

Townsend Harris Alumni Association, Inc.
Minutes of the Meeting of the Board of Directors (as approved on November 24, 2002)
October 20, 2002
Location: Florence Nightingale Health Center

The following directors were present and constituted the quorum (quorum is currently a minimum seven directors): Irving Gerber, Gerald P. Halpern, David Herszenhorn, Alicia Hughes, Sam Malkin, Tanielra McFadden, Maurice Paprin, Charles Sigety, Craig L. Slutzkin, Vanessa Tam.

Thomas Postilio attended the meeting as a guest. Craig L. Slutzkin acted as secretary of the meeting.

- I. David Herszenhorn called the meeting to order at 10:20 AM.
- II. Gerald Halpern introduced a motion to accept the minutes of the September 29, 2002 Board of Directors minutes, as revised. Charles Sigety seconded this motion, which was passed unanimously.
- III. School Report. Thomas Cunningham was unable to stay for the meeting due to prior commitments. Mr. Herszenhorn reported the following:
 - a. It is Mr. Cunningham's intention to bring an assistant principal or department chairperson to the Board meetings on a going-forward basis.
 - b. The Election Simulation is underway and has been successful thus far.
 - c. Sophomore students recently took the PSAT examinations. Overall, Harris students who took the most recent SAT examination scored better on the verbal section than the mathematics section – this was a first. Maurice Paprin recommended that the high SAT examination scores be used as a marketing tool.
 - d. Founders' Day will be this coming Friday, October 25th. The theme for this year's festivities will be "Townsend Harris Makes a Difference". Over 20 alumni will participate in the events, and Kelly Vilella '95 will be the keynote speaker.
 - e. Retirements continue to be a major issue facing the high school administration. Joe Horn, who has been a longtime mathematics instructor at the high school and is currently the computer networking administrator, has announced intentions to retire at the end of the year. Mr. Cunningham is seeking alumni support for instruction for a replacement administrator, at a cost of approximately \$2,100. Mr. Sigety proposed the following:

The Board of Directors supports the funding request of instruction for a replacement computer networking administrator subject to a time commitment to Townsend Harris by such administrator, and such request is further remanded to the Gifts Distribution Committee for detailed discussion.
 - f. Mr. Halpern seconded the motion, which was passed unanimously.
- IV. Treasurer's Report. Mr. Slutzkin presented the report of the treasurer from September 1, 2002 through September 30, 2002.
 - a. Mr. Slutzkin reported that the investment portfolio was down approximately 8% for the month, which is in line with major indices such as the S&P 500 and the Dow Jones Industrial Average. In response to inquiries, Mr. Slutzkin noted that there was no separate and substantive reporting on market conditions from the Association's investment advisor outside of the standard quarterly commentaries. He will follow up with the investment advisor. Mr. Slutzkin further noted that the investment portfolio was still a balanced portfolio between equities and U.S. treasury securities.

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- b. Mr. Slutzkin reported that the balance of the New York Community Trust Account was approximately \$259,000 (Jay Winston Scholarship Fund). Mr. Slutzkin agreed to provide further information about the account's performance to the Board at the next meeting.
 - c. Mr. Paprin suggested discussing the portfolio with the investment manager of the City College endowment fund, who he believed was performing very well in light of current market conditions, and agreed to have the manager call Mr. Slutzkin.
 - d. Mr. Paprin proposed a motion to accept the report of the treasurer without exception, which was seconded by Irving Gerber and was carried unanimously.
- V. Executive Committee Report. There were no formal meetings of the Executive Committee since the last Board meeting. However, the committee has been in constant communication, and Mr. Herszenhorn reported the following:
- a. The proposal by Sheila Orner and Lynne Greenfield for additional teacher training is still being considered. Mr. Herszenhorn has requested additional information from Ms. Orner and Ms. Greenfield and have not gotten a formal response; however, they have communicated to Mr. Herszenhorn that they are incorporating the Board's thoughts and concerns in their plan. Mr. Gerber expressed concerns that the Board would be paying for something that should be the normal responsibility of the principal and department chairs. Several members of the Board noted that this training is not geared towards how to be an effective teacher per se, as opposed to how to be an effective teacher at Townsend Harris, which is something difficult for the current administration to convey considering their relative newness to the school.
 - b. The Association received one application for the position of Administrative Director. Mr. Herszenhorn discussed how the Association was advertising the position and also the flexibility in salary structure.
- VI. Communications Committee Report. Ms. Gunn was not present at the meeting; however, several issues were discussed in her absence:
- a. Mr. Herszenhorn reported that the Townsend Harris Forever! campaign mailing went out, but there were some issues in the mailing process and not all alumni has received their mailing yet.
 - b. Mr. Gerber expressed his extreme disappointment that the Spring newsletter still has not been issued and offered to retain responsibility for the newsletter and work with the Association's current printer.
 - c. Mr. Herszenhorn then discussed his disappointment with the delay in getting out the newsletter, and apologized for not being able to provide more details of the delay, as it was his understanding that the newsletter was supposed to be issued over a week ago. He felt that the current overall committee structure has not been completely successful as some responsibilities have fallen through the crack. Mr. Paprin then noted that he felt it was the responsibility of the president to ensure that these responsibilities (not limited to the communications committee) do not fall through the crack, and that he was unaware of many of the committee meetings, including the Hall of Fame committee. He recommended that reminders of meetings be sent out only a few days in advance. He further noted that he believed that the president and/or secretary should make personal calls reminding Board members of meetings and encouraging attendance.
 - i. Mr. Slutzkin noted that the original Hall of Fame committee meeting was held before a Spring 2002 Board meeting and all were notified. He further noted that Charles Puglisi did, in fact, send out reminders during the middle of this past week.
 - ii. Mr. Herszenhorn discussed the failures with the original Hall of Fame committee, and that he made every effort to get the committee and its members together. He then noted that Alicia Hughes assumed responsibility, with the unofficial help of Ted Peck.
 - iii. Ms. Hughes noted that communications to her was not sufficient and that she did not know Mr. Paprin was on the committee.

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- iv. The Board discussed at length the role of the president and the role of committees responsibilities vs. individual responsibilities.
 - v. Mr. Halpern moved to table further discussion on the newsletter until the next Board meeting and request Ms. Gunn to attend such meeting to offer her thoughts. Mr. Paprin seconded that motion and the Board approved unanimously.
- VII. Gifts Distribution Committee Report. Mr. Slutzkin noted that the only approved request since the last Board meeting was for several teachers to receive training in the instruction of Advanced Placement classes for a total cost of about \$4,300.
- VIII. Townsend Harris Forever! Report. Mr. Herszenhorn again noted the issues in the mailing of the campaign letters. At the request of Mr. Paprin, Mr. Herszenhorn discussed the difference between the Townsend Harris Forever! campaign and the THETA fund.
- IX. New Business.
 - a. Mr. Herszenhorn brought up the previous proposal of removing directors from the Board after three consecutive, unexcused absences. Mr. Halpern noted that the proposal was not tabled at the 2000 annual meeting and not addressed at the 2001 annual meeting, primarily due to the establishment of the Honorary Director position. Mr. Halpern, in his capacity as chairman of the By-Laws committee, agreed to have a draft of a resolution provided to each Board member prior to the next meeting. Mr. Paprin motioned to accept that arrangement, Mr. Halpern seconded and the Board passed unanimously.
 - b. Mr. Paprin inquired as to who coordinated student affairs at the high school, as he had suggestions for civic participation. Mr. Herszenhorn noted that he believed Adam Stonehill was the coordinator for student affairs, and at Mr. Paprin's request, provided the contact information for Mr. Stonehill, Mr. Cunningham and Mr. Puglisi.
- X. Upcoming events – Hall of Fame Dinner. Alicia Hughes gave a report on the Hall of Fame dinner, which will be held October 25, 2002 from 6:30 to 10:30 PM at the 200 Fifth Club at the Toy Building, 200 Fifth Avenue.
 - a. Parking should be available around the area of the club.
 - b. Ted Peck has been extremely helpful.
 - c. There will be approximately 135 people at the event, including 40 students and 11 teachers. She has been diligently working to match people and students with like interests at each table. There will be about 14 tables with 10 people per table.
 - d. Ms. Hughes gave a list and background of each honoree and read the program to the Board. Mr. Paprin requested and received the names and contact information of each living honoree with the understanding that he will be contacting them.
 - e. Ms. Hughes then discussed the financial status of the dinner. Messrs. Slutzkin and Herszenhorn noted that tickets and catering costs were a wash so all other expenses are a loss. The original agreed to budget on spending was \$5,000 not including invitations, which was set because (1) of the fact that all of this money represented a loss and (2) the Association is non-profit. Ms. Hughes said that she felt that was not enough, and requested \$1,000 additional. Mr. Herszenhorn granted the request in his capacity as president after Board discussion.
 - f. Ms. Hughes requested assistance with public relations. Mr. Herszenhorn agreed to contact the New York Times and Mr. Paprin agreed to use his contacts for public relations as well.
 - g. Mr. Halpern moved to accept Ms. Hughes' report with commendation; Mr. Herszenhorn seconded the motion and the Board accepted unanimously.

Being no other business, the Board adjourned at 12:05 P.M. Next meeting is Sunday, November 24, 2002 at 10 AM – Florence Nightingale Health Center.

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Respectfully submitted,
Craig L. Slutzkin