

HEF Meeting on January 13, 2020

Meeting Notes and Action Items:

1. Board members present: Sylvia, Sarah, Alex, Jamela, Maddie, and Don. Other attendees included Principal Samia Merza-Fillpot, Tiffany and three other members of STEM Fatale Club, and Dylan and Morris Tuazon plus two other members of UAV Club.
2. Student presentations were given by the STEM Fatale Club and UAV Club.

STEM Fatale members described their visit to the Stanford CHARM Lab which included four demonstrations and building EV3 robots. The Robotics Club has mostly boys and only two female members. We discussed how to increase female participation and recommended petitioning the High School for an elective course.

The UAV Club presented a new grant application for \$400 to do STEM outreach at the elementary and middle schools and to participate in the ROADS on Mars challenge. We tentatively approved this grant after the funds from our first grant are used up. Since UAV Club members are all seniors, we recommend recruiting undergrads and provided contacts at the Middle School (Ms. Rivera and Mr. Thomas). The club also did a demonstration flight of a self-built drone.
3. The following items were mentioned under school updates:

Principal Mansingh notified us of a WASC visit in April. He will be very busy preparing for WASC and recommended postponing Career Day until next year.

For the Choices Program, we recommended that Jamela check the calendar in the Middle School office and work with teachers to select tentative dates for this workshop.

Principal Merza-Fillpot mentioned that she needs three volunteers for the Spell Bee at Lupine Hills on February. Her school is involved in several community service projects.

WCCUSD needs to find a solution to \$48 million budget deficit by January 18 to avoid State control or bailout.
4. HEF is planning three fundraising events for 2020: Hercules Golf Classic on July 24, Bottles & Bites on August 30, and Bay Front Run & Festival on September 26. Sylvia recommended increasing the ticket price for Bottles & Bites from \$30 to \$35.
5. Under the Treasurer's Report, we approved the minutes for the Board meeting on November 18. Don reported YTD receipts of \$52,778.21. We did not receive sponsorship donations yet from Phillips 66 and Bio-Rad for the Bay Front Run. YTD disbursements were \$47,577.49. The year-end checking account balance was \$17,672.91 with two checks outstanding. Form 1099-MISC needs to be filed by the end of January and SI-100, state of information for officers, by end of February.
6. There were grant applications submitted by Dylan Tuazon (see Item 2 above) and Chris Gadd to purchase the novel *Black Ships Before Troy* for \$250, which was approved.
7. There are currently two Hercules classroom projects on DonorsChoose. We decided to take no immediate action but will look for match opportunities.

8. Maddie mentioned that scholarship information was posted on the HEF website. The Bay Front Chamber is offering scholarships for high school students. Malaga is working on a Directors Page for HEF.
9. We appointed Sarah as President for 2020 and Don agreed to continue as Treasurer. Sylvia said that she would accept the Secretary position if there are no other candidates. The new officer information will be report on State Form SI-100.
10. We discussed adopting software such as QuickBooks to better track HEF's finances. State and federal reporting requirements are more stringent for gross income over \$50,000. Sylvia recommended having an accountant prepare the monthly statements.0