

# Minutes

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## Board Meeting

South High, Media Center – April 13, 2010

### 1. Call to order

Harold Benson called the meeting to order at 7:05pm. The following board members were present:

- Harold Benson, George Dahl, Elmer Koch, Jim Bloom, Marlys Schluck, Rod Hemstreet, Steve Lindquist, Judy Ayers, Nancy Rosenow
- Members, Guests & Others Attending: Carol Peterson, Jean Bradford, Melvin Haagenon, Lori Singer, Dick Westby, Warren Schluck

### 2. Minutes

**MOTION by George D. to approve the minutes of the March Board meeting, with corrections. Second by Elmer K. CARRIED.**

### 3. Treasurer's Report – Steve Lindquist

- Checking: \$ 19,915
- Investors Choice: \$12,519
- Relationship Rewards \$248,742
- Certificates of Deposit \$0
- Reserved/Restricted: \$266,798
- Available Funds: \$ 14,379
- Endowment: \$ 323,990
- There are April contributions of about \$1,500, as well as \$1,000 to the music program, \$300 Save the Tiger, \$442 in clothing and \$167 book sales, \$558 from the Community Band. Steve will let Scott Carter know that we have money restricted for the Music Department. We received a memorial donation of \$10,000 from a previously unregistered member. His wife was supportive of the Foundation. He, his wife, their previous spouses, brother and sister-in-law, are all South grads. Carol has received the information to add them to the registry. Harold will follow up with a personal acknowledgment and contact.

**MOTION by Steve L. to approve an additional \$700 in newsletter expenses. Second by Rod H. CARRIED.**

**MOTION by Marlys S. to approve the Treasurer's Report. Second by Elmer K. CARRIED.**

### 4. Reports:

- A. Administration – Jean Bradford: Trip to China was very successful. The teachers were treated like royalty, and exchanged emails with the students there. The partnership is moving forward. Linda Nelson is still in China working with the staff at the academy. We send students there each year. They will be sending twenty students here next year, seniors. They intend that the program will give their students a better chance at enrollment at better universities such as Harvard and others. It's too bad the Chinese visit didn't warrant a mention in the Star Tribune. South received a letter from Dr. Christopher Randolph of the Minnesota Department of Human services regarding an alumnus he works with. He would like to know how to get him on the Wall of Honor. The letter will be turned over to Warren Schluck. MCAs started today. We are experiencing issues keeping the children in after they've completed their test. Of course everyone heard about the city-wide lock-down due to a threat. South staff and students handled the situation very well. The students were held in classrooms the first day, but we made the decision to allow them to move about. Spring is a time that administration anticipates more things happening, so we are more vigilant.
- B. Site Council – Melvin Haagenon (*for Marge Harris*): Focus group questions will be sent to parents. South did not receive funding for reading and math. The projected enrollment is close to last year's numbers. ELL should go up about 30 students. South has a high composite ACT score, 23, compared to the National average of 21. We lost two part time teachers. Planning for next year includes a 6-period day. Discussing whether to review and act on improving traffic control with the anticipated increase in drop-offs next year (due to district school changes). South has taken a tough stance on "clubbing" a nation-wide type of dance which has been determined to be inappropriate. Also looking at adding picnic tables for the grounds. Eighth grade registration is April 14.

C. **Committees:**

**STRATEGIC PLANNING** – HAROLD BENSON

The committee has items that represent future discussions for the board. SEE REPORT. Chuck Carlson is involved in a group that studies what happens to the cognitive abilities of someone who has experienced a concussion. Students do a baseline, then if they have an injury they go back and re-take the test. Chuck met with Mark Sanders who wants to move forward on bringing this program to South. The program is very successful in identifying at-risk students. The Foundation received a letter from Bob Holmbeck requesting that WWII veterans be honored in connection with the 65<sup>th</sup> anniversary of the armistice. The Luncheon committee will respond to Mr. Holmbeck once they have an opportunity to discuss the issue.

**BUDGET & FINANCE** – Rod Hemstreet

- Discussed with Chuck Carlson how to attract more money through investments, to grow more revenue for the Foundation. Instead of taking interest payments out regularly, we will instead conduct a review at the end of the year and determine if the endowment has had a good increase in the net worth, then take a percentage of the net worth and apply it to general operations. For instance, if at the end of this year we have a net growth of 20%, do we take 10% and put it in the general operations? Rod will review the past several years, applying the guidelines Chuck provided and examine how it affects the Foundation.
- In relation to the recent activity on the pledge letter to former athletes, we had issues with the database and extracting names in a timely manner. Rod reviewed issues with the current technology with the board. Rod recommends the following:
  - Upgrade the current hardware in the office to HP equipment, including a desktop and All-in-one printer for scanning and faxing, which more closely resembles the technology currently used at South, as well as a larger hard drive to handle the database and web site software, and wireless capabilities. \$1,160
  - Upgrade the database software by purchasing a license through the school for the Microsoft suite of programs (Word, Excel, etc.) which includes the Access database. Access is relational and less complicated, more user-friendly than Filemaker Pro, the current program. \$73
  - Purchase financial software to allow integration and cross manipulation of the information between Quickbooks and the database for tracking donor activity, etc. Also, readily upload files to the accountant (who already uses the software), saving time and travel on meeting with the accountant. Also can be purchased through the school. \$315

**MOTION by George D. to allow the purchase of the proposed hardware and software, not to exceed \$1,800.**  
Second by Elmer K. **CARRIED.**

**GRANTS** – George Dahl:

- **H-Art (PASS) Program**, Joe Musich - \$1,400, provide artists to work directly with students. **COMMITTEE APPROVED.**
- **Humphrey Voices**, Neil Anderson - \$2,000, students will produce 3 videos relating to a political or social issue. **COMMITTEE APPROVED.**

**SCHOLARSHIP** – ELMER KOCH

- April applications are due. The counseling office was inundated with over 100 applications. The Class of 1959 Scholarship received 97 applicants. Elmer is looking into the possibility of conducting a pre-screening to shorten up the time on the approval process. The counselors are completing their selection on April 27. The reception is planned for May 13. We will invite the donors this year, in addition to the students and their families. The reception will continue to center on Foundation scholarships. George Dahl will speak with Doug Berglund for the Kommerstad applicant review.

**MOTION by Steve L. to cover the expenses for the reception up to \$100.** Efforts will be made to keep expenses under \$50. Second by George D. **CARRIED.**

MEMBERSHIP – NANCY ROSENOW

- The committee has completed its review of membership guidelines. REPORT ATTACHED.
  - Membership year will run from 7/1 through 6/30
  - Dues will be collected as the first \$25 of each annual donation and deposited to the general fund.
  - NOTES: Donation literature will eventually be reprinted, current stock will continue to be used; new information will be printed directly on return envelopes. Guidelines will be phased in over the next year, effective July , 2011.
  - BENEFITS: Members will receive a membership card, voting rights at the annual meeting, 10% discount on apparel, and free admission to one south event (the Foundation may need to reimburse the South group up to \$10 for members attending).

**MOTION by Nancy R. to adopt the proposed changes to membership guidelines and eligibility.** Second by Rod H. **DISCUSSION:** The by-laws will need to reflect the changes. By-law revisions may be possible by June for board approval if other issues are submitted to the By-laws Committee in time. Years ago the Foundation sold lifetime memberships. The committee will review who these people were and discuss how to handle. **CARRIED.**

- In compliance with board directives, the Committee will be mailing reminder postcards to current board members for the Annual Meeting in May. Cost will be \$9.24 for postage, and \$13.59 for the postcards. Carol will create and mail. A sample was provided.

**MOTION by Nancy R. to approve expenses for the postcard which will mail to 33 current members.** Second by George D. **CARRIED.**

COMMUNICATIONS - Judy Ayers & Lori Gleason (for Nancy Rosenow)

- The Logo Task force has identified three versions of a logo that can be used by the Foundation on its printed materials and communications. (BELOW) The purpose of the work is to standardize the use of one logo that represents the organization and mission to the community. Discussion centers on the use of a tiger, and other adjustments to the types presented. Try dropping “Friends of” from the type. The origin of the “Friends of” came from a founder who was not a South High grad. CONSENSUS identifies sample 2 as the best logo. Lori will work on creating the changes brought forth and resubmit the logo at the May meeting for review and approval.



HISTORIAN – Dick Westby:

- Shared a poem from a published work “Minneapolis Skyline” that spoke of South when it was located in the attic of the old Adams school. Will have a table at the Pancake Breakfast. Highlighting the 1941 class. The video mentioned last month (South History 1893:1993) was created by South Alum Rod Chalbourg 1946. He gave permission for the video to be used by the Foundation. The librarian (Susan Blohm) is checking on copyright use of the music in cooperation with Scott Carter. If we are able to clear copyright and find a good copy, we will need to put the Foundation’s name on the work and render it to DVD to possibly sell and have available for reunions. We have a graduate that can do this work. Nancy Rosenow will see if this person can come and review the tape and give us an estimate. There are other videos that we could possibly combine and create more pieces. Dick will bring the video to the May meeting for the members to review.

PANCAKE BREAKFAST –Warren & Marlys Schluck:

- Warren had problems with the grill but it is now fixed. We have received some good prizes. Signs have been placed around the neighborhood. Tickets are being sold in advance. Marlys has extra flyers for people who can help to distribute.

ALUMNI LUNCH –Harold Benson (for Lil Iverson & Judy Pihlstrom):

- The luncheon is tomorrow. We have received 210 reservations through today. Volunteers will be arriving at 10am to set up. We will not have a band, and it's inconclusive if we will be able to have a student providing background music. We will make the remarks as quickly as possible, and the Wall of Honor recipients will be presented. The luncheon should be over by 2pm.

**5. Old Business:**

- OPERATIONAL GUIDELINES: Once the chairs have completed and submitted documents for this task, they will receive a binder with everything included.

**6. New Business:**

- NOMINATING COMMITTEE: Members are Judy Ayers, Elmer Koch, and Rod Hemstreet.

**7. Good of the Order:**

- BUDGET: Committee Chairs are reminded that we need preliminary budgets for the 10-11 year in order to plan and execute a budget for the organization.
- Vonda Gluck fell, in addition to other problems, and is now at Augustana for those that would like to send her a card.

8. **Adjournment:** The meeting was adjourned at 9:00 PM. The next meeting will be held at 7pm on Tuesday, May 11, followed by the Annual Meeting

Respectfully submitted,

Carol Peterson, Admin Support

By Order of:

Harold Benson, President

**MEETING SCHEDULE FOR SCHOOL YEAR 2010-2011:**

June 8	August 11	September 14	October 12
November 9	December 14	January 11	February 8
March 8	April 12	May 10	June 14