

Hui ʻO Mililani Uka

Uka's Parent Teacher Organization



WORKING TOGETHER TOWARD EXCELLENCE

Spring General Membership Meeting

Thursday, April 22, 2010

6:45 - 7:10 PM

Agenda

- Approve Minutes from August 19, 2009
- Budget for 2010-2011 School Year
- Fundraisers / Membership Dues
- Hui Officer Candidates
- Volunteer Recognition

Current Hui 'O Mililani Uka Officers:

President: Melody Hayase
Vice President: Vacant
Treasurer: Carylynd Cintron Ala
Recording Secretary: Michelle Fehr
Corresponding Secretary: Shelly Sumile

Hui 'O Mililani Uka Contact Information: Email: huiomililaniuka@yahoo.com

**You can still nominate yourself or another parent for next year!
Fill out and return ASAP to the Hui or the PCNC!**

Nomination for 2010-2011 Hui 'O Mililani Uka Parent Board Member:

Name: _____ Phone: _____

E-Mail: _____

_____ President

_____ Vice-President

_____ Treasurer

_____ Recording Secretary

_____ Corresponding Secretary

To learn about our objectives and read a description of each office, the Hui 'O Mililani Uka By-laws are viewable at www.mililaniuka.com. Please contact Norma Tansey at 627-7303 ext. 233 or Melody Hayase 778-0557 or email huiomililaniuka@yahoo.com if you have any questions regarding the board.

Thank you for your continued support and involvement in your child's life and education at Uka!

Sincerely,

Melody Hayase
Hui President
2009-2010 SY

Thursday, April 22, 2010

Mililani Uka Cafeteria

General Membership Meeting Agenda

I. REVIEW AND APPROVE MINUTES FROM August 19, 2009 PUBLIC MEETING

- A. Simulcast Meeting Survey Results

II. TREASURER REPORT/UPDATE

III. OLD BUSINESS

- A. New Hui Officers Needed for 2010-2011
- B. Approve Budget from parent survey and staff requests

IV. NEW BUSINESS

- A. Hui Fundraisers for next year
 - Fall: Great American Opportunities Catalogs and Online Store
 - Spring: Shamrock (sausage, cin. bread, pizza, banana mac nut loaf)
 - Monthly: Papa John's & Jamba Juice
 - Year-round: eScrip (Macy's Shop for better education & Safeway 10% Back-to-school in September, 2-4% year round)
- B. Hui Membership Dues
- C. Volunteer of the year Award & Recognition

V. ANNOUNCEMENTS

- A. Next Hui board meeting will be 5:00 pm at the PCNC on May 13, 2010.
 - *****Parents are encouraged to attend monthly Hui Board Meetings.**
Please contact our PCNC Norma Tansey at 627-7303 ext 233 for more information.
 - The next Public Meeting will be held in August 2010.

VI. ADJOURNMENT

2010-2011 Fundraisers

	Est. Net	%Profit
Great Amer. Op	9,000	30-40%
Shamrock	12,000	30%
Papa John's	800	20%
Jamba Juice	1-2,000	20%
eScrip (Safeway, Macy's, etc.)	1,000	2-4%
Yearbook	1,000	
Family Portrait (Winter)	600	100%
Est. Income	25,400-26,400	
Possible Additional Fundraisers:		
Family Membership Donation (\$15 per family)	6,000	100%
Great Amer. Opportunities Value Card	?	50%
Sweet Corn (Fall)	?	35%
Turkey Trot/Fun Run	4,000	
Total Est. Income	25,400-36,400	

2010-2011 Budget

Hui Proposal for Approval	
Choir Director (Part Time Teacher)	9,500
	-14,000
Computer Lab	5,000
Art Program for All Grade Levels	4,000
Technology Supplies	3,000
Library	2,000
Character Counts Fair Poster Contest Prize	150
Hui Operating Costs:	
GE Taxes	1,500
Hui Liability Ins	1,000
	26,150-30,650

This budget was established with the assistance of parent and faculty cooperation to utilize expected funds to the benefit of:

- 1.) School wide needs
- 2.) Student Needs
- 3.) Most to least expensive programs

MINUTES OF THE HUI 'O MILILANI UKA, August 19, 2009
SIMULCAST FALL GENERAL PUBLIC MEETING
(viewed in classrooms at beginning of orientation)

Board Members Present

Candi Baker . president, Carylynd Cintron Ala . treasurer, Melody Hayase .
recording secretary, Gail Markovich . corresponding secretary

I. CALL TO ORDER

President Candi Baker called the meeting to order on camera at 6:10 p.m.

II. REVIEW AND APPROVAL OF MINUTES FROM May 15, 2009

Parents approved of minutes which were included on page 4 of the meeting handout. Parents voted and approved via ballot that was collected at the end of parent orientation.

III. TREASURER REPORT/UPDATE

The treasurer's report was listed as the budget on the 3rd page of the handout. Carylynd gave a summary and parents approved via the same ballot used for approval of minutes.

IV. OLD BUSINESS

- A. Hui thanked all members of last year's board.
- B. Need for volunteers to help with various fundraisers and activities announced.
- C. Parents voted to approve budget printed on page 3 via ballot in the classroom.
- D. Revised Hui By-laws approved at last meeting are accessible at the Mililani Uka website: <http://mililaniuka.com>.

V. NEW BUSINESS

- A. Fundraisers for 2009-2010 School Year were announced and explained, volunteers requested, dates given for Papa John's, Sally Foster, & Shamrock. eScrip sign-up was encouraged and Melody was on-hand near the library to answer questions and assist with sign-up.
- B. Donations will be needed to support the upcoming events, like Fall Fest.
- C. Upcoming events hosted by Hui including Fall Fest and craft activities were announced.

VI. ANNOUNCEMENTS

- A. The next Public Meeting will be held at the Spring Fling on 4/23/10.
- B. Parents are welcome at the monthly Board Meetings. Please contact Norma Tansey, our PCNC for more information.

VII. ADJOURNMENT was at 6:23 pm by Candi Baker.

Respectfully Submitted by Melody Hayase, Recording Secretary

Dear Parents and friends,

Without parent officers, the Hui will not exist, and your children will ultimately suffer the loss of around \$30,000 in funding and countless volunteer hours. Please consider committing a couple of hours per month with the possibility of being co-officers on the board to share duties. The more volunteers we have to share the work, the lighter the load on everyone. Please read the information below and consider joining the Hui, because without you there can be no us.

Sincerely,

Hui 'O Mililani Uka 2009-2010 School Year

Excerpt from Hui by-Laws 2009 Revision

ARTICLE I NAME

The name of this non-profit organization shall be: Hui 'O Mililani Uka, the Parent/Teacher organization for Mililani Uka Elementary School.

ARTICLE II PURPOSE

The purpose of the Hui is to involve parents, teachers and the community in ensuring Uka Students have a high quality learning environment and to fully support the Uka mission statement.

ARTICLE III OBJECTS

Section 1: The goal of the Hui is to provide the highest possible quality learning environment for the Uka students by:

- A. Ensuring parents have a voice concerning the education and welfare of their children.
- B. Promoting parental and community involvement with Uka.
- C. Providing assistance to Uka in areas that have been identified, assessed and prioritized by the Hui membership.
- D. Raising funds for the purpose of improving/maintaining educational standards.
- E. Fostering open communication among those persons concerned for Uka students.

Section 2: In furtherance of these purposes and objects, but not in limitation thereof, the Hui shall have authority:

- A. To act as a facilitator between the parents, Uka, district and state agencies in the name of the Uka parents to ensure the highest quality learning environment is maintained.
- B. To solicit donations, have fundraisers and distribute proceeds, ensuring a majority of all money raised is allocated during the school year in which it was raised.

- C. To conduct activities in cooperation with other school groups (such as PCNC and SCC) designed to foster parent, faculty and community involvement, cooperation and to establish Uka as a community focal point.
- D. To provide volunteers and other assistance to Uka.
- E. To keep parents informed as necessary.

Section 3: The Hui is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

Section 4: Notwithstanding any other provisions of these articles, the Hui shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 5: Upon the winding up and dissolution of the Hui, after paying or adequately providing for the debts and obligations of the Hui, the remaining assets shall be distributed to a not-for-profit fund, foundation, or corporation, which is organized and operated exclusively for charitable, educational and/or scientific purposes and which has established its tax-exempt status under section 501 (c) (3) of the Internal Revenue Code.

ARTICLE VIII OFFICERS

Section 1: The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. Term of office shall be one year, beginning at the start of the school year, with officers serving until their successor is duly elected and qualified.

Section 2: The duties of the officers shall be:

- A. The **President** shall be the presiding officer at the general membership, special and Board meetings; shall appoint special committees and call special meetings as may be deemed necessary; and shall be an ex-officio member of all committees, except the nominating committee. The president shall plan and develop helpful school projects with the Principal, and discuss important school/community related issues with school administrators. The President shall have the responsibility of carrying out the purpose and objectives set forth in Articles II and III.
- B. The **Vice President**, in the absence of the President, shall perform the duties of the President; shall assist the President in areas deemed necessary and shall be coordinator of the standing and special committees and be responsible for activities assigned to each.
- C. The **Recording Secretary**, in the absence of the President and Vice President shall perform the duties of the President. The

Recording Secretary shall maintain a record book(s), the by-laws with the amendments and revisions.

- D. The Corresponding **Secretary**, in absence of the Recording Secretary shall perform the duties of the Recording Secretary. The Corresponding Secretary shall carry on all correspondence of the Hui, act as public relations, and shall inform members of the Board, and all parents of meetings.
- E. The **Treasurer** shall receive all money belonging to the Hui; shall pay the bills, as approved by the Board; shall draft the proposed budget; and shall keep an itemized account of receipts and disbursements. Two officers must sign the checks. The books must be reconciled, reviewed, and accepted by a majority of the officers, prior to turnover to the newly elected Treasurer.

ARTICLE IX EXECUTIVE BOARD MEMBERSHIP

Section 1: There shall be a Board consisting of the elected officers and the chairpersons of the Standing Committees.

Section 2: Voting members of the Board. Elected parents will have four voting members and faculty will have four voting members with the president having the ability to cast a tiebreaking vote.

Section 3: Non-voting members of the Board:

- A. The Principal, or his/her representative and the PCNC shall be advisors to the Board and attend all Special and Official Board meetings.
- B. A community and/or student representative may be named by the Principal with the appointees' consent and approval of a majority of the elected officers.

Section 3: Chairpersons of Standing Committees will be Hui members in good standing.

Section 4: The Board shall have general supervision and control of the business and affairs of the Hui and shall establish all policies and make all rules and regulations for the management of the Hui and distribution of its proceeds.

Section 5: Any Board member with a conflict of interest, real or perceived, must abstain from participation in all aspects of that particular item.

Section 6: Duties of the Board shall include, but not be limited to:

- A. Conducting day to day operations of the Hui.
- B. Developing and executing fundraisers, then distributing the proceeds per authorized budget.
- C. Developing the agenda for General membership meetings to include the proposed budget, the schedule of events and the submission of the proposed slate of officers for the upcoming year.
- D. Filling office and committee vacancies by simple majority vote and consent of nominee.