

Townsend Harris Alumni Association, Inc.

Minutes of the Meeting of the Board of Directors (as approved on February 4, 2014)

December 3, 2013

Location: New Leaf Venture Partners, 7 Times Square, New York, NY

The following directors were present and constituted a quorum: Principal Anthony Barbetta, Sydney Butts, Kimberly Eaton (by phone), Gerald P. Halpern, Selina Lee (by phone), Kimberly Lo (by phone), Tanya M. Odom, Craig L. Slutzkin.

Guest: Jennifer Medina (PTA president)

I. Craig Slutzkin called the meeting to order at 7:00pm and welcomed the directors.

II. **Approval of Board Meeting Minutes.** Mr. Slutzkin asked the Board for any comments or questions regarding the minutes. The motion to approve the minutes was made by Tanya M. Odom, seconded by Gerald P. Halpern and unanimously approved by the Board.

III. **Executive Committee Report.**

- a. **Video Project:** Interviews are ongoing. Scheduling has just been the gating issue.
- b. **Alumni Newsletter:** In development.
- c. **Membership Dues:** 49 dues payments have been received for the year (60 less than last year).
- d. **Founder's Day:** David Yuen (Class of 2001) was the keynote speaker. He runs the Queens Coalition, a collaborative that provides support to tech entrepreneurs.
- e. **Mayoral election:** With the recent election of Bill DiBlasio as New York City mayor, the possibility of hosting a legislative session at Townsend Harris was discussed. Connections to the DiBlasio administration will be explored.
- f. **Annual Meeting:** The annual meeting will be held at Culturefix on December 15, 2013. A review of goals for the alumni association and election of board members will take place.

IV. **School Report.** Principal Barbetta updated the board on several developments:

- a. **Student Life:** The school has its first cheerleading squad.
- b. **School Newspaper:** The Classic was honored by the Dow Jones Co. for best online newspaper. Given the Classic's growth, a section with Alumni highlights was proposed that could be featured in the paper, which would be a way to highlight to current students the professional accomplishments of alumni.
- c. **Open House:** The THHS open house, held on November 4, 2013, had over 3000 attendees.
- d. **Arista:** The Arista induction ceremony was held on December 2, with 300 students inducted into the honor society.
- e. **Student Injury:** A student was hit by an automobile outside of the school building. The injuries were serious but not critical and the driver did stop and speak to police. Principal Barbetta will continue to stress to students the importance of awareness when they cross intersections near the school.

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- f. Queens College. The current president of Queens College recently stepped down and the acting president has been a high-ranking administrator within CUNY for many years, including a long time stint as the Provost. It remains to be seen how this will affect Townsend Harris.

V. PTA Report. Jennifer Medina gave a brief presentation on PTA activities.

- a. Fundraising: The PTA reported a \$1,000 decrease in revenue/fundraising so far this year and the leadership will review the budget to make necessary adjustments to compensate.
- b. Parent Involvement: The PTA recruited faculty members to participate in the annual fundraising phone-a-thon.

VI. Events Committee Report.

- a. Events Completed:
 - 1. Founders' Day – October 25, 2013
 - 2. General Mixer at CultureFix – November 6, 2013
- b. Events Pending:
 - 1. Open House – November 4, 2013
 - 2. Basketball Fundraiser – December 14, 2013
 - 3. Annual Meeting at CultureFix – December 15, 2013
 - 4. Lean In Event – planned for February
 - 5. Family Event – planned for February/March

VII. Fundraising Report.

- a. Kimberly Eaton led a conversation about fundraising. The board discussed more fundraising opportunities, including opportunities to name school facilities (auditorium, science labs, class rooms and the TV studio) after alumni who make donations. This will continue to be an area of focus.
- b. Ms. Eaton will be convening a fundraising committee to execute on these proposals.

VIII. Treasurer's Report.

- a. Craig Slutzkin presented the financial report for the period between September 1 and November 30.
- b. Individual allocations amongst subfunds were reviewed. The budget and discretionary spending proposals were reviewed. A motion to accept the budget was made by Mr. Halpern and seconded by Sydney Butts, and passed unanimously.

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IX. Old Business.

- a. Mr. Slutzkin noted that a membership survey is in development.
- b. Mr. Slutzkin noted that a website upgrade is in development.
- c. Mr. Slutzkin noted that he wanted to do a re-draft of the by-laws.

X. New Business.

- a. Sydney Butts proposed for board consideration developing a system of alumni representatives from either individual classes or represent several classes that would serve as class secretaries to report alumni news that could be reported on the website and in the alumni newsletter. This could enhance alumni engagement with the board. Further discussions of this proposal will take place at the Annual Meeting.

The meeting was adjourned at 9:10PM.

Respectfully submitted,
Sydney Butts