

**Townsend Harris Alumni Association, Inc.**

**Minutes of the Meeting of the Board of Directors (as approved on April 3, 2014)**

**February 4, 2014**

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

The following directors were present and constituted a quorum: Jesse Ash, Anthony Barbetta, Kimberly Eaton, Christina Juva, Selina Lee, Jordan Leeds, Kimberly Lo, Tanya M. Odom (via phone), Nily Rozic, Craig L. Slutzkin, Vincent Yuen.

Guest: Lara Traum (Class of 2006)

- I. Craig Slutzkin called the meeting to order at 7:09pm 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 Vincent Yuen, seconded by Selina Lee and unanimously approved by the Board.
- III. **Executive Committee Report.** Tanya Odom and Mr. Slutzkin reported the following:
  - a. **Video Project:** The Board thanked Jesse Ash for his work thus far. More interviews still need to be conducted.
  - b. **Alumni Newsletter:** Work on this has been slow. The Board discussed creating a “Directory of Services” as well as incorporating class notes and school news.
  - c. **Membership Dues:** The Association is looking into adding additional discounts to the program such as museums to encourage payment. It is also considering adding a newsletter to be e-mailed to new/renewed members which outlines benefits and offers school updates.
  - d. **Survey:** A survey to better understand alumni’s perception of the Association is being finalized by Mr. Slutzkin and we will utilize SurveyMonkey.
  - e. **Workman’s Compensation Inquiry:** This is an ongoing case relating to a former consultant to the Association. Mr. Slutzkin has responded to all inquiries made by NYS.
- IV. **School Report.** Principal Barbetta updated the board on several developments:
  - a. **Student Life:** The Robotics Competition will take place at the Javits’ Center in April as well as in Toronto. The school finished in second place in the Science Olympiad and took first place at the Brain Bee Science Competition. About \$2,200 was raised during the Winter Carnival.
  - b. **Professional Development:** A faculty writing workshop on college essays funded by Alumni Association.
  - c. **School Publications:** *The Classic* received an award from Harvard and is also in the process of interviewing alumni for various feature articles. *The Phoenix* received the Columbia University Gold Award
  - d. **Enrollment:** Principal Barbetta will meet with City Council members next week to discuss possible enrollment of Special Education students for Fall 2014. A general meeting was already held with the DOE Chancellor and school principals. A decision is expected to be made in about one month by the DOE.

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- e. Budget: \$40,000 has been allocated to new furniture, clubs and additional students this year. The school is also looking into purchasing netbooks and Smartboards.
- V. **PTA Report**. Mr. Leeds reported that the PTA is currently behind its fundraising goal of \$63,000.

**VI. Events Committee Report**.

- a. Events Completed:
  - 1. Lunar New Year Event – January 26, 2014
- b. Events Pending:
  - 1. Lean-In Panel Event—February 9, 2014
  - 2. Social Media Networking Event—February 27, 2014
  - 3. Family Movie—March 8, 2014
  - 4. Career Day—March 28, 2014
  - 5. Service/Volunteerism
  - 6. Real Estate
  - 7. Entrepreneurship
  - 8. 30<sup>th</sup> Anniversary of New School and Annual Meeting

**VII. Fundraising Report**.

- a. Hebrew Class: enrollment is down to 20-25 students, considering some options for fundraising for teacher salary .
- b. Committee Structure: a fundraising committee will be formed which will include Kimberly Eaton, Christina Juva and Kimberly Lo.

**VIII. Treasurer's Report**.

- a. Craig Slutzkin presented the financial report for the period between September 1, 2013 and January 31, 2014.
- b. Individual allocations amongst subfunds were reviewed. The budget and discretionary spending proposals were reviewed. A motion to accept the budget was made by Selina Lee and seconded by Ms. Lo, and passed unanimously.

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**IX. Officer Elections.**

- a. David Herszenhorn has elected to move to Chairman Emeritus status.
- b. The Nominating Committee presented a slate of officers, including Tanya M. Odom (Chairperson), Craig L. Slutzkin and Selina Lee (Co-Presidents), Christina Juva (Vice President), Sydney Butts (Secretary) and Craig L. Slutzkin (Treasurer).
- c. No other nominations were made.
- d. The Board unanimously accepted the slate of officers.

**X. New Business.**

- a. Goal/Missions. Ms. Lee led a discussion about the long term goals of the Association. The Board discussed the following:
  1. What do we want to accomplish?
  2. How can we better service our customers (members)?
    - a. Newsletters
    - b. Social medial engagement
    - c. Website/Linked In
    - d. School and career mentoring
    - e. Setting up of committees within association eg: Young Alumni, Fundraising
- b. By-Laws. Mr. Slutzkin provided copies of draft of Townsend Harris Alumni Association By-Laws for review by members and possible changes as this has not been evaluated in some time.

There being no other business, the meeting was adjourned at 9:25PM.

Respectfully submitted,  
Christina Juva