



Regular Meeting | November 12, 2021 | 3:30 pm / Google Meet

1. Call to order

- a) 3:00pm

2. Roll call & introductions

- a) Mei-Lin, Octavia Thompson, Amy Fuji, Yumi, Lynn Mills, Steve Nakasato, Erin Centeio, Janet K Lee

3. Review minutes from: October 1st, 2021

- a) There were no questions from the attendees
- b) Erin moved to approve and Yumi seconded the approval of minutes.

4. Review & approve the treasurer's report

- a) Overall budget
 - August we received 145.45 from Amazon Smile
 - 1986.50 in donations from the flier
 - Minor fees
 - Ending Balance: 25,067.73
 - Mei-Lin moved to approve the budget
 - Amy seconded the approval of the budget
- b) A prepayment for Zippy's we had to expend and need to do a post vote that it is ok
 - Went ahead with the payment which went against the bi-laws
 - Everyone approves this and is ok with moving forward

5. Old Business

6. New Business

- a) Check Request Form - Receipts & Invoices
 - We wanted to clarify for the teacher expenses that it is a reimbursement and not an advanced payment
 - Can a message be sent out to all of the teachers that it needs to be a reimbursement and they need to provide a receipt
 - An advance payment was for more of fieldtrips or bus payments, not for classroom expenses
- b) Panda Express, Friday 11/5/21
 - 20% would be \$114 and some change
 - What were people's experiences
 - i. Line was long
 - ii. Should we do a day other than Friday? Maybe the lines won't be so long.



- We can do another one, it just needs to be a day other than Friday.
 - Can you have it go for more than one day?
 - i. Band has done it for more than one day
 - Can we create a banner and hang it out at the school to promote the Panda night?
 - i. Can we make our own and laminate or make a banner?
 - ii. Costco or Aiea Copy Center
 - Can we make the flyer larger and give better directions?
 - i. Erin will make a Flyer for parents to send out on social media and to print
- c) Zippy's Benefit Fundraiser (not 808CarWash)
- Basic timeline of the Zippy's fundraiser
 - i. Ticket orders are due on Friday November 19th
 - ii. Will pick up until the end of November
 - iii. Distribute tickets from December 1-10
 - The box is full can we pick it up so that checks don't get loss?
 - Can we send a digital copy to all of the teachers?
 - i. It could be helpful if the teachers are willing to email or send out via classroom sites.
 - ii. Can it be posted digitally?
 1. No it cannot it needs to be separate so that we are not promoting one over the other
- d) 808 CarWash
- We have a lead to find out more information and will follow up with this and talk about it as a leadership team
- e) Raising Canes
- Do we know what date we asked for? They are supposed to look into it and get back to us.
 - We requested Friday, December 3rd (3pm until closing) – Not all day

7. Announcements

- a) December Regular Meeting
- December 3rd 3-4pm

8. Adjournment

- a) 3:45 Adjournment



Parent Teacher
Organization of Mililani
Uka Elementary School

Minutes

Hui 'O Mililani Uka is the volunteer non-profit Parent Teacher Organization (PTO) for Mililani Uka Elementary School (808) 627-7303, press "8" when prompted • info@huiomililaniuka.org • www.huiomililaniuka.org

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