

Schutz American Schools of Alexandria Foundation (SASAF)

Board Meeting Minutes

August 6, 2016

1. Call to Order – Paul

Meeting was called to order at 9:00.

Board members in attendance:

Paul Clark  
Caroline Kurtz  
Bill Pollock  
Amanda Johnson  
Steve Jamison  
Susan Knight  
Tina Sharif (by phone)

Approximately 15 non-board members were present.

Caroline announced menus and schedule for the day and that mugs are available.

2. Determination of Quorum - Amanda

No quorum.

3. Adoption of the Meeting Agenda – Paul

Agenda approved by the Board members present.

4. Approval of the Minutes of the March 12, 2016 Meeting of the Board of Directors - Amanda

Minutes approved by the Board members present.

5. Opening Remarks - Paul

Topics to cover today important, some should carry over to membership meeting. Order of priority:

- a. Meloy scholarship (want good, focused discussion).

- b. Grand reunion 2 years away; we should decide venue.
- c. Next summer's meeting should be decided.
- d. Website: need to generate more alumni on-line traffic.

## 6. Communications and Community-building – Susan

### a. Website status

Susan:

- New website been up for about 6 months.
- Over 60 members on website.
- Recently made part of the website “members-only.”
- Profiles up on some board members (“What Happened To...?” section).
- Dues and donation payments are now available through the website.

Paul: How to know if dues have been paid and are up-to-date?

Steve: Said need to update membership list and haven't settled on how to post that information.

Susan:

- Kenny Rasmussen has come aboard to work with the website.
- Discussing migrating the website to another server/hosting with Ed. Looking for a more economic server. Ed is researching options. Will happen after reunion, as soon as possible.
- People can place photos on website by sending to [sinceschutz@gmail.com](mailto:sinceschutz@gmail.com) (email should be used for content and photos). You can post comments too.
- Also can post same info on the Schutz alumni Facebook page.

Paul: Any volunteers? Will look into this later.

### b. Database needs

Susan: Slowly going through database to update. We need technical volunteer to take over the database for updating and maintaining.

Paul: See that we need the correct technology for sharing database and other uses. Need to get people motivated to send news.

Susan: Now is the time to get someone to transfer the database so that it is on the website and can be used for all the ways we wanted. Need help for this.

### c. Website content development

Susan: Divided up the content for postings. Request that the board submit info/stories to add more content.

Caroline: What if 1-2 times a year we sent out electronic newsletter to get people to website? We might Mailchimp notices to let people know the newsletter coming.

Bill: Send quarterly tease emails so that people have something to get them to the website.

Susan: We will move to periodic promptings.

Amanda: Mailchimp can be used to get info and tease for getting to website. Use a Google form to collect news.

Caroline: February - link to Google form; March - quarterly newsletter; May - repeat form; etc. Prompts: Have you seen photos? Do you know what's been going on with X? Do you remember the day...? etc.

Steve: We need to be sure that all this outreach is within our financial means.

Susan: The phone calls to stimulate interest in attending this reunion made a difference in reaching out and getting people involved.

## 7. Finance and Budget – Steve

### a. SASAF financial position

Steve:

- Current funds balance is \$5,800.
- After reunion ball park of \$4,300.
- Fixed annual expenses:
  - Corporate expenses are \$550.
  - Website development and maintenance is about \$1,000.
  - Formstack is \$480.
- Roughly a fixed annual cost of \$2,000.

Paul: need more people paying dues to cover fixed expenses. That means about 100 people regularly paying dues.

### b. Dues

Steve: Dues now stand at \$20. Possibly change to dues to include a donation; ask for \$20 a year in dues and make additional contribution voluntary.

Discussion on raising dues:

Steve: Thinks dues should be raised to \$25.

Caroline: That's not enough – how about \$30?

\*Motion: Caroline moved to raise membership annual dues to \$30.

Discussion:

Paul: minimum of X and anything above will be tax-deductible; if it stays at \$20 then need 100 people to pay; if \$30 then we only need 75.

Caroline: Make it effective immediately.

Motion was seconded by Steve. The motion to raise dues to \$30/year was approved.

c. Fund-raising

Steve: we now have our IRS 501(c)(3) non-profit status back.

Paul: The Meloy Scholarship is our only fundraiser.

An explanation of the scholarship was requested.

Paul: This will be discussed under the next agenda item. SASAF wanted something to honor George and Mary Lou Meloy, and an annual amount was raised that was matched by the School and paid to a student that the school selected who met the criteria. It was paid as an unrestricted award to a Schutz student who was graduating.

Paul: Has anyone donated to scholarship this year?

Steve: Yes.

Paul: How should we raise money for the award?

Discussion: Conduct a fundraising campaign by email to everyone. Use MailChimp.

Susan: We need to draft a letter that should be emailed and snail-mailed. The letter should include info on dues paying too.

8. Other Business - Paul

a. Meloy Scholarship

Paul reviewed past discussions on the George and Mary Lou Meloy Scholarship and said he wanted consensus at this meeting on how to go forward with the School. There were concerns about the Scholarship being an unrestricted cash award to a student leaving Schutz with no assurance that it contributed to any educational purpose. The board felt it should go to a student in financial need, but the funding level would need to be higher. Paul talked to Massimo Lazerta about the scholarship who agreed that the Scholarship criteria should be modified and that the School would try to meet SASAF's intentions. In fall 2015 the board decided to ask the Meloy family for their ideas and in early 2016 they came back with a proposal.

Paul invited Ann Meloy to speak for the proposal.

Ann: The goal was not to monetarily benefit a well-off student, but tried to approach it from a “missionary” position. Possibly go to local staff and/or families. She noted that there was a fund at Schutz when people needed money for uniforms or books. Their proposal was to make Schutz kids more aware of the School’s environment and the contribution of local Egyptian staff. Said that the Meloy family have no pride of authorship and not sure that this idea is best.

Paul: Thanked Ann for the explanation. Board felt that the revised scholarship program should be similar, but that we should consider alternative purposes. The object today is to agree on what we should propose to school.

Steve: Thanked Ann for explaining. Feels scholarship should be towards a need, making students aware of surroundings. Suggested that the program include the summer program for Schutz neighborhood children that was initiated by former Head of School Nathan Walker.

Paul: The Meloy proposal would be to select a Schutz student at end of junior year that would then join a committee that would distribute money to a Schutz administration staff family. The student would also receive an amount of \$500. Student would participate in SASAF fundraising for the fund. Minimum of \$4,000.

Caroline: Does anyone know if the children of the support staff attending?

Ann: They can attend at half-tuition. None of the School support staff children are attending. There are some teacher staff’s children attending.

Caroline: So, we are talking about money towards supporting staff mainly and for life expenses?

Steve: Would the proposal involve only one student? Could more of the student body be involved? Should there be a level of confidentiality? Could we get clarification on what the summer program is? More details are needed.

Caroline: Will changing the scholarship change the prestige?

Bill: The prestige will still be there. What we are discussing doesn’t necessarily change the definition of the scholarship.

Paul: This needs more discussion, and then negotiation with the School. The subject will be brought up at the general membership meeting. Let’s suggest getting the School committee established; have the scholarship to be broadly about community service;

students wanting to be involved should offer plans that leave space for creativity; student should have a robust role including fundraising; perhaps part of the award to the student could be a visit to the US for college campus visitation.

The topic was deferred until the membership meeting.

b. 2018 Grand Reunion

Paul: Needs to be in a location with good flight availability. Options: Hold it in Portland, OR at the Edgefield Center? Missouri, Southern CA also suggested.

The topic was deferred to the membership meeting.

c. 2017 Annual Reunion

Paul: We need to select a location where we can have one or more people on the ground to help organize.

Caroline: Suggested having at Jean's farm in Pennsylvania.

Charlotte Gelzer: Suggested looking at a college for efficiency and financial reasons. Possibly try one more time out west.

\*Motion: Bill proposed that Paul discuss with Jean the possibility of having it in PA. Seconded by Amanda. The motion was approved.

Paul: We will bring this topic up at the membership meeting for more suggestions.

d. Other

Paul: There are five people with expiring board seats - Paul Clark, Steve Jamison, Mary Beth Neely, Carmen Rosser, and Nathan Walker. All in the room - be prepared to make nominations at the annual membership meeting to follow.

9. Next Meeting of the Board

Paul: Will announce next board meeting, probably for October or November.

10. Adjournment

Paul: We will adjourn until after the Annual Membership Meeting to elect new directors, and then we will re-convene the Board meeting.

The meeting was adjourned at 11:22 a.m.

Board Meeting of 8/16/2016 Minutes Addendum  
Board reconvened @ 12:41 p.m.

Paul: We have an open office seat. Following this meeting of the Board, Amanda is leaving as Secretary. No volunteers being heard, Paul will cover position until someone is found to replace Amanda.

Susan: Would like to thank Amanda.

\*Resolution offered by Susan: The Board thanks Amanda Johnson for all she has contributed to the board as secretary. Resolution adopted.

Paul: Would like to have the Board decide on the 2018 grand reunion.

\*Resolution offered by Caroline: The Board selects Portland, Oregon for the 2018 Grand Reunion at the Edgefield Center, with dates to be determined at a future time, subject to booking availability. Resolution adopted.

\*Resolution offered by Paul: The Board thanks Caroline, Cynthia Croasdaile, and Dagny Lord for hosting and planning the 2016 reunion. Resolution adopted.

Paul: He will contact Mary Beth Neely regarding the discussion of the Meloy Scholarship. He will write up modified proposal based on the Meloy proposal, as the basis for SASAF's discussion with the School, but expand the central idea of "community service" with alternate activities and projects. He will then send the revised proposal to the Board prior to its next meeting.

The Board meeting was adjourned at 1:15 p.m.

Minutes prepared by Amanda Johnson, Secretary