

Schutz American Schools of Alexandria Foundation (SASAF)

Board Meeting Minutes

Washington, D.C.

July 11, 2015

Board members present:

Paul Clark (Chair)
Steve Jamison
Amanda Johnson
Caroline Kurtz
Ronny Ivarson

Ed Nicholas
Bill Pollock
Tina Sharif
Susan Knight
Mary Beth Neely

Other guests present: approx. 25 reunion attendees

Call to Order

Paul called the meeting to order at 10:05 a.m. and thanked the guests for attending.

Amanda noted that a quorum of the board was present.

The meeting agenda and minutes of the meeting of May 2, 2015 were adopted.

Paul reviewed the topics for the meeting: progress on the Schutz alumni website; the results of the visit to attend the Schutz School 90th anniversary events; the organization's financial position and a discussion on 501c3 tax status; the Meloy scholarship program; and nominations for the board seats of those departing.

Communications and Community-Building

Ed presented a development version of the new website, showing the different web-pages and proposed functions.

The website is tied to the communication plan that is intended to enhance community interaction. Since we stopped the newsletter, communication has been sparse. WordPress is being used for the website and is user-friendly. He noted that last year we hired a "tech" person to assist with the website design and to support on-going needs for tech support. Caroline asked if WordPress was the best choice. Ed said that it can be put into a format that we can use easier. He said that it will be set up to resist spam attacks.

Ed noted that developing content was going to be the major part of the work. Caroline suggested setting up a committee to lead this work. Paul asked if she, Sue, Ed and

Amanda would take the lead but noted that everyone should be ready to help. The committee was formed, with Sue as committee chair.

Other comments on the website:

- Steve said that the website should be permission-based for posting information. He also noted that some of our members are not in the electronic internet culture.
- Sandy Jamison suggested that an application be submitted by anyone wishing to use the website to post information.
- Lavina Pattee said that she would like to receive printed news.
- Sue asked those present to let her know if they had not been receiving mailed information.
- Paul suggested that we use the website for posting information and news, not for interactive chat.

Turning to the alumni database, Sue verified that that the database we are now using is the latest version but that it will take time to make needed updates and corrections. Sue said that this would be one of the first things for the website committee to address. Paul said that the Schutz School would like to share alumni databases and asked people to offer their opinions on this.

Paul reported briefly on his discussions with the School during the visit for the 90th Schutz anniversary celebration regarding the idea of developing a joint SASAF-Schutz information and cultural exchange program. He met with School administration, spoke informally with faculty, parents and School board members, and had a meeting with about ten student leaders attended also by Lavina and the School Principal. All were interested in having a relationship with our community. Ideas discussed included: hosting rising seniors to visit US college campuses; arranging trips by groups to plan and lead more structured activities including “career fair” talks by alumni and group discussions on current issues; getting volunteers to prepare talks on topics of interest to faculty and students drawing on our expertise that could be conducted via webex in classrooms as a way of testing this idea, and perhaps exploring how to engage a US high school in the program. The students in particular would like to have direct contact with their American peers. It was agreed that the next step would be to send an “idea note” to the School sometime after the school year commences. Paul noted Ambassador Patterson’s comment that civil-society bridges with Egypt are just as important as the official ones. Paul said he would investigate State Department support for a program if the community’s interest was clear. The board agreed to explore the idea.

Paul told the group that the School is undertaking a campus overhaul and all of the old buildings will be taken down. Lavina added that she has photos of the trip that she will send to be posted on the website.

Finance and Budget

Steve reported on the accounts. He said that the funds balance had dropped from around \$8,000 three years ago to currently \$4,500, including payments made to the School for the Meloy Scholarship and routine expenses not including reunions. Revenues will need to increase or the organization may become insolvent and that a relatively small number of people are paying dues. Ed Pollock noted that the newsletter with dues reminders worked well in the past and that better communication was needed on dues.

Paul reported on the grand reunion cost. Due to some errors in the contracting and subsequent announcements, costs were incurred which receipts did not cover, including a 6% tax charged on meals and rooms. Kirk Lindly proposed that we “pass the hat” to collect money for the deficit and funds were subsequently raised to cover the full cost.

Paul also reported on the tax-exempt status saying he had engaged a CPA with expertise in non-profit corporations to assist in applying to be re-registered as a 501(c)(3) organization. Susan asked if we are taxable now; Steve said we are still tax-exempt but without being qualified by the IRS under Section 501(c)(3) we cannot offer tax deductibility to donors.

Other Business

On future reunions, Paul asked people to complete the reunion evaluation forms that were handed out and wanted to know how this reunion was viewed. Ronny said that nothing should be decided until the questionnaires are evaluated. Caroline said that making phone calls helped to build attendance. Kathy Berger said she would be writing a note on what she learned from this one and would send this to the board. Paul said that the board would discuss the plan, location and dates for the next Grand Reunion in 2018 but that it would probably be in a different venue.

Caroline suggested that the 2016 reunion be held on the West Coast. She added that if it were to be held in Portland, she would help with the organizing. The board agreed on the Portland suggestion.

Paul raised the Meloy Scholarship and said he had discussed with Assistant Head of School Massimo Lazerta. The primary issue is how the school should select the awardees – should it be based on need? Should it go toward the cost of attending Schutz or for a graduating senior moving on to college? Massimo would like to have further guidance but that the School had been following guidelines given by SASAF when the award was established. Jean Stultz said that it has always been intended for a graduating student base on academic merit. The idea of supporting a summer school program was suggested. Sandy said that the funds should be based on need, as did John Meloy. Ed Pollock proposed suspending the program until it is clear that donations could be raised to fund it. Steve said that approximately \$300 had been raised toward this year’s award and proposed that the Meloy Scholarship award be made only from donations, not dues. His recommendation was approved by the board.

Paul closed the meeting reminding the board that nominations were needed for open board seats, to be an item for the Annual Meeting on Sunday morning. He reported that Tina Sharif would put her name in to be renominated for another term, but that Kenny Cooke's seat would be open and solicited at least one name.

Paul noted that there would be a short board meeting immediately following the Annual Meeting to elect officers for the next three-year term.

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

Minutes prepared by Amanda, Secretary

Schutz American Schools of Alexandria Foundation (SASAF)
Board Meeting Minutes
July 12, 2015

Board Members Present:

Ed Nicholas
Susan Knight
Caroline Kurtz
Paul Clark
Steve Jamison
Ronny Ivarson
Amanda Johnson
Tina Sharif

Paul called the meeting to order at 10:49 a.m.

Susan Knight made a motion to re-elect the following officers: Paul Clark, President; Steve Jamison, Treasurer; and Amanda Johnson, Secretary; and to elect Caroline Kurtz as Vice President. The motion was seconded by Ronny Ivarson and approved.

The board reaffirmed that the next reunion would be held in Portland next summer. The issue of the next Grand Reunion locations would be taken up in a future board meeting.

Paul said that the next meeting of the board would be in October.

The meeting was adjourned at 11:15.

Minutes prepared by Amanda Johnson, Secretary