



Minutes

Regular Meeting | November 19, 2019 | 3:30 pm | MUES Library

1. Call to order | 3:29 pm
Christine Martinez

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

Board Members

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

Guests (Advisors & General Members)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Steve Nakasato, <i>Principal/Advisor</i> | <input checked="" type="checkbox"/> Shara Wright, <i>PCNC/Advisor</i> |
| <input checked="" type="checkbox"/> Laura Lum, <i>Interim PCNC/Advisor</i> | |

3. Review minutes from: | September 27, 2019

- September 27, 2019 - no recording secretaries were in attendance and no minutes were taken
- October 17, 2019 - regular meeting cancelled due to a scheduling conflict

4. Review the treasurer's report: | No quorum present

5. Old Business | Christine Martinez

a. GMM Movie Night - Friday, September 27, 2019

- Due to noise complaints, the high expense of the movie license for outside viewing, and other concerns and restrictions, the Hui will consider replacing movie night with another fundraiser

b. Fall Fest - Friday, November 8, 2019

- Current total income - \$20,220
 - Still waiting on some Silent Auction funds, vendor checks, and completion of grade level reconciliations

2. Estimated attendance - 2,500
3. Going forward, the Hui would like to ask PCNC to handle all Fall Fest community volunteers exclusively; with the school's agreement, the Hui will add this clause to their Fall Fest procedure manual

c. Kona Ice sales for October and November

1. October - \$238
2. November - Not received yet

6. New Business

Christine Martinez &
Yumi Ueda

a. Budget to distribute grade levels wish list

1. The Hui is giving an additional \$1,000 (unbudgeted) per grade level to spend
 - a. Grade levels need to complete the unbudgeted reimbursement form from the Hui to receive funds
 - b. Funds must be spent before May 31, 2020; funds not spent will go back into the Hui account for distribution as the PTO sees fit and will NOT be rolled over for the grade levels in the 2020-2021 SY
 - c. Grade levels will advertise in their newsletters and class websites that the funding is coming from the Hui

b. Bylaws

1. Meeting definitions will be changed to reflect a more efficient structure
2. The school has advised the dissolution of co-chairs

c. Authorization for bank with new signatures

7. Grade Level Reports

Crystal Ido

- a. Preschool is considered a grade level
- b. The MUES Library is not considered as a grade level, but the Hui does budget funds for the librarian to use

8. Administration

Steve Nakasato

- a. The Hui is sponsoring the lunches for the office monitors for the first time; this is an unbudgeted expense
 1. The Hui will pay for this monthly
- b. MUES moving forward with installing air conditioners for the remaining classrooms
- c. MUES is also looking into installing security cameras; only to be used during the day
- d. MUES is working with the complex to have a professional development day
- e. The Principal hopes that we all continue to develop Fall Fest

further, with the priority on maintaining that positive connection with our community

9. Announcements

a. Fall Fest Meeting: Debriefing

1. Wednesday, December 18, 2:30 - 3:30 pm, MUES Library

b. Hui Regular Meetings - 3:30 - 4:30 pm, MUES Library

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: 1/9, 2/6 (Book Fair), 3/5, 4/9, 5/7

7. Adjournment

4:23 pm

Christine Martinez

UPDATED: 1/18/20

	Action Item	Person Responsible	Due Date	Status
1	Fall Fest Survey (creation, distribution, data analysis)	Hui	12/1/19	In Progress
				✓ Complete
2	Rewriting of bylaws	Mei-Lin Kurasaki	ASAP	✓ In Progress
				Complete
3	Updated Financial Forms	Mei-Lin Kurasaki & Yumi Ueda	ASAP	In Progress
				✓ Complete

Respectfully Submitted:



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