

**Ewa Makai Middle School Ohana
Executive Board Meeting Minutes
September 20, 2020 ~ 3:00-4:00 pm
Virtual Web Ex Meeting**

Attendance: Delia Clark- President, Sylvia Grady- 8th grade VP, Sonia Gibb- 6th grade VP, Richelle Oliveros- Secretary, Jinnie Gulisao- Treasurer, Jennifer Welsh- Band Booster Chair

Absent: Andrea Gabriel- Membership Chair

1. Welcome - Meeting called to order at 3:05 pm by Delia Clark, President.
2. Treasurer Report-

Balance remains at roughly \$21,500.00 of which \$2,859 belongs to Band Booster. \$30.00 cash from Spirit Cards to be deposited. (\$21,849.21 was the last balance reported in March 2020 not including reimbursement checks.)
3. New Business
 - a. PTO Collaboration with James Campbell High School and Ilima Intermediate.

This Executive Board will be created to oversee each school's PTO and assist its directors in managing funds. This Executive Board will consist of current PTO Presidents from all 3 schools and a CPA. No official name has been determined.
 - b. Update Bylaws

Please see attached. Items highlighted yellow have been added to better outline the duties of the Executive Board. Items in bold have been removed which are no longer deemed relevant, such as the removal of membership dues. Motion by Sylvia to amend bylaws with updates as noted. Seconded by Sonia and carried.
 - c. Voting of New Officers of Executive Board

President -Andrea Gabriel
Vice President -Sonia Gibb
Secretary -Richelle Oliveros
Treasurer -Jinnie Gulisao
Band Booster -Chair Jennifer Welsh
 - d. Assignment of Special Committees.

Teacher Appreciation Committee Chair -Sonia
Sonia to work with parents who have already volunteered and Social Media Committee mediator, Lolita, to present to EMMS teachers our gestures of appreciation.
It is highly suggested that the Executive Board of Directors engage in EMMS Facegroup page for parents.

4. Meeting Schedules Moving Forward

- a. The Executive Board of Directors historically met the first Wednesday of every month at 4 p.m. Andrea to contact directors.
- b. General Membership Events
It has been agreed that with the current Covid-19 situation, virtual meetings should be held to better accommodate busy parents as well as hopefully boost increase in active membership.

5. Farewell Sylvia and Delia

6. Adjournment at 3:50 p.m.

Next Executive Board Meeting Date: TBD

RO

DRAFT COPY FOR REVIEW PURPOSES

PLEASE NOTE:

- 1. Items to be removed are bolded & lined through.**
- 2. Items highlighted in yellow are to be added.**
- 3. Please offer discussion points & thoughts as we review.**

BY LAWS

Ewa Makai Middle School Ohana

ARTICLE I: Ewa Makai Middle School Ohana

The name of this organization is the “Ewa Makai Middle School Ohana,” referred to in the following text as “EMMS Ohana.”

ARTICLE II: PURPOSE

Section 1 The mission of the EMMS Ohana is to support the education goals of Ewa Makai Middle School:

- a. By facilitating the participation of parent volunteers.
- b. By helping to raise awareness and support for the school within the community.
- c. Through fundraising projects, or by supporting school fundraising efforts.
- d. In other ways deemed appropriate and necessary by the school’s teachers,

administrators, and the EMMS Ohana Membership.

Section 2 The EMMS Ohana is a non-profit group organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501©3 of the Internal Revenue Code or corresponding section of any future tax code.

ARTICLE III: BASIC POLICIES

Section 1

- a. The EMMS Ohana shall be noncommercial, nonsectarian, and nonpartisan.
- b. Neither the name of the EMMS Ohana nor the names of any members in their official capacities shall be used to endorse or promote a commercial concern or any partisan interest.
- c. The EMMS Ohana will not participate in any political campaign on behalf of, or in opposition to, any candidate.
- d. No part of the net earnings of the EMMS Ohana shall be used to benefit any member, director, trustee, or officer, except in reimbursement for expenses incurred by that individual on behalf of the PTO.
- e. ~~Notwithstanding any other provision of these articles, the EMMS Ohana shall not carry on any activities forbidden to groups whose contributions are deductible under Section 170©2 of the Internal Revenue Code.~~
- f. If the EMMS Ohana is ever dissolved, any assets remaining after settling debts and obligations shall be distributed to another non-profit organization.

ARTICLE IV: MEMBERSHIP

Section 1 All families of students at EMMS, school staff, and interested parties in the community are eligible to join the EMMS Ohana.

- a. ~~Due shall be \$10.00 per family.~~
- b. ~~All adult members and EMMS students, provided their due are paid, shall have voting privileges.~~
- c. ~~Members may join at any time for the current school year. Membership expires at the end of the school year, no matter when dues were paid.~~

ARTICLE V: GOVERNANCE

Section 1 The EMMS Ohana shall be governed by ~~an advisory committee~~ **the Executive Board** open to any member willing to serve, ~~as well as the PCNC and principal, or any faculty member appointed to serve on principal's behalf.~~

Section 2 ~~The advisory committee~~ **Executive Board** shall be overseen by ~~seven~~ **five** officers: a president, vice president, secretary, treasurer, ~~membership chairperson, teacher representative and fundraising coordinator~~ **and band booster representative.**

- a. Any adult EMMS Ohana member may volunteer for an officer's position.
- b. In the event that more than one person volunteers for a position, an election will be held during a meeting of the EMMS Ohana ~~advisory committee~~ **Executive Board**. The candidate receiving the most votes will be awarded the

position.

Section 3 Duties of Officer Positions:

a. PRESIDENT – The President shall schedule meetings; preside over meetings; coordinate the work of other officers ~~the advisory committee or subcommittees~~ and committees; perform other duties as necessary. The President shall serve as a member of all committees. The President shall have signature authority for EMMS Ohana bank account.

b. VICE PRESIDENT – The Vice President shall assist the President to perform duties as necessary; preside over the meeting if the President is unable to attend; perform other duties as necessary. The Vice President shall serve as the social media contact for EMMS Ohana, have signature authority for EMMS Ohana bank account and shall assume the duties of the President should the President resign.

c. SECRETARY – The Secretary shall keep the minutes of meetings; keep current copy of the bylaws; maintain records of all EMMS Ohana meetings and correspondence; perform other duties as necessary. d. TREASURER – The Treasurer shall maintain custody of all funds; keep accounts of receipts and expenditures; ~~make prepare~~ disbursements of funds as approved by the ~~advisory committee~~ Executive Board; ~~prepare financial statements~~; present financial statements at all meetings; have accounts audited at the end of each school year; perform other duties as necessary.

d. BAND BOOSTER REPRESENTATIVE – The Band Booster Representative shall serve as the liaison for band information and shall coordinate fund requests and all related financially activity for the EMMS band.

ARTICLE VI – AMENDMENT OF BY LAWS

These By Laws may be amended at any regular meeting of the Executive Board.