

Schutz American Schools of Alexandria Foundation (SASAF)

Board Meeting Minutes

November 19, 2016

1. Call to Order – Paul

The meeting was called to order at 12:10 p.m. Eastern time.

Board members in attendance:

Paul Clark
Caroline Kurtz
Bill Pollock
Amanda Johnson
Steve Jamison
Susan Knight
Jane Hall
Deb Martin

2. Determination of Quorum – Paul

A quorum of the Board was present.

3. Adoption of the Meeting Agenda – Paul

The meeting agenda were approved.

4. Approval of the Minutes of the August 6, 2016 Meeting of the Board of Directors - Paul

The minutes of the previous meeting of the Board were approved.

5. Opening Remarks - Paul

Paul welcomed Jane Hall to the Board and asked her to say a few things about her time at Schutz (1966-67).

Amanda resigned as Secretary and on paper Steve's position will appear as Secretary-Treasurer for the time being. Amanda said that she will remain on the Board and will help with mailings and posting content on the website.

Susan thanked Amanda and said that she will coordinate her assistance on website content with Karen Ezell, the new SASAF webmaster. Paul will take responsibility for meeting announcements, agendas and minutes but requested help with taking notes. We will eventually need a volunteer to be Secretary.

Paul thanked Caroline and the others who planned and organized the reunion in Portland. As the Board agreed in August, the 2018 Grand Reunion will be held at the Edgefield Center.

This meeting's priorities:

- Sue to update us on the status of the website and the needs going forward.
- Get a decision on the Meloy Scholarship re-boot.
- Get the board's approval for the Stultz farm in Butler, PA for the 2017 reunion and discuss those plans.
- Discuss the planning needs for the Portland 2018 grand reunion.
- Discuss further the matter of getting people to regularly pay dues and do some brainstorming fundraising for the Meloy scholarship.

6. Communications and Community-building – Susan

Website status

Susan reported that we have successfully migrated the website away from James. In the process, we hired a new web guru who is an invaluable resource. Susan said that she has been covering Karen's modest costs so far. She said that we gain several things:

- No longer paying a monthly fee for hosting the website.
- Paying reasonable amounts only when work is done—James, who created our website originally, was very technically knowledgeable, but also expensive to retain and pay hourly.
- We now have good responsiveness and turnaround.
- Fresh eyes on the website have seen some inefficiencies, so we've cleaned these up, resulting in a faster website, and also to deal with persisting issues like tying our databases together. Karen will help with that, and with a wider array of both technical and nontechnical website things, like posting, editing and creating new functionality, and use Ed in an expert consultative role.
- People can work directly with Karen for posting information on different sections of the website.

Membership Database

Susan: We are still looking for someone to take over the Schutz membership database. In addition to continuing the updating process, that person will work with us on database and membership-related issues. Someone needs to finish merging our different versions.

Paul: The database is a priority. There is a long-run benefit to having the d-base with sortable alumni information. Our idea was to have this available so that people could push a button to find people – an entire class could be pulled up in an instant. This would provide another reason to register and have full access to the website.

Susan: Jean Stultz had a huge database with a lot of detail. It is outdated and an updated database was created but it doesn't relate cleanly to other databases. Once it is updated, individuals can self-update.

Jane: I will coordinate with Susan to update the membership/alumni database.

Dues Campaign

Susan: In checking website functionality after the migration, we found that PayPal had gone down, making dues payments inoperable. We've recently resolved that problem. As a result the proposed midyear dues campaign has not materialized, but I will work with Steve, Karen and Amanda to get the word out in January, which is our dues renewal period anyway.

Paul: An increase in dues from \$20 to \$30 a year was approved by the Board. Is there a way to let people know their dues payment status and whether they are up-to-day when they visit the website?

Susan: Somewhere there is a list, but a list of current payees needs to be updated and routinely posted. A page can be added in the members-only area. Steve can provide the list and Karen will post it. Dues can be paid via PayPal or by check.

Amanda: If someone is unsure of their payment status, they can email Steve. A dues notice can go out via Mailchimp.

Website Content Development

Susan: Thanks to those who've sent content to post. I have done some updating, but getting the site fully functional has taken priority, so will post more in coming weeks. For those with responsibilities for sections of the website, this is a good time to send her new content for posting. As things to post on the website are sent, I will introduce contributors to Karen, so people can work directly with her to post. We also need to have regular postings from Schutz School.

Paul: Mary Beth Neely is the liaison for that. I hope to visit Schutz in the next several months and will discuss regular input to the site.

7. Finance and Budget – Steve

SASAF financial position

Currently we have \$1,700 in the Meloy Scholarship fund and there is \$5,536 on-hand above that. Our 2015 tax return has been filed and SASAF is again in compliance as a 501(c)(3) organization.

Paul: Anyone working on distinct SASAF activities and projects, such as reunions, should provide the Treasurer with necessary accounting information. We need to develop a standard accounting form for this purpose.

Dues and fund-raising

Steve: There are conditions and criteria regarding how much can be held at the end of the fiscal year. Significant carryover can be an issue.

Paul: We need to focus on fundraising for the Meloy Scholarship. My goal is to get the SASAF account balance back to \$10,000.

8. Other Business - Paul

2017 reunion in Butler, PA and 2018 Grand Reunion

Paul: The 2017 Annual Reunion will be held in Butler, Pa. In 2017, the reunion returns to “the fold” – Jean Stultz’s farm. I visited Jean at the farm a few weeks ago and it looks to be a “go.” There is a new Holiday Inn Express nearby, and Jean’s brother should be able to obtain a good rate for us. The Pittsburgh airport is not far. The dates are July 21 & 22, which would coincide with the New Wilmington Mission Conference. We are thinking of Friday night dinner at Gib McGill’s home nearby to the farm, then on Saturday - breakfast, the Board meeting, lunch, the annual membership meeting and the rest of the afternoon open. Dinner and a bonfire, and on Sunday disperse. We need to get word out on both 2017 and 2018. Paul asked Caroline if she would take the lead for the 2018 Grand Reunion.

Caroline: Cindy and Dagny are also again possible 2018 committee members, and Chris Bird has expressed interest.

Paul: The big job is planning the activities – and this can be done by anyone anywhere. On-the-ground planning is more straightforward. We can divide the effort so that locals work on planning meals, housing, etc. and the activities committee can be broader. I volunteer for the activities committee.

Caroline: In 2016 people appreciated having “amoeba clustering” time – time to connect without structure. I will start working on local logistics for 2018.

Susan: We also need someone to provide and update reunion information on the website.

Meloy Scholarship:

Paul: It is critical to make some decisions about the scholarship. I have sent the Board a revised paper summarizing the ideas we discussed in Portland. Currently, it goes to a graduating student who represents the “best” in merit, community involvement, etc., but it is unrestricted as to whether it goes toward the awardee’s continuing education. There are likely better ways to benefit the school and community. The Meloy family suggests helping school staff families with education or health. How can we incorporate this idea with something that will have broader appeal? The draft paper offers two options: (1) the Meloy children’s proposal and (2) an alternative that includes the Meloy idea of assisting School non-professional staff but broadens the definition of community service.

Steve: Consider the strategy. If it is to foster objectives for the student – initiative, leadership development, awareness of community needs, and opportunities to plan and execute – then recognition is a very important factor. Focus on juniors with a competitive process that recognizes a then-rising senior.

Paul: For any program we agree upon, it will be necessary to have a committee at the School to oversee the process. This was part of the Meloy proposal, but the question for us is how to present the idea of “community service” to the School. Also, the possibility of travel to the US was a real draw for current Schutz students. There is general agreement with Steve’s points about the broader focus.

There followed a general discussion about the Board’s interest in expanding the Meloy proposal to include a broader definition of community service projects. The Board agreed to present the broader, alternative approach to the School.

Paul: I will rewrite the paper to fold the two concepts together.

Steve: I would like to be involved in the process.

Paul: I will consult with the Board officers, Susan and Mary Beth, and share the draft with the Board before sending it to the School. Perhaps formal action can be taken at the 2017 reunion membership meeting.

Deborah: We need to include alumni feed-back on student proposals to the oversight/selection committee.

Paul: I will suggest to the School that the selection process will include SASAF. We as the elected SASAF board have the delegated authority to speak for the membership.

On-line "Wiki-Schutz" initiative

Paul: Many years ago, Charlotte Weaver-Gelzer and Alice Meloy considered developing a Schutz "Wiki" site and worked with someone familiar with setting one up. It could include the history and all else Schutz. What does Schutz mean to people? It would be a nice feature to put on the SASAF website, a living, building, accumulating historical repository on-line. Charlotte and Alice have several boxes of archived information on the Schutz School history, interviews, survey forms, letters, etc., so this could be a rich resource as the starting point. I will follow up with Charlotte.

9. Next Meeting of the Board

Paul: The next meeting of the Board will be in late winter or early spring. Meanwhile, I will write a letter to the membership for the website homepage with news and updates.

10. Adjournment

The meeting was adjourned at 1:30 p.m. Eastern time.

Minutes prepared by Paul Clark with input from Susan Knight and Jane Hall.