

CHSAA Meeting Minutes  
May 7, 2018  
Draft

**Attendees:** Allan Bestall, J.D., Simin Bestall, Shannon Jacobs, Vicki Olson Matthews, Shamar Shanks, Kristina McKenna, Jessica Martinucci, Gail Toki-Woo, Regina Diaz, Esperanza Halili, Gordon King , Michael Salazar, Mike Yip, Irene Consolacion, Shirley Ortiz, Cheryl Howe, Judith Puccini

The meeting was called to order at 6:34 PM

**January Meeting Minutes:** To allow for minutes to be printed and distributed for the Board's consideration at the meeting, as well as them being distributed by email at the time of announcing the next meeting's agenda, the review and approval of the January's meeting minutes were deferred to the October meeting

**President's Report:** President Alan Bestall indicated that the quick move out of the Science Wing at the end of school was critical to assure the immediate start on the remodeling project. The building floor will not be addressed as it was redone since the campus remodel project and cannot be re-poured and cured in time to complete the project and is reported to be in satisfactory condition. He reported that CHSAA was meaningfully involved in the Principal Selection Process by District Administration. Alan thanked all in attendance for their participation and support during his term as President and gave special thanks to Nancy and Roberta for their past service.

Separately, the President appointed Mike Yip, Membership Manager, for the "17-'18 school year and Mike accepted the position.

**Treasurer's Report:** Chief Financial Officer Shannon Jacobs advised that the workload for our CPA had backed up and it was likely that he would file for an extension to allow him time to complete CHSAA's return. All numbers remain the same as reported for 2017 in the last meeting and no issues on recording or reporting had developed since last meeting. There followed a discussion of the transition of new Assistant Treasurers and the need for all signatories to be renewed per bank law policy on, or about, July 1 annually. Judy Puccini will coordinate scheduling between signers and the bank.

**Vice President's Report:** Vice President Judy Puccini reported CHSAA's advocacy activities for the baseball field repairs, her preparing and filing the Music Grant Report on deadline to the SBCF, her preparation of the CHSAA Annual Report for 2017 with some reference to developments in 2018 with the technical help of Michael Salazar and the plan to append it to the website along with the monthly or bi-monthly newsletter. She provided the annual Conflict of Interest Declarations driver declarations for signature by Board Members and Booster Organization Members and return to Judy Puccini. It was emphasized that the CHSAA corporate legal shield is important to be protected and compliance with the driver signature policy assures the entity protection for individuals involved with CHSAA, including individual Booster Organization affairs. Jessica Martinucci advised that there was a replacement smaller donated baseball scoreboard installed along with a perimeter fence now being installed and the Athletic Director will continued to make arrangements with the District to replace the smaller scoreboard with the donated larger scoreboard when approved. The Class of 1967 is honoring the late Jim Kaufman, a former class member, with a perpetual scholarship created from a "Go Fund Me" account. They will make the first \$500 award at this year's Senior Awards.

**Membership Manager's Report:** Mike Yip reported that the Constant Contact database is at 3,600 contacts with classes of less than five years from graduation pending posting at the fifth year after graduation. He will assure the class of '17 data is delivered to his holding file and that '18 graduate enrollment is on schedule with the Assistant Principal coordinating graduation processing. The August student enrollment event will be held on a Saturday this year and all Booster Groups were advised to assure they had their Handbook information up to date and copies of their information forwarded to the Assistant Principal and Mike within the next 7 days.

There was no Old Business.

**New Business:**

Leadership for the Booster Groups was transitioning successfully for there to be a smooth transition for the next year.

The Growth Fund Committee (Judy Puccini & Gordon King) recommended: \$2,500.00 to fund a replacement kiln for the Ceramics classes subject to the District not funding the needed equipment; \$582.00 for the entire student body art rock project for the Day of Action; and, \$800.00 to support transportation for 25 female underrepresented students to the Stanford "CharmLab" to explore career pathways and exposure to STEM. Upon a motion duly made and seconded, the Growth Fund Committee recommendations were approved unanimously.

To address the annual insurance premium issue which will be addressed in June and early July, after discussion regarding setting a parameter within which the President's discretion would be limited, upon motion duly made and seconded it was unanimously approved that the President, after diligent review, would be authorized to approve the new year's rate and that the total expense would be divided between six of the CHSAA/Booster accounts.

Officers for 2018-19 were unanimously elected and are to be: Michael Salazar, President; Judy Puccini, Vice President; Shannon Jacobs, Treasurer/Chief Financial Officer with the Secretary to be nominated for the October Meeting.

Michael Salazar, President Elect, presented a plaque for retiring President Bestall for which the surprised President expressed his thanks.

The next meeting is set for October 1, 2018, at 6:30 PM.

Respectfully submitted by Judith Puccini.