

**DRAFT Hawaii Farmers Union United – Hāna Chapter**  
**Board of Directors Meeting Minutes**  
**Thursday, June 22, 2017 • By Phone Conference**

**In Attendance:** Mikala Minn (P), Brad Taylor (VP), Krista Fuglestad (T), Scott Crawford (S); Simon Russell (HFUF President).

Meeting called to order by Mikala Minn at 4:22 p.m.

**OLD BUSINESS**

**RLW Response**

Motion (Brad/Krista) to recommend to HFUF to hire Scott Crawford as RLW Response Coordinator for 10 hrs/week, as he is already doing the work and is willing to take on the role; passed unanimously (Scott abstained).

Mikala said he is looking for someone to fill the other half of the role which will be more field/volunteer coordinator for vector control kit distribution and training.

Simon: HFUF will prepare employee/contractor contract. Purchases can be made directly from foundation or purchased from local chapter or member and submit expense report with receipts. Must file time sheet and expense reports by the 19<sup>th</sup> of each month, check will go out by the 26<sup>th</sup>. Brad suggests buying online as much as possible to save money.

Scott will work on a shopping list with sources and prices and will circulate among the board for feedback, and then coordinate with Simon to make the purchases.

Krista suggested having a small contingency fund for small/local purchases if needed, and then submit monthly expense reports.

Brad suggested getting firm quotes for subcontractors who may be doing any work under the grant.

Meeting adjourned (Brad/Matt) at 4:38 p.m.

Minutes taken by Scott Crawford \_\_\_\_\_