



NOELANI SCHOOL PTA August 11, 2022 Meeting Minutes

Meeting (via Zoom) called to order by President Stanford Togashi at 6:01pm.

PRESENT: The following officers and members, constituting a quorum, were present:
Officers: Stanford Togashi, President
Kristen Brummel, Vice President
Lisa Imai, Treasurer
Michelle Isa-Atta, Secretary
Members: Approximately 41 members
Principal Gusman

July 14, 2022 MEETING MINUTES were shared and approved.

PRINCIPAL'S REPORT made by Principal Gusman:

1. This year is different from previous years – feeling more like pre-pandemic school year.
2. This week began special programs; full and well-rounded curriculum for students:
 - a. P.E.
 - b. Hawaiiana
 - c. STEM Computer Science
 - d. Library
 - e. PTA funding helped to support P.E. and Hawaiiana
3. Open House went well
4. August 19 (holiday) – day of service for Noelani
 - a. Clear parking lot for Boys Scouts to help clean
 - b. Help PTA move large items into storage container
5. August 29 – Roosevelt Complex Professional Day; no school for students on this day
6. September 5 (holiday); no school for students.

TREASURER'S REPORT – shared by Treasurer Lisa Imai

1. **Income/Expenses:**
 - a. No expenditures or income for month of July; some checks cleared.
2. **Bank Account Balance as of 7/31/22 bank statement**
\$60,870.70 – Checking (Operating)
\$161,786.38 – Savings
\$13,223.27 – Free Business Checking
\$235,880.35 – Total

OLD BUSINESS

1. **Audit Committee** – performed an audit on the last three years.

- a. Audit Report – shared by Catherine Pfeffer (2021 – 2022); per bylaws needed to complete a report in order for the PTA to begin the new fiscal year. Completed Audit Report in four (4) hours. The new treasurer can now begin signing checks.
 - b. The 2019 – 2021 audits will be done next.
2. **Bylaws** – needs a Chair and needs to be completed every 2-3 years.
3. **Membership** – every family will be a member; PTA will cover the Hawai'i State PTSA fees.
 - a. Asking parents to complete the online form to join the PTA.
 - b. Pre-COVID -- the PTA was running strong; during COVID it was difficult for the PTA to meet and fundraise.
 - c. Need parents to become members and participate in PTA.
 - d. Register at <http://bit.ly/noelaniPTA>

NEW BUSINESS

1. **Craft Fair** – Leanne Kojima has been working on the craft fair and doing most of the initial work.
 - a. Contacted vendors, food trucks, community booths.
 - b. Need people to sit on the craft fair committee; asking for volunteers.
 - c. Craft fair has usually been one of our three largest fundraisers; this year is a reboot.
 - d. Vendor application/packet on the Noelani PTA website; \$110 booth fee (early bird); booth fee will go up after August 31. Asking for parents to spread the word to potential vendors to participate as in the craft fair.
 - e. There are currently 25 vendors paid and confirmed; 5 booths verbally committed. In the past it was about 125 booths sold.
2. **Fall Events**
 - a. Noelani Day of Service – August 19, 2022, 8:00- 11:00am
 - i. Students and parents welcome to attend.
 - ii. 24 families signed up so far to help clean the school, paint, and plant.
 - iii. Boys Scouts: 10 adults and 11 scouts signed up.
 - b. Trunk-or-Treat
 - i. Need a chair for the event
 - ii. Parents decorate their vehicles and park in the Noelani parking lot where students can go trick-or-treating. Need interested parents to decorate. Also need donations of candy.
 - iii. Possibly coordinate sell of bentos/food for fundraiser for 4th or 5th grade classes.
3. **Budget**
 - a. Rough estimates of budget as two of our largest fundraisers are starting up again since COVID began.
 - b. President Stanford Togashi shared the estimates for this year's budget.
 - c. Possible three biggest fundraisers are Craft Fair, Jogathan and May Fair.

4. **Chair positions**
 - a. Provided a page to attendees with all the chair positions and volunteer opportunities.

5. **Boy Scouts/Cub Scouts** – Information shared by Bonnie Tung
 - a. Noelani Cub Scout Pack 35
 - b. Holds an annual family camp at Bellows Beach
 - c. Scouts coordinate hiking, reef walks, beach clean-up, park clean ups, helps PTA with day of service, assists with Noelani craft fair and other events.
 - d. They encourage students to participate in cub scouts.
 - e. Meets once a month and organizes one event a month.
 - f. Council Cost: \$175 per scout; scouts will have to purchase a uniform which is about \$100. Dens meet within their grade level.

6. **Open Discussion**
 - a. Discussion about parents assisting with PTA.
 - b. Please reach out for any questions regarding the Noelani PTA via email at president@noelani.org.

MEETING ADJOURNED at 7:20pm. Next Meeting scheduled for Thursday, September 8, 2022 at 6:00pm.

Michelle Isa-Atta

Secretary, Noelani School PTA

September 8, 2022

Date of Approval