

**Friends of the HGM, Inc. -- Board of Directors Meeting
October 22, 2012**

1. Board Members Present: Robert Stulberg, Deborah Kawashima, Fern Wallach, Yin Tintut, Peter Benn, Laura Frazin Steele

2. Guests Present: HGM Coordinator Ethan Bradbury, Parents: Lucia Woo, Liliana Jackson, Michel Algazi

3. Call to Order -- Bob

Meeting called to order at 7:00 pm in Kennedy 109. The minutes were taken by Deborah Kawashima, the FHGM secretary.

Approval of Minutes & Circulation/Approval Procedure: Approved Sept minutes via email so that they could be quickly translated into Korean by Lucia Woo and distributed to Korean parents.

Procedure Approval is that ALL changes made must be circulated to all board members for approval. (NOTE: approval can only be made from the board members who were present at that meeting.)

Introductions of everyone present: Board members & Guests.

4. Treasurer's Report -- Yin

Yin presented her Oct monthly report, categorized according to the budget proposal.

Beginning Balance as of Sept 1, 2012 was **\$150,717.26**

Income: Deposits/Credits Total: + **\$4,493.07** (\$4,478.11 comes from the Picnic)

Expenses for Sept/Oct. 2012 (from 9/1/12-10/22/12): - **\$5,860.85**

Expenses broken down per category: (see Oct Treasurer Report for item breakdown)

Faculty/Staff Expenses: \$650.19

(\$500 was from last year Brandon Batham - Debate Club Coach)

Student Events/Competitions: \$180.00

Educ. Operational Expenses: \$3,514.82

FHGM Operating Expenses: \$1,015.84

Ending Balance was **\$149,349.48**

5. 2012/2013 Budget Discussion -- Yin

The 2012/13 Proposed Budget was developed with Bob, Yin, Jennifer and Deborah.

This years Budget was discussed item by item and a few were amended to

reflect the current needs of the FHGM and HGM Staff.

Proposed Budget with amendments was initialed by everyone present and the HGM Coordinator, Ethan Bradbury. (see attached budget)

A motion was made to approve Budget Proposal. Seconded - no opposed/extensions - Motion carried unanimously.

Bob and Mr. Bradbury will arrange to meet with teachers during one of their lunch staff meetings. FHGM wants to start an open dialogue to empower the teachers so that they use the budget for their needs when things come up. Bob will present the 2012/13 budget to the teachers and go over each category, letting the teachers know the FHGM is open to helping them with whatever they need.

Recruitment Orientation Reimbursements: Any food purchased for this event can be reimbursed - parents need to submit receipts for reimbursement. Word needs to get out that this is an expense parents can be reimbursed for.

Officers & Directors Insurance: estimated amount is \$1200.00. Still getting quotes on this and will report back.

6. Report from Coordinator -- Mr. Bradbury

Teacher Requests:

Ms Richardson (Science teacher): Needs Rinsing Units for her classroom. She will research the costs and get back to us.

Mr. Maine: Yosemite Senior Trip: This annual trip is scheduled for April 14 - 18 (SU-TH) Mr. Maine will start the process now as to where they will go in Yosemite, since he is sensitive to the issue at hand that the camp they go to all the time was where the recent Hantavirus outbreak occurred.

School District Budget for Gifted Students: Mr. Bradbury has not yet received this information. Emailed Laroyce Bell at the district office and need to follow-up with what this years amount will be. In the past we have gotten about \$15/student. We currently have 271 students - so that could potentially be \$4,065.00.

Prospective Tours: We are engaged in a broadcast of getting the word out about our program. The recruiting efforts are going well. The dilemma is that we need to get the word out that students need to be eligible for this program ie HG identified. There were many students/parents eager to get into the program, but were not identified as Highly Gifted. Mr. Bradbury has requested a list of HG students from the district, but can't get it. The cap on the HGM is for 303 students

- we want 75 to 80 students per class - right now we have 271... we can grow if we can get the students who are HG identified by the district, to know that this program exists and to learn more about it.

7. Faculty and Other Reimbursements - Bob

All Previously Approved:

Rob Allen (assistance at the Open House)(3 hours at \$25/hr.) -\$75
Eric Heil (custodial service for PSAT, Sunday, Oct. 4 for 5 hours at \$40/hr.) -\$200
Lea Richardson (copies from Kinkos - 2 receipts; \$41.39 and \$38.16) - \$79.55
Ethan Bradbury (faculty dinner for Open House) - \$146.43
Judith Haut (AP Workshop) - \$180
Stacey Ordonia (AP Workshop) - \$205

8. Advocacy Update - Jennifer

(Jennifer was not present, but reported to Bob via email)

Testing Issues: We are still getting a lot of resistance about testing for HG eligibility, from the initial testings to recognition of other testings from private schools (ie from school's like Mirman) Jennifer needs to be working with Laroyce Bell in the district office to get these students to be eligible. It is the only way this program can grow.

9. Volunteer Update - Laura

Laura reported on the volunteer events that have occurred or are upcoming.

Prospective Parents Night: *We had a great turn out for this event and many thanks to the HGM parents who came to volunteer and provide refreshments. Please note that any food purchases can be reimbursed if a receipt is submitted at the next meeting.*

Winter Potluck: Still need more parent volunteers for this event. An eblast will be sent out requesting volunteers. Raffle item still needs to be decided on.

Club Coaches/Drivers: Still need drivers for the various club competitions. Suggest we create an annual calendar of all the club events/competitions so that we can anticipate in advance when drivers are needed. Mr. Bradbury and Bob will discuss this further.

10. Fundraising Update - Peter H.

Peter H. was not able to make the meeting tonight. He will update his fundraising efforts at the next meeting.

11. Alumni/PR Update - Peter B.

Peter B. reported on his ideas for getting in touch with HGM Alumni and growing this segment of our population.

Facebook Alumni Site: Facebook is a great way to get the word out that the HGM wants the HGM Alumni to participate with us; either talk to us or be a resource for interns/interviews etc. This is an untapped resource we need to get more involved.

Alumni Database: We need to create a database of former students at the school to then contact them to see if they want to donate time and/or experience to our current students. Also we can set up a way for them to make monetary donations on our new website and to give them the option to designate what their donations can be used for; ie for existing programs or for something they didn't think of when they were students here.

Linked-In for Alumni: This is another avenue to get Alumni's involved and networking with each other. Michel Algazi will set up this business networking site for HGM Alumni.

12. Korean Liaison Update - Angie

Angie was not able to make the meeting tonight.

13. Old Business -- Bob

Winter Potluck: Need to get volunteers by sending out an eblast fro this event.

Website Development/PayPal: New website needs to be built. Old one is not easy to update on a regular basis. Michel Algazi will build the new website. He will use Square Space; a site that is very user friendly, with easy to use templates to create/maintain website information. (Cost: \$16/month when commit for a year - have put in our budget)

New website will have: forms on-line, Paypal (charge = 2.75% per each donation made plus \$0.30 cents per transaction), google calendar for calendar of HGM events; website pages for different uses - PR, Annual, Magnitude etc and eventually new website can interface with MailChimp for eblasts in the future.

Current Website: is paid through 4th of Dec 2012 with Greengeeks.

A motion was made to switch over from Greengeeks to Square Space by 12/4/12 to develop the new website. Seconded - no opposed/extensions - Motion carried unanimously.

Team/Club Faculty Chaperone: Mr. Bradbury and Bob will talk about this in more depth and come back with a plan at the next meeting.

HGM Spiritwear: Need to order more sweatshirts & T-Shirts for the Winter Potluck. Since time is short will use the existing tee shirt designs for this order. Will check that Avivia Heston can place this order for us, as she has done in the past. Discussed the possibility of having a student generated Design Contest for HGM t-shirts in the near future.

A motion was made to order HGM sweatshirts in S and M sizes of 10 units each. And to order HGM T-shirts in sizes S M L - (10 - 10 - 5). Seconded - no opposed/extensions - Motion carried unanimously.

14. New Business – Bob

Parent/Teacher Conferences: tabled for next meeting

School Safety: tabled for next meeting

15. Public Comment - Open Floor

No Comments

16. Next Meeting – Bob

Wed, Nov 14, 2012 at 7pm in Kennedy 109.

17. Adjournment – Bob

Motion to adjourn the meeting at 9:15pm was made and seconded. Motion carried unanimously without objection.