

**Lowell Alumni Association  
Minutes of the Thursday, May 21, 2015  
Board of Directors Meeting  
Main Library**

**Call to Order**

President **Lisa Clay** called the LAA Board meeting to order at 7:18 p.m. immediately following the Scholarship Awards Ceremony.

**Approval of minutes**

Minutes of the LAA Board meeting on March 5, 2015.

A motion was made by **Wendy Shinbori** to approve the minutes of the March 5, 2015 board of directors meeting as amended. **Joe Ehrman** seconded the motion. The motion passed by voice vote.

*Corrections: **Georgette Petropoulos** and **John Trasviña** names were excluded from the attendance list, they were actually in attendance. **Bill Black** made a motion to list only the names of any candidates for a seat on the board. **Irving Zaretsky** seconded the motion. The motion passed by voice vote. **Gerri Rosen-Park** stated that the deadline for the submission of names of potential candidates was established as March 31<sup>st</sup> at 5:00 p.m. **Roberta Bleiweiss**' name was misspelled (In "Old Business" section).*

A motion was made by **John Trasviña** and seconded by **Wendy Shinbori** to approve the minutes of the Special Meeting on April 21, 2015. The motion passed by voice vote.

**Old Business**

**Strategic Planning Process Report**

Consultant, **Chuck Cole** provided a report on the progress of the Strategic Planning Process. **Chuck** stated that 3 of the 4 committees have already met. **Chuck** stated that he will stay in contact with **Lisa Clay**.

There was a lengthy discussion about the Mission Statement of the Lowell Alumni Association. This discussion included considerations of six proposed Mission Statement Options. There was a motion made by **Mark Budak** to adopt the first paragraph option in its entirety with minor grammatical changes. The motion was seconded by **Mike Ugawa**. A vote was taken by a show of hands and individual voice vote by those in attendance by phone (Ayes: 5 Opposed: 8 Abstentions: 2). The motion failed.

There was further discussion about the Mission Statement Options. There was a motion made by **John Trasviña** to exclude option number 2, option number 4 and option number 6 on the basis that they do not include the word scholarship. The motion was seconded by **Bill Black**. A vote was taken by a show of hands and individual voice vote by those attending by phone. (Ayes: 12 Opposed: 5 Abstentions: 2). The motion passed.

**Lisa Clay** stated that there is an option to set up a couple of sessions to work on the Mission Statement. **Chuck Cole** was asked to send a Doodle invitation for a session to work on the Mission Statement.

### **Treasurer's Report**

Treasurer, **Leon Blum** reported that the federal rates continue to be low; this status is good for fund stocks. The portfolio is trending up 2%. As of March 31<sup>st</sup> total scholarship fund investments have a fair market value of \$3.3 million. The total general fund investments have a fair market value of \$970,000. The total combined amount is \$4.3 million.

There was a motion by **Gerri Rosen-Park** to approve the Treasurer's Report; it was seconded by **John Trasviña**. The motion passed by voice vote.

### **Executive Director's Report**

**Terry Abad** reported on the state funding of Public Schools. The governor has called for increased funding to education. In the revised state budget there is an increase in revenue and a lot should go to the schools. We anticipate that Lowell should see something as a result.

Lowell had a problem after admission. The acceptance letters for members of the class of 2019 were sent out, however the response of those who will register and attend was fewer than expected. The money that the school receives is related to the number of students. On the tenth day of classes a head count is done of the actual number of students. For example missing 20-30 students equals a loss of about \$100,000 which is the equivalent to a teaching (or counseling) position. About 80% of the accepted incoming students typically register, however that number is lower for this year as students opt for other schools. Other schools have a waiting list. Lowell does not have a waiting list.

### **President's Report**

**Lisa Clay** reported that the Girls Softball team won the City Championship – they moved on to the Trans Bay Softball series. The Boys baseball team also won the City Championship and went on to win the Transbay Series (*beating Oakland Tech*).

Baseball head coach **John Donohue** is retiring after 735 wins.

The faculty was shown appreciation with a dinner at the Irish Cultural Center on May 8th.

Lowell was recognized under California Gold Ribbon School Awards Program (*This program was created to honor schools in place of the California Distinguished Schools Program which is on hiatus.*)

U. S. News and World Reports ranked Lowell number 50th nationwide of the Best High Schools in the nation. Lowell was ranked number 9 in California. With a student body of over 2,000 Lowell is by far the highest-ranked large high school in California.

**Gerri Rosen-Park** made a motion regarding a formal recognition of Coach **John Donohue**. It was seconded by **Jack Anderson** and a vote was taken by a show of hands. The motion passed. Chair of the Hospitality Committee, **Claudia Eshoo** added that the Hospitality Committee can send cards to all of the retiring teachers.

**Lisa Clay** reported that the Executive Committee received a request for \$5,000 for a faculty appreciation dinner. Dinners for the support staff and non-faculty personnel were covered. The Executive Committee approved this request. The actual cost of the dinner came in at just under \$4,000.

## Reports of Standing Committees

### **Scholarships:**

**Lisa Clay** stated that there were many applicants for scholarships for this year. The Scholarship Committee interviewed over 60 applicants. **Lisa** stated that Scholarship Chairperson, **Wendy Shinbori**, did a wonderful job. **Lisa** also extended thanks to the Hospitality Committee (**Claudia Eshoo, Rita Yee, Georgette Petropoulos, Mark Budak** and **Anita Payton**).

**Wendy** stated that the Scholarship Committee awarded 39 scholarships. There were six new scholarships; these scholarships were awards from monies received last year. The students were very good students. All scholarships are from restricted funds. **Wendy** thanked everyone involved for all of their help.

### **Grant Committee:**

Chairperson, **Mark Budak**, reviewed the round of grant requests for Fall 2015 along with the recommendations of the Grant Committee (**Terry Abad, Mike Ugawa, Mark Steiner** and **Susan Frankenstein**). There were ten requests for a total amount of \$76,839.50. The Grant Committee recommended approval for either total or partial amounts for nine requests (Counseling: check scanner/English: Oakland Museum/English: California Poets in the Schools program/Forensics: 2015 State & National Championship Tournament & 2015-16 Season expenses/Library: Poster maker and supplies/Robotics: Tournament fees & competition funding/Science: SF Bay Discovery Cruises/Visual & Performing Arts: Stipends for English Speaking Union Shakespeare competition judges). The total amount recommended \$34,054.13. **Mark Budak** made a motion to accept the report and the recommendations of the Grant Committee. The motion was seconded by **Vera Poon**. The motion passed by voice vote.

### **Nominating Committee:**

**Lisa Clay** reported that there was not a special election meeting in April, however there was a special teleconference meeting on April 21<sup>st</sup> regarding the use of gifts from the trusts of **Dr. Ronald Low** and **Dr. Serene Low**.

Chairperson, **Gerri Rosen-Park** reported on behalf of the Nominating Committee (**Jim Rosenthal, Mike Ugawa, Rita Yee** and **Anita Payton**) that there were two names submitted for LAA Board membership to the Nominating Committee. These names were received after the March 31<sup>st</sup> 5:00 p.m. deadline. There is a question raised by the Nominating Committee to the Board about if the names should be accepted after the deadline. The declaration of candidacy for **John Trasviña** for the position of Vice President was received prior to the deadline. There was a discussion about when to hold the elections. There was a motion made by **Vera Poon** to hold the election for Vice-President tonight and to defer the election for Board memberships until January. The motion was seconded by **Irving Zaretsky**. The motion passed by hand and voice vote. Candidates for Vice-President were **Mike Ugawa** and **John Trasviña**. The election was held and **John Trasviña** was elected as Vice President. (*Jim Rosenthal continues to serve as Vice President for Planning & Development.*)

### **Development:**

Committee member **Mike Ugawa** reviewed a report by the Development Committee. Highlights included: The 2014-15 Annual Fund Campaign began last October. The campaign goal is \$350,000 and we have reached \$285,998 thus far. The average amount of the donations is \$200. These monies cover organizational yearly expenses including the grants program and providing for major projects such as the computer lab, science project and budget support for the school. We have budgeted for \$100,000 in donor-restricted gifts and have received \$111,000 thus far. Should begin planning now for the next (2015-16) Annual Fund Campaign. Recommendation is for an initial rollout to begin September/October. The goal and theme will depend on the Strategic Review. Minimum goal must be at least \$250,000 to meet expenses. Also, there are several possible major projects that might be part of the campaign. Some preparations will be necessary over the summer in order to meet the schedule. The final theme/direction will be presented to the Board in September.

### **Finance:**

Chairperson, **King Lip** reported that the Finance Committee met in March. There was a discussion about updating the investment policy statements; also updating the reports. **King** reported that the current allocation for stocks is approximately 70%; the target benchmark is 65%. Our return is 2% which is better than the return of the S & P 500 of 1%. There was a meeting with the auditor. Spoke with the auditor yesterday and expect to have the management letter next week. The auditor will attend the September Board meeting to discuss the findings. **Bill Black** added that this audit is a general audit not a forensic audit. There was a review of internal controls and basically we are in good shape. There will be an audit statement distributed prior to the September meeting.

1. Proposed change from cash basis accounting system to modified accrual basis accounting system.

**John Trasviña** made a motion to accept the change from a cash basis accounting system to a modified accrual basis accounting system. There were multiple seconds. The motion passed by voice vote.

2. Proposed change in designation of a \$5,000 gift made by **Irving Zaretsky** from unrestricted gift to a scholarship in memory of **Mary Wade Crawford** '58.

**Vera Poon** made a motion to change the gift made by **Irving Zaretsky** from an unrestricted gift to scholarship. The motion was seconded by **Bill Black**. The motion passed by voice vote.

### **New Business**

**Vera Poon** made a motion that all reports contain the names of who the report was written by. That all articles in the Alumni Newsletter have by-lines. The motion was seconded by **Irving Zaretsky**.

The vote was taken by a show of hands (Ayes: 7 Opposed: 9). The motion failed.

### **Adjournment**

The meeting was adjourned at 9:54 p.m.

### **Call of the Meeting**

The next regular meeting will take place on Thursday, September 3, 2015 at 7:00 p.m.

**Attendance**

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

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

Respectfully Submitted  
Anita K. Payton

Secretary, Lowell Alumni Association