

CHSAA
January 29, 2018 Meeting
Minutes

Attendees: Alan Bestall, Vicki Olson, Michael Salazar, Mike Yip, Judy Eng, Gordon King, Gail Toki-Woo, Cheryl How, Shirley Ortiz, Monique Guedes, Shannon Jacobs, Janice Valletto, Luis Galdona, Judith Puccini, Emily Roberts, Kristen Tucker, Kathleen Serratto, Simin Bestall

The meeting was called to order By President Bestall at 6:32 PM.

The minutes for the October, 2017 Board Meeting were edited with motion duly made and seconded to read in the paragraph **Board Membership** the next to last line to read: "The officers are: Alan..." and in the paragraph **Advocacy** the first line to read "...advocated for District..." which was approved by acclamation.

President's Report: Due to the excellent effort of Mike Yip, Membership Manager, and Ron Herriot, the class of '60 has been added to the Constant Contact database. A meeting with Cap Science teachers, career counselor, and San Bruno Education Foundation leaders was held on January 28, 2018 to discuss building STEM education in San Bruno K-12. The issues confronting this project were identified and steps were taken to address the first list of those issues. The President's Report was approved by acclamation.

Treasurer's Report: Shannon shared a report showing the year's ending balance for each account for 2016, 2017 and the Quicken Balance as of December 31, 2017. The 2017 bank and Quicken balances were identical. An income and expense statement was shared with the Board showing total annual income for 2017 of \$327,134.72 and total expenses of \$324,610.92. Questions regarding these two reports were answered and the Treasurer's report was approved by acclamation.

Vice President's Report: The Growth Fund Trivia Contest raised \$1,100.00, although attendance could have been greater, and benefited from Cheryl Howe's efforts and support. The science building furniture and equipment budget was drawn to the attention of the School Board along with the need for baseball field repairs. The baseball infield is being worked on, a fence keeping non-players off the field when not in use by organized school events is planned and the scoreboard can now be installed if kept below eight feet above ground level due to information discovered by the Alumni Association. Our website is being improved to allow for earmarking donations as well as other methods including contacting Judy Puccini can be followed to assure earmarked funds are properly assigned to the intended fund. Planning for a gala event involving Cap Music and San Bruno elementary music is proceeding with the anticipation of bringing on board an event planner in the next few weeks as part of the campaign to make San Bruno Music self-sufficient under the grant from the San Bruno Community Foundation. Bricks can now have an additional message line increasing from 3 to 4 lines due to a new vendor; corrections to the website reflect the change. All were reminded to send items of importance to Judy to place in the monthly newsletter sent to all in the database. The Vice President's Report was approved by acclamation.

Membership Manager's Report: Mike Yip confirmed the addition of the class of '60, work being done to add the class of '58 and reminded all to get the information they want for the new enrollment handbook

into the administration before the publication deadline. Judy Puccini requested that the class of '57 data be converted from hardcopy to electronically transferable media so that it can be entered into the database and a class representative agreed to address this issue.

There was no Old Business

New Business

There Booster Organizations' updates, needs and wants: IB is struggling due to the president's unavailability due to taking care of family.

San Bruno Community Foundation Science Grant Award: Emily Roberts, SBCF Board Member, presented a check for \$13,700.00 to the CHSAA and Cap Science Department as a response to the grant application Judy Puccini prepared in the summer of '17. Pictures were taken of Ms. Roberts presenting the check with the Science teachers in attendance. The Board approved and accepted the award by acclamation.

Tax Return Counsel Selection: Mike Ellingson's firm proposed to prepare the 2017 tax returns for the same fee as charged for 2016's return, \$500.00. A motion was made, duly seconded and approved by acclamation to select his firm for preparation of the 2017 tax returns.

Growth Fund Committee: Judy Puccini indicated that the Growth Fund would have \$4,000.00 or more available to fund Cap Department needs by the May Board Meeting. She indicated that an award committee needed to be formed to evaluate applications for funds. Applications would be distributed through the administration to the faculty and needs unmet by the District or Principal's budget could be considered by the growth fund committee. The President selected Gordon King and Shannon Jacobs for the Growth Fund Committee to be chaired by Judy. Gordon and Shannon agreed to serve on the Committee.

Class of '68 Reunion: To meet District requirements for an event with food on campus the CHSAA has been invited to sponsor the reunion. This will allow for CHSAA general liability insurance to be covering the event. On motion duly made and seconded the Class of '68 reunion on campus was approved and were invited to hold the event as a CHSAA sponsored event. The motion was approved by acclamation.

There being no additional business the meeting was adjourned at 7:30 PM.

Respectively submitted:

Alan Bestall, J.D., President & Judy Puccini, Vice President