

LEAGUE OF WOMEN VOTERS OF HONOLULU
EDUCATION FUND

CALL TO ORDER: A meeting of the Board of the League of Women Voters of Honolulu Education Fund was called to order at 10:35 a.m. on Tuesday, August 12, 2008, in the League office.

PRESENT: Jean Aoki, Arlene Ellis, Robin Loomis, Suzanne Meisenzahl, Jan Choy, CPA, with the firm Choy & Wong CPAs Inc., and Sue Miller

NOT PRESENT: Helen Griffin

ASTRID MONSON EVENT

Suzanne Meisenzahl said the Honolulu LWV would like to sponsor a fundraising event to honor Astrid and Donald Monson's bequest to League and to make the first Monson annual award to a deserving recipient. Sue Miller and Elizabeth Reilly, Honolulu Board members, have volunteered to plan and organize the event, a cocktail party at the Elks Club with music in October. (Jan Choy arrived at this point, and the Board decided to handle to accounting first.)

ACCOUNTING SYSTEM

CPA Jan Choy distributed four sheets with Ed Fund's accounting history: 1) Profit and Loss sheet by date; 2) Profit and Loss by transactions (2 sheets); and 3) Balance sheet. Several of the transactions needed to be reorganized into different categories, which Jan will do before the next meeting. Her fees were discussed. \$50 per hour is a standard bookkeeping fee for nonprofits, and she will check with Stacy on the number of hours she spent. There is room to negotiate the fee; and she will itemize what she has already done, and what she can do for us in the future. She will also ask for an IRS extension, since the due date is August 15. Jean Aoki made a motion seconded by Suzanne Meisenzahl to accept Jan Choy as our accountant at \$50 per hour. The motion passed unanimously.

ASTRID MONSON EVENT (continued)

Sue Miller arrived to flesh out the concept for a celebration of Astrid Monson's life and what she has contributed, and what her trust is still doing. A presentation would be made at this time to the first recipient of the annual \$5,000 award, whom she thought would be Sierra Club's Jeff Mikulina. He had already agreed to provide music as he plays in a group. The cost would be \$50 and would include heavy pupus and one drink. After discussion about the timing of the event that should not be in October, a possible date of Thursday, November 13, that would be after the general election and before the holidays seemed possible. Jean Aoki, Robin Loomis, and Suzanne Meisenzahl voted for this event and Arlene Ellis voted against. Jean Aoki made a motion seconded by Suzanne Meisenzahl to nominate Jeff Mikulina as the first recipient of the Astrid Monson annual award. The motion passed unanimously.

REQUEST FOR EXPENSES FOR CONCON SEMINAR

Jean Aoki submitted a partial budget for this seminar to be held September 6. She needs \$1,000 from the Hanser Fund immediately to reimburse speaker, Robert F. Williams, who is flying in from Newark, NJ, with a check made out to him. From the Monson grant her partial budget amounted to \$2,365, but she would like to have up to \$5,000 available. Suzanne Meisenzahl made a motion seconded by Robin Loomis to support the ConCon Seminar for up to \$5,000. The motion passed unanimously.

PMP REQUEST

Honolulu President, Piilani Kaopuiki, submitted a request for the Ed Fund to pay for one half of the annual PMP (per member payment) due to National, if funds are available. The request was approved unanimously.

REQUEST FOR PARTIAL SUPPORT OF A NEW PRINTER

Piilani Kaopuiki submitted a request that Ed Fund pay 70% of the cost of a new printer for the office based on the estimated percentage of usage for educational purposes. After discussion Arlene Ellis made a motion seconded by Jean Aoki that Ed Fund pay 50% of the cost of a new printer. The motion passed unanimously.

OTHER BUSINESS

There is a need for a Treasurer who can handle the books, because Jean Aoki is too busy to do it. Also, a second person, possibly the Treasurer, is needed to be available to sign checks should Arlene not be available. Suzanne Meisenzahl will get signature cards, look for the June and July Merrill Lynch statements for Jan Choy, and contact David Takagi about getting reports from him on a quarterly basis.

NEXT MEETING:

The Board will meet on **Monday, September 15, 2008**, 10:30 a.m. in the League office. The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Robin Loomis, Secretary

Edfund18:08/18/08