



League of Women Voters of Honolulu Education Fund

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CALL TO ORDER: A meeting of the Board of the League of Women Voters of Honolulu Education Fund was called to order at 10:25 a.m. on Tuesday, June 12, 2007, in the League office.

MEMBERS PRESENT: Jean Aoki, Arlene Ellis, Helen Griffin, Robin Loomis, and Suzanne Meisenzahl.

Purpose of meeting: President Arlene Ellis said that this meeting was being held to work on the policies and guidelines for using Ed Fund monies. Three documents were distributed to the directors: 1) Guidelines for State and Local Grant Service, 2) Trust Agreement League of Women Voters Education Fund (National), 3) The LWV of Honolulu Education Fund, Inc., (Incorporated on January 23, 2001). This last included the purpose, history, and statement of income and expense for the period 1/23/01 to 11/01/05. Ellis wanted to know if we have veered far away from National's guidelines. Helen Griffin will look at all three documents and report back at the next meeting.

Other Business: Suzanne Meisenzahl submitted a request for reimbursement for the purchase of the printer. We must have bills or receipts for any payments requested. Arlene Ellis will update the Statement of Income and Expense document, since she has all of the information. Jona Sing is the systems administrator for our computers, and the users will be needing instructions on how to use all of the features.

The next meeting of the Board will be on Tuesday, July 10, 10:30 a.m. in the League office.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Robin Loomis".

Robin Loomis, Secretary

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