping as advisors
11. **Article VII** - The president shall appoint committees ad ho; there will be no standing committees
12. **Article X** - change amendment voting to next meeting, instead of GMM; also redefine notification and voting

c. Authorization for bank with new signatures

1. will be completed today (1/21/20)

7. Grade Level Reports

Crystal Ido &
Jessica Kaminaga

a. Upper Grade Levels (3-5)

1. 4th Grade - Polynesia Culture Center (PCC) Field Trip
 - a. The reimbursement check for PCC was written and delivered to Chastity Kirk (before notice of change to State policy was given), but was never cashed
 - b. PCC was paid for by the 4th grade's Grade Level Funding and not by Chastity Kirk
 - c. 4th grade asks that check be rewritten to their Grade Level Funding account
 - d. The Hui will reissue the check once the previous reimbursement check is returned to the PTO
2. 5th Grade - Graduation Gift (\$500)
 - \$1,000 is not part of their graduation gift; it is additional funds on top of their graduation gift

b. Clarification of Reimbursement Procedures

1. Due to change in State policy, all checks from the PTO must be written to the school and not to individuals
2. Procedures:
 - a. MUES staff will fill out the Hui check request form and attach original receipts and make **TWO (2)** additional copies of completed form **AND** receipts
 - Originals and one (1) copy will be placed in the Hui mailbox (copy will be attached to check and given to MUES admin)
 - The last copy should be kept by the requester for their records
 - b. Checks will be issued Mililani Uka Elementary School and be delivered to MUES administration
 - c. MUES administration will then distribute the funds to the correct person/account

8. Administration

Steve Nakasato

a. Air Conditioners Installation

1. Finishing 4th & 5th grade in a few days

b. New school website

1. Shell is completed; content to be uploaded soon

c. MUES social media - PLEASE JOIN US!

9. Announcements

a. Fall Fest Meeting: Debriefing

1. Date TBA, 3:30 pm - 4:30 pm, MUES Library

b. Hui Regular Meetings

1. 2019: 12/7
2. 2020: 1/21, 2/20, 3/10, 4/14, 5/19

c. Kona Ice - Spirit Week Thursdays

1. 2019: 12/5
2. 2020: 1/23, 2/13 (Book Fair), 3/5, 4/9, 5/7

7. Adjournment

4:32 pm
Christine Martinez

UPDATE: 1/23/20

	Action Item	Person Responsible	Due Date	Status
1	Return to the Hui the PCC reimbursement check written to Chastity Kirk	4th Grade/Grade Level Representatives	ASAP	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Complete
2	Reissue PCC reimbursement check to 4th grade's Grade Level Funding account	Yumi Ueda	once old check is returned	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Complete
3	Update Hui check request forms to include a space for fund distribution detail	Mei-Lin Kurasaki	ASAP	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Complete
4	Email updated check request procedures for forms to grade level representatives	Amy Fujii	TBD	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Complete
5	Create poster for Kona Ice/Book Fair; give copy to MUES admin	Jessica Inouye	before Book Fair	<input checked="" type="checkbox"/> In Progress <input type="checkbox"/> Complete

DRAFT FOR APPROVAL



Mei-Lin Kurasaki - Recording Secretary, Hui 'O Mililani Uka, SY 2019-2020

1/23/20

Date