

**Lowell Alumni Association
Minutes of the Thursday, November 6, 2014
Board of Directors Meeting
Meyer Library**

Call to Order

President **Lisa Clay** called the LAA Board meeting to order at 7:00 p.m.

There was an introduction of the guests who were in attendance.

Angelina Clay, Class of 2007

Irene Dietz, Class of 1959

Susan Morris, Class of 1959

Kevin Thomas, Class of 1959

Angelina Clay stated that she was interested in joining the Board of Directors.

Approval of minutes

A motion was made by **Jim Rosenthal** to approve the minutes of the September 4, 2014 meeting as amended. **Cathy Brash** seconded the motion. The motion passed by voice vote and the minutes were approved as amended. (Amended section: **Roberta Bleiweiss** made a statement about term limits for the Executive Board.)

Susan Morris, Irene Dietz and **Kevin Thomas**, guests of **Irving Zaretsky**, were in attendance in order to address the board. **Kevin Thomas** stated that they had a successful reunion last month. The members of their class have decided to have a yearly reunion on the 59th day of each year. **Susan Morris** stated that at their reunion planning committee meeting, member **Arnold Low** shared with the committee details of the generous unrestricted gift from the estates of his cousins **Dr. Serene Low** and her brother **Dr. Ronald Low**. (*Dr. Serene C. Low '54 and her brother Dr. Ronald B. Low '56 had a pediatric medical practice together in San Francisco's Chinatown neighborhood for about 35 years.*)

Susan Morris added that the pediatricians were role models and that their gifts should not go unnoticed by Lowell students. The members of the Class of 1959 have circulated a short petition in which they request that the gift go to scholarships established in the names of **Dr. Serene Low** and **Dr. Ronald Low**. (*In November 2013, after lengthy discussion, the board decided to direct \$200,000 of the Low bequests to a memorial scholarship fund and the remainder to other projects/purposes.*) **Irving Zaretsky** requested a response back from the board within 2-3 weeks. **Lisa Clay** stated that she will speak to the Executive Committee regarding his request.

Bill Black inquired about the status of the gift. **Lisa Clay** responded that the Alumni Association has received two checks from the estates of **Dr. Serene Low** and **Dr. Ronald Low**;

the total amount was \$570,989.98. As recognized in the cover letter accompanying the checks, these are unrestricted gifts, but the Low family has asked that the funds be used for college scholarships.

Lisa Clay stated that the Executive Committee met with **Chuck Cole**, Senior Consultant at Essex & Drake (*a fund raising counselor organization*). The executive committee discussed the possibility of doing strategic planning. Essex & Drake has drawn up a proposal in which they will be conducting a one-day, five-hour workshop to facilitate the board working together to assess the current status of Alumni Association governance and operations in order to identify and prioritize strategic goal for 2015-2017. Estimated cost is \$3,100 to \$4,600, according to the proposal submitted by Essex & Drake.

Mike Ugawa made a motion that the board proceed with the process (*of strategic planning workshop*) as outlined in the proposal by Essex & Drake. The motion was seconded by **Jim Rosenthal**. The motion passed by voice vote.

Treasurer's Report

Bill Black and **Terry Abad** reviewed the Financial Report and proposed 2014-15 General Fund Budget. Highlights included: the bottom line of a budgeted net loss of \$228,170.63 may look scary, however some money that was from a projected 2013-14 expense budget was deferred and some of it is being spent this year. **Terry Abad** added that in looking at the Balance Sheet that as of June 30th there are net assets of over \$214,000. There was an investment gain of \$200,000. We ended last year \$400,000 in the black which still leaves a significant cushion that will more than offset the budgeted loss.

Mike Ugawa stated that our mission is not to be sitting on money. **Bill Black** stated that the Finance Committee will be looking at the amounts of monies sitting in certain funds (e.g., PAUL Fund). **Jim Rosenthal** added that this should be an important part of the strategic planning.

Bill Black made a motion to accept the 2014-15 General Fund Budget as proposed. The motion was seconded by **Mike Ugawa**. The motion was carried by voice vote.

Executive Director's Report

Terry Abad announced that the Newsletter has gone out. **Terry** added that the 2014-15 Annual Fund Campaign's initial mailing has been sent out. **Terry** praised **Georgette Petropoulos**, **Lisa Clay**, **Mark Budak**, **Claudia Eshoo** and **Yvonne Ng** for being a good team in their work on the Newsletter.

Computer Lab: The renovation on the computer lab is complete except for the installation of the new computers. The lab also has new flooring and a new air conditioning system. **Terry** stated that **Mark Budak** stayed on top of details (*especially items which could have resulted in additional costs*). There was a good team effort between **Mark** and the librarians. The project

was completed on time and came in \$8,000 under budget. There is a sign stating that this project was funded by the Alumni Association. It is possible that this could be the first of many future projects.

Terry stated that he attended the class reunion of **Lisa Clay's** Class of 1974. It was an elegant reunion which took place at the Legion of Honor. **Anita Payton** who served as a vice-chairperson on the Class of '74 Reunion Committee thanked **Terry Abad** for all of his hard work, expertise, valuable advice, guidance and consistent timely responses to the abundantly numerous details that were involved in planning and organizing this reunion. **Terry's** contribution was very significant in making the reunion a tremendous success. **Lisa Clay** thanked **Anita Payton** for all of her hard work in serving on the reunion committee.

Actress and singer **Carol Channing** '38 made a special appearance at Lowell earlier today. She and the students had a great time visiting and singing "Hello Dolly" and "Before the Parade Passes By" from the award winning Broadway musical. **Bill Black** and **Terry Abad** reported that **Ms. Channing** gave a \$10,000 donation to Lowell High School.

Terry reported that **Patrick Quan** '76 made a major recent donation for computers for the Library computer Lab.

President's Report

Lisa Clay reported that the Class of 1974 had a wonderful reunion. We had a great reunion committee; current board member **Anita Payton** and former board member **Dawn Walker** actively participated.

Lisa discussed the Fall Newsletter going out. **Lisa** thanked everyone who worked on the Newsletter with a special mention to **Georgette Petropoulos** and **Terry Abad**. **Mark Budak** wrote an article about the renovation of the library computer lab. Principal, **Andrew Ishibashi** wrote an article containing updates about what is going on at Lowell. There was also an article about a fundraiser to help send the baseball team to Hawaii.

Jim Rosenthal added that there were articles by students. There were lots of pictures in this newsletter. **Claudia Eshoo** worked on a news article about the first Lowell Alumni Newsletter (*Printed and published in December 1958 by the Alumni Association*). This newsletter was a really fine effort. Congratulations to the team that put it together.

Ernest Feibusch passed away. **Paul Lucey** was asked to write the obituary.

Longtime baseball coach, **John Donohue** is retiring.

Lisa thanked **Terry Abad** and **Mark Budak** for their work on the computer lab project. Congratulations on an excellent project. This is a very good physical example of what is done here at Lowell by the Board of Directors. Special thanks to **Mark Budak** for taking this project on so soon after joining the Board. **Mark Budak** stated that he enjoyed working on the project.

Development:

Vice-President, **Jim Rosenthal** reported on the status of the Annual Fund campaign. The (*current*) campaign will be built upon the same theme (“*Lowell Makes a Difference*”). The campaign will illustrate how Lowell Alumni and friends have provided over \$2 million in support. The Development Committee plans to change the theme for the (*next*) Annual Fund Campaign. The next theme will be discussed during the strategic planning process.

Reports of Standing Committees

Finance Committee:

Bill Black reported on the status of the Internal Revenue Service form 990 (*Income tax form used by non-profit organizations to report the charitable receipts for the year.*). The 990 form for the LAA for the year 2013 is due November 15, 2014. Our tax return preparer, **Iryna Oreshkova** is waiting for approval of the draft submitted at the end of September.

Bill Black made a motion for the board to approve the draft of the Organization Exempt From Income Tax - IRS Form 990 as correct (*in order to be*) in time for November 15th filing. The motion was seconded by **Mike Ugawa**. The motion passed by voice vote.

Bill Black stated that the LAA has received proposals from two companies to perform audit services. One proposal is from Iryna Accountancy Corporation and the other is from Bregante+Company LLP. After a discussion a motion was made by **Bill Black** to approve Bregante+Company LLP to have them as our auditors for the year 2014, based upon their proposal to do the work for \$13,000 to \$16,000. The motion was seconded by **Mike Ugawa**. The motion was carried by voice vote. Note: will obtain clarification for “management” indicated on second page of proposal – a point noted by **Gerri Rosen-Park**. We will continue to work with Iryna Accountancy Corporation for other services.

Old Business

There was no Old Business

New Business

Joe Ehrman announced that former board member **Emily Murase** ’83 was re-elected to the San Francisco Board of Education.

Irving Zaretsky made a motion that whenever we need to get experts/consultants that we try to go to the Lowell Community first. The motion was seconded by **Bill Black**. The motion carried by a show of hands vote.

Terry Abad announced that the city championship football game “Turkey Day” will take place at Lowell. Renovation of the track is currently taking place at Kezar Stadium.

Terry Abad announced that the LAA Website has a new format.

Adjournment

Bruce Spiegelman made a motion to adjourn the meeting. The meeting was adjourned at 8:56 p.m.

Call of the Meeting

The next board meeting will be on Thursday, January 8, 2015. The board meeting will occur immediately following the General Membership Meeting. The time to be announced.

Attendance

Board and Executive Directors present unless otherwise indicated (T = Attended via Teleconferencing, E = Excused, A = Absent)

Abad	Anderson	Black	Bleiweiss
Blum (A)	Bower (A)	Brash (<u>T</u>)	Budak
Clay	Ehrman	Eshoo	Genolio (A)
Ishibashi (A)	Kromydas (A)	Lip (<u>T</u>)	Lucey (A)
Payton	Petropoulos	Rosen-Park (<u>T</u>)	Rosenthal
Shinbori (E)	Spiegelman	Steiner	Tam
Trasviña	Ugawa	Wax (E)	Yee
Zaretsky			

Guests:

Angelina Clay, Class of 2007

Irene Dietz, Class of 1959

Susan Morris, Class of 1959

Kevin Thomas, Class of 1959

Respectfully Submitted

Anita K. Payton

Secretary, Lowell Alumni Association