

**Friends of the HGM, Inc. -- Board of Directors Meeting
December 10, 2012**

1. Board Members Present: Robert Stulberg, Deborah Kawashima, Yin Tintut, Jennifer King, Laura Frazin Steele, Peter Benn (arrived late)

2. Guests Present: HGM Coordinator Ethan Bradbury, Guest Speaker Paul Landau (Coach of Mock Trial and Duke Moot Court), Parents: Michel Algazi, Avivia Heston, Mark Feldman

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 November Minutes: Approved November minutes via email so that they could be quickly translated into Korean by Lucia Woo and distributed to Korean parents.

Introductions of everyone present: Board members & Guests.

4. Guest Speaker – Mr. Paul Landau (Mock Trial and Duke Moot Court)

Mr. Landau is requesting funds for Mock Trial and Duke Moot Court.

Currently they get \$1200 from NHHS.

Mock Trial uses up \$800.00 (there is no travel and little copy costs for this club)
\$400 leftover to cover expenses for Duke Moot Court. Therefore, the club needs additional funds for Duke Moot Court.

Duke Moot Court:

This year 16 teams are trying to get in. (13 teams made it from NHHS last year.) Each team is made up of 2 students (32 possible students in total this year.)

Copies Needed: They work on 7-8 Supreme Court cases (200-300 page docs) and each doc needs to be printed out for each student.

Mr. Landau's hotel/air fare: The team pays for Mr. Landau's hotel/air fare (\$700)

Entry fee: \$50 per team. (90% of the NoHo students are from HGM).

Parent Chaperones: Parents, who can come, pay their own way. Need at least one female parent to come on the trip so they have a female chaperone. (last year only dads volunteered to come, and had no moms (i.e., female chaperone) so the kids ended up chipping in to pay for one mom to come along. Request this year that the airfare for one female chaperone be included in the requested budget.

Liability Letter: This is usually signed by students going on the trip. LAUSD might require more.

Dec 19/20 Deadline: Mr. Landau will know by then how many teams have made it and how many copies need to be made. Mrs. Heston offered to make copies to reduce copying expense.

Requested Duke Moot Court Budget Includes:

- Stipend: In past it was \$1600.00 for Mr. Landau. (Right now no stipend is available for Mr. Landau's time)
- Up to \$1000 travel cost for Mr. Landau (with receipts)
- \$600 entry fee (for all the teams)
- \$200 photocopy cost (can use Grandprints)

Motion was made to approve the following expense for Duke Moot Court:

1. A stipend for Mr. Landau of \$1,600 in consideration his your work on both Mock Trial and Moot Court.
2. An accountable travel allowance for Mr. Landau with a cap of \$1,000. This would cover airfare, lodging, meals, and cab fare for Mr. Landau (but not students or chaperones). The FHGM would reimburse upon presentation of receipts.
3. Entries fees for the teams. The FHGM will pay entry fees for all teams.
4. The FHGM would pay for photocopying costs, with the stipulation that Mr. Landau use Aviva Heston for the work in order to effect a substantial savings.

Seconded - no opposed/extensions - Motion carried unanimously without objection.

5. President's Report – Bob

See Faculty Requests and Other Reimbursements for details.

6. Treasurer's Report -- Yin

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

Beginning Balance as of was **\$ 159,160.50**

Income: Deposits/Credits Total: + **\$11,846.99**

Expenses for Oct. 2012 (withdrawals/debits): - **\$ 6,240.49**

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

Faculty/Staff Expenses: \$ 200.00

Students Trips/Field Trips: \$ 2,416.47

Student Events/Competitions Expenses: \$ 642.00

Educational Operational Expenses: \$ 940.83

FHGM Operating Expenses: \$ 2,041.19

Ending Balance was **\$ 164,767.00**

Resolved Budget Spreadsheet vs Bank Statement: Steven Page, the former Board President, stated in his email that he did not remember what happened with regards to the discrepancy of about \$1,000 between the entry on the balance sheet and the bank statement, occurred in Nov 2011. It may have been

a recording error since he was not the one, who made the deposits. He was also unable to find anything in his records.

Annual Expense: for Purchase of AP English literature books for Ms. Odonna relabeled as a one-time Capital Expenditure rather than a recurring annual expense.

Budget Meeting Request: We need to schedule a budget meeting to revise the budget categories.

Motion made to merge Student Trips/Field Trips & Events/Competition Budget categories into one category that is titled; Student Trips/Field Trips/Events/Competition Budget. Then will include a travel expense and a coach/stipend expense. Seconded - no opposed/extensions - Motion carried unanimously without objection.

7. Report from Coordinator -- Mr. Bradbury

Apologies that Ms. Kivork (NNHS Asst. Principal) could not make the meeting tonight. She was not feeling well.

Sent an email to Bob Stulberg for teacher requests. See Faculty Requests and Other Reimbursements for more details.

8. Faculty Requests and Other Reimbursements - Bob

Nolan Dannels ("The Magnitude") Requests: Wants to be able to print the magazine in color. The cost for color printing comes to about \$700. (Will do more research with the printing company.) Also needed software to do the layouts, so already purchased software: Adobe InDesign CS6 (\$678.00) to design the layouts for the magazine.

Request to look into a possible purchase of a laptop with design software to be dedicated for The Magnitude and The Annual use.

Printers & Computers for HGM Office: Michel Algazi indicated that Kersten in the HGM office needs 4 new computers & one new printer. She is working with very old and slow computers. He will look into this and do some research on what it would cost. She would like to get an Apple computer for herself and One PC for Ms. Radamaker. They also need software (Microsoft Office and Parallels Desktop 8 for the Mac (to run as a PC for some LAUSD programs)

Option 1: 3 macs and 1 PC option: \$5,567 and one wireless printer.

Option 2: 4 PCs and one wireless printer. Total: \$3665

Option 3: 1 Mac desktop (21.5" iMac for \$1249 (\$1,308.97 w/tax) and 3 PC Dell desktops and wireless printer and software: Total: up to \$4000.00

Yin offered to check Mac prices at UCLA also.

Motion made to purchase 3 PCs and one Mac with all necessary software needed, but not to exceed \$4000.00. Seconded - no opposed/extensions - Motion carried unanimously without objection.

Ms. Spadafora Requests: (cabinet lock, AP French textbooks, iPad software) Got the locks for the closet (to house the 30 iPads that she will be getting.)

The district could not get the AP French textbooks for her, so she is purchasing her books, which has already been approved.

Winter Potluck Costs: Paid 2 cafeteria workers, Ana Calles & Martin Nunez (4 hours at \$40/hr) and one custodial staff, Eric Heil (3 hours at \$40/hr)
Total \$ 440.00

All School Faculty Staff Holiday Party: This will be held after school on Fri 12/14. Because of lack of funds the three Asst. Principals are taking on the cost of this party out of their own pockets. They (Ms Kivork, Ms. Gardea, and Mr. Reveles) request \$300 from FHGM.

Motion made for \$300 for All School Faculty Holiday Party. Seconded - no opposed/extensions - Motion carried unanimously without objection.

Pearson Text Books - The text books that have already been paid for but the HGM office just received another bill in a different amount. Will call to discuss this cost and straighten this out.

9. Advocacy Update - Jennifer

Ms. Richardson's status (HGM new science teacher this year): Jennifer followed up with our new Science teacher to see how she is progressing with her status. Her advisor from UCLA will write a letter to move her up the list with LAUSD. Will then figure out where that letter should be sent. Ms. Richardson has completed her side and is now waiting for LAUSD to process it on their side. We need them to move on this since Ms. Richardson's name needs to move to the top of the list so she can start getting her benefits. Right now her position is still posted as open, which is very stressful for her and Mr. Maine. We need this to be worked out ASAP.

10. Volunteer Update – Laura

Winter Potluck: The event was a success! FHGM made \$1765.00. (cost \$664) so the profit was \$1100. Spirit Wear: We sold: 3 tees (\$15 each) and 3 sweatshirts (\$35/ea). Total \$150.00.

Winter Dance: This is an event that is run by the Zoo Magnet, but HGM students are invited to participate. They need parent's help during the event. Laura will

request HGM parents to help out via our eblast emails.

11. Fundraising Update - Peter H.

Peter Hahn was absent from the meeting tonight. We will get an update at the next meeting.

12. Alumni/PR Update - Peter B.

Judy Bickel: She is not available for helping us right now with inputting data for the Alumni Contact list. Peter will send out an eblast to request help on this project for now.

13. Korean Liaison Update - Angie

Angie Han was absent from the meeting tonight. We will get an update at the next meeting.

14. FHGM Website Update - Michel

Paypal Dilemma: They have a \$500 limit per month to transfer funds to our B of A account. Paypal said they would need to have a personal social security number on file if the transfer amount is to be increased above \$500 limit. No one on the board wants to provide SSN for this use, understandably). Bob requested Michel to deactivate the Paypal right away to stop accepting donation through it.

Motion to de-active Paypal acct. Seconded - no opposed/extensions - Motion carried unanimously without objection.

HGM Club Info: Michel is creating pages for each club on the FHGM website. Kersten has written several summaries for the clubs to post.

Photo Release Forms for website: Bob is writing up a legal form for us to use.

Savings Account for FHGM: To open a Savings account for FHGM, the bank requires the Article of Incorporation. Since opening the account is not urgent, Bob will request the copy through the public channel, which will be cheaper but slower.

15. New Business – Bob

Holiday Gifts: Give HGM teachers and staff (total of 13) a \$50 gift certificate from Barnes and Noble with a nice holiday card. Peter Benn kindly volunteered to take care of this task and get it reimbursed.

FHGM Communication Policies/Privacy etc: Tabled

FHGM Bylaws: Tabled

Articles of Incorporation: Tabled

16. Old Business -- Bob

The following topics are tabled for the next meeting in Jan 2013.

Officers & Director Insurance - Angie

Teacher stipends for college recommendation letters

Team/Club coaches and sponsors (stipends)

Team/Club parent chaperones (LAUSD clearance)

HGM Photo Release Form - Bob

NoHo PTA - Bob

17. Public Comment - Open Floor

No Comments.

18. Next Meeting – Bob

Mon, Jan 14, 2013 at 7pm in Kennedy 109.

19. Adjournment – Bob

Motion to adjourn the meeting at 9:25 pm was made and seconded. Motion carried unanimously without objection.