



# Minutes

Regular Meeting | February 20, 2020 | 3:30 pm | MUES Library

1. Call to order 3:30 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: January 21, 2020  

- Motion to approve: Amy Fujii  
*Motion seconded and approved by the board.*

4. Review & approve the treasurer's report August 2019 - January 2020  

- Motion to approve: Mei-Lin Kurasaki  
*Motion seconded and approved by the board.*

- Donations:
  - Flying Ahi (Fall Fest) - \$300
  - HI Cravings (Fall Fest) - \$70.15
- GE Taxes & Website Hosting paid
- Fall Fest Reconciliation is done - \$14,515.59

• Add New Detail to Treasurer's Report  
Amy Fujii has requested that a column for "Remaining Funds" be added to the Treasurer's Report so that the Executive Board can keep updated on how much of the Approved Annual Budget has

been spent and what items still need to be paid out.

## 5. Old Business

Christine Martinez

### a. Kona Ice Sales for January & February

1. January - \$283 (presumably)
2. February - \$141.25 (monies will go the Library)

### b. Authorization for Bank with new signatures

Yumi Ueda, the Treasurer, is now able to sign checks

## 6. New Business

Mei-Lin Kurasaki

### a. JotForms (see attached report)

1. The Hui would require at least 3 months of the upgraded Bronze account, based on 2018-2019 fundraising data
2. The non-profit (need to upload 990 N form) cost for the Bronze account is \$9.50 a month, taxes not included, which would be an annual total of approximately \$30
  - JotForms can be upgraded and downgraded on a monthly basis without penalty
3. Mei-Lin Kurasaki motioned to add JotForms to the Annual Budget at a total of \$50, in case 1-2 extra months of the Bronze account benefits are needed

### b. Bylaws (Editing Stage)

1. The Hui shall send out a flyer to the general membership, notifying them of the full revision of the Bylaws, directing them to the Hui website to review the revision, and encouraging them to come to the Spring GMM to vote on the revised Bylaws
2. **Article II** - retitled "Purpose" as that word is more accessible to the general member than "Object"
3. **Article III, Section 3** - added language from the current Article V Dues/Donations & Fundraisers, because the Hui would not be able to charge membership for additional fees, besides membership dues, if it is not stated in the Bylaws
4. **Article III, Section 5 & 6** - The sections for "Disciplinary Procedure" and "Resignation" are now completed.
5. **Article IV, Section 6** - Rewritten with the information gained from Robert's Rules of Order Newly Revised, 11th Edition
6. **Article V, Section 1** - Language for meeting days, times, and locations have been added, along with what business is allowed during meetings. Regular meetings will remain on a monthly basis.

7. **Article V, Section 2** - Provision changed from “Quorum” to “Special Meetings.”

c. **Procedures (see attached report)**

1. Disciplinary Procedures for Members and Non-Members have been written and briefly reviewed with the Executive Board.
  - A majority vote of the Executive Board is still required before the procedures can be adopted as a Standing Rule of the Hui

Christine Martinez

d. **Spring Fundraiser**

- Will review the budget with Principal Nakasato to determine if a Spring Fundraiser is necessary.

e. **Spring GMM**

1. Possibly hold Spring Fling with ‘AINA in Schools and Kokua Foundation
2. Better and earlier advertisement of Spring Fling/GMM to general members
3. Look into inviting Jump Rope and Chorus

Motion	Moved By	Carried/ Failed	Counted Votes	
			Yea	Nay
Add a \$50 allotment to the Annual Budget for JotForms, beginning next school year	Mei-Lin Kurasaki	Carried	7	0

7. **SCC Report**

Steve Nakasato

- Waiver submitted to the State for additional Pt day; waiting on approval
- Work with the academic plan
- Readdress policies like dress code and snacks in school

8. **Grade Level Reports**

Jessica Kaminaga &  
Crystal Ido

a. **Usage of Additional Funds from the Hui**

1. **Preschool** - Graduation & Classroom Supplies
2. **Kindergarten** - Cultural Food Day paper goods & Memory Books materials
3. **1st Grade** - Undecided
4. **2nd Grade** - NGSS
5. **3rd Grade** - Bowling Field Trip
6. **4th Grade** - PCC Field Trip Buses
7. **5th Grade** - Graduation Banquet

9. **PCNC Report**

a. **Include the Hui in the next Newsletter**

Shara Wright

- 4 newsletters during the school year
- a ½ page to Hui to promote the PTO's presence

10. Administration

Steve Nakasato

- a. Seriously looking into changing MUES's Resource Scheduling
  1. Give teachers more time to adapt to all the changes
  2. Give students Resources once every 6 days instead of every 10 days
- b. School Calendar coming out soon
- c. Security cameras are on campus and in the process of being installed; primary usage will be during school hours
- d. MUES parking lot remains open on the weekends for HPD use
- e. MUES looking to have STEM classes during the summer

11. Announcements

Christine Martinez

- a. Hui Regular Meetings
  1. 2020: ~~1/21~~, ~~2/20~~, 3/10, 4/14, 5/19
- b. Kona Ice - Spirit Week Thursdays
  1. 2020: ~~1/9~~, ~~2/6 (Book Fair)~~, 3/ 5, 4/9, 5/7

12. Adjournment

4:26 pm  
Christine Martinez

UPDATED: 3/3/20

	Action Item	Person Responsible	Due Date	Status
1	Complete distribution draft of Bylaws	Mei-Lin Kurasaki	ASAP	✓ In Progress
				Complete
2	Determine date for Spring Fling/GMM	Christine Martinez	ASAP	✓ In Progress
				Complete
3	Hui content for PCNC newsletter	Hui	TBD	✓ In Progress
				Complete

DRAFT FOR APPROVAL



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

3/3/20

Date