

Townsend Harris Alumni Association, Inc.

Minutes of the Meeting of the Board of Directors (as approved on December 5, 2006)

October 18, 2006

Location: New Leaf Venture Partners

The following directors were present and constituted the quorum: Tanya Odom, Craig Slutzkin, David Herszenhorn, Charles Sigety, Shari Gruber, Tom Cunningham, Marvin Leiner, Donna Manion.

Guest: Ted Peck.

I. Tanya Odom and Craig Slutzkin called the meeting to order at 7:15 P.M. and welcomed the directors.

II. Ted Peck gave an update on the upcoming Hall of Fame induction. He reported that things are going well, and he expects that there will be minimal speech giving, and more time will be spent networking. Tom Postillo has put together a CD of music for the event (each selected song is somehow related to an alum). Mr. Peck would like Ms. Odom and Mr. Slutzkin to make some brief remarks and help to distribute the awards. Mr. Peck has also arranged for Gia Malkia to help collect money at the door, and for Donna Manion to help direct the crowd to the cocktail party. Mr. Slutzkin and Ms. Odom thanked Mr. Peck for all of his hard work.

III. Executive Committee Report.

a. Mr. Slutzkin reported that Gia Malkia will step down from her position as Vice President, though she will remain on the Board and she will continue to be a member of the Nominating Committee.

b. Mr. Slutzkin reported that he hopes that the staff position will be filled by May.

c. Mr. Slutzkin stated that volunteers are needed for the High School Open House on November 20.

d. Ms. Odom stated that she would like to help support the school in its efforts to visit junior high schools in order to increase minority enrollment. It was established that there is a limit on how many students any magnet high school may take in per class - the number is 22. Ms. Odom was curious to know what the barriers were for enrollment, and asked that we think about addressing this issue further in the future.

e. The THAA website database upgrade is "substantially done" according to Mr. Slutzkin. The goal, for the website, is to make it more user friendly and more visually appealing. Mr. Slutzkin proposed that we spend \$7,000 to complete the upgrade; all agreed.

f. Dues statements will go out over the next couple of weeks. Ms. Odom stated that she would like to see all Board members pay their dues.

g. David Herszenhorn reported that the Envoy will be out shortly. He looks forward to producing it monthly in an electronic format. Mr. Herszenhorn shared some ideas that he has in order to expand and connect with our virtual community, including the creation of a virtual book club. Mr. Herszenhorn hopes that the next issue is disseminated electronically, and hopes to profile both and older alum and a younger alum.

h. With regard to the Annual Meeting, Ms. Odom asked if we should think about changing the time of year that the meeting is held. For the past several years, attendance has been very low. It was decided that the next Annual Meeting would be held on Sunday, October 7, 2007.

i. Succession Planning - The Board needs to think about succession planning for various positions, including (but not limited to) the Treasurer position. It was thought that the class representatives should be looked at as a point of contact for each class, and the ranks should be searched for new potential Board members.

j. Reunions - the goal was for graduates from each class to run their own reunion. That has turned out to be a very idealistic view of how reunions are run. More help is needed. How do we get more alumni interested in participating in the planning of Association activities?

k. Board Meetings - it was decided that Board meetings should be held quarterly from this point forward.

IV. Treasurer's Report. Mr. Slutzkin reported that this report will be abbreviated, and that he will offer more details next time.

V. School Report

a. Tom Cunningham shared letters that were written from the students in the Hebrew class. The students are extremely grateful for the opportunity to study Hebrew at THHS.

b. Mr. Cunningham shared a proof of the Princeton Review THHS profile.

c. Mr. Cunningham stated that there are currently 63 student volunteers working on Hillary Clinton's campaign.

d. Mr. Cunningham reported that the THHS television studio is not fully operational. He would like to propose that the Association approve \$5,000 in funding in order to get the station up and running. The Executive Committee approved the funding.

VI. New Business

a. Shari Gruber reported on the development of the Association brochure. She is going to continue working on this. Ms. Gruber wanted to know what exactly the Board hoped to be pitching in order to raise funds. She suggested that we focus on distinct funds that potential donors can give money to, for instance, a technology upgrade fund.

There being no other business, the Board adjourned at 9:30 P.M.

Respectfully submitted,
Donna Manion



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149-11 Melbourne Avenue Flushing, New York 11367

Voice Mailbox: 718-793-0441 Home Page: www.thaa.org

EXECUTIVE COMMITTEE REPORT

The Executive Committee has had several informal discussions. Among the topics discussed were:

- I. Admin/Staffing. Gia Malka continues to work on finding a staffperson. She has worked with the college job office at Queens College and will be contacting several department heads that she knows. She is placing ads in local newspapers as well.
- II. Board Composition. Lani Muller has resigned from the Board effective December 6, 2006. Based on her current commitments, she felt that she would be unable to dedicate the time required for a board seat.
- III. Hall of Fame. The event was a success. Over 110 people attended the event. While ticket sales did not recoup the overall costs, contributions brought the total “profit” to over \$4,000.
- IV. Admissions/Student Outreach. The school Open House was held on Monday November 20. Tanya Odom attended. In addition, Ms. Odom visited two junior high schools to help in the school’s recruitment efforts.
- V. Website. To be discussed at the meeting.
- VI. Dues. Dues statements have been mailed out.
- VII. Annual Meeting. In light of the poor attendance at the 2006 annual meeting, we would like to start the planning for this years’ meeting in November. Donna Manion is coordinating.
- VIII. Strategy/Long Term Planning. We have continued a project to have a long-term plan. David Herszenhorn has started a draft document which we are in the process of refining and hope to bring to the next meeting which outlines our long term planning for succession, organization, processes, accomplishments and goals. In addition, he has met with potential contributors (from a resource perspective) to the Association.



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EVENTS COMMITTEE REPORT

Gia Malka is starting to coordinate the 2007 reunions. We are discussing venue and whether it still makes sense to have the three classes bunched together. Save the dates for Saturday, June 9 have already gone out.

We will be having a bowling event at Harlem Lanes on Friday night, January 5. Invitations have gone out electronically.

Eileen Gunn, who recently published a book *Your Career is an Extreme Sport* is going to host an alumni-sponsored event relating to careers – how to choose, how to pursue, etc. We have tentatively scheduled it for Monday evening, January 22.