

Schutz American Schools of Alexandria Foundation
(SASAF)

Board Meeting Minutes
October 4, 2015

Call to Order

Paul Clark called the meeting to order at 1:03 EST

Determination of Quorum

Quorum determined by Amanda Johnson

Board members present:

Amanda Johnson	Steve Jamison
Paul Clark	Tina Sharif
Susan Knight	Caroline Kurtz
Deb Martin	Ed Nicholas

Approval of the Minutes of the July 11/12, 2015 Meeting of the Board of Directors

*Motion made by Ed to accept minutes from July 11/12 board meeting, seconded by Susan. Motion passed.

Opening Remarks

Apologized for getting minutes out on short notice.
Reviewed agenda.

Communications and Community Building

Susan stated that the committee has grown to 8 people. Paul, Susan, Amanda, Tina, Mary Beth Neely, Ed, Becky W, Beth. We owe Ed a huge debt of gratitude for his work. Ed trained the committee with new website format. Website went live several weeks ago and working on functionality to get ready for general membership. Tackled a number of things to get website in shape. Want dues payments easy as possible, and the plan is to allow members to join whenever need and reminders will be sent out as their membership dues are due. Hopefully all ok with the board.

Ed explained that membership will be similar to a subscription. Should be automatic renewals.

Susan: There will have to be a transition as people sign up fresh the new memberships will need to be monitored by Amanda and will discuss how the dues will be handled.

Communications plan to get word out to membership is on hold because of delayed launch and concerns with upcoming holidays and business. Would have liked to do this by Oct 15, but not sure if we can. Should be completely finished and ready. Don't see a huge rush, so ok to wait. Some committee members are dedicated to phone calls to members. Having difficulty deciding what to do with those that only want to be contacted by mail.

Website update

Ed: Functional online database with information on everyone. While some is not current and missing a lot of email addresses. Task is to move this information to formal database. Need to get rid of all the various versions. Need an online mail merge or mail chimp type database. When people come to the website we want people to subscribe and create a database connected to Mail Chimp. Might need to have separate database for those that don't have email addresses. Will have to have two databases for the foreseeable future that will need to be merged when need all.

When subscribe will need to go through an approval system. Site will be similar to a private Facebook type page. Communication between people will need to be finalized.

Website content - Susan

There are plans and discussions about content, but nothing set. Focused on getting the basic information in there. There will be some rearranging before new things go in.

Alumni database update

Susan: Jean is on tap to help out with database updating. This will help give us a jumpstart on updating everything.

Ed: The online database is much more user friendly for everyone. Continued discussing mechanics of keeping the database updated, including those that need snail mails or telephone calling.

Ed: Toughest is getting content for website, so PLEASE send things that could be put on the website.

Deb: Would like to have old yearbooks on website. She wants to scan. Steve plans on getting the yearbooks to Deb and then she will send the files to either Amanda or Susan to get on website.

Paul suggested that Steve let us know what years he has so others can fill the gaps.

Susan: There is a area for reunion information. Reach out to Susan or Amanda

2016 Reunion – Caroline

Caroline: Discussion was made to investigate the next reunion Portland. Susan, Dagny Lord, Cythina Beck & Caroline are working on the plans. July seems to already be booked up for the 4 places they have investigated. Would first week in August be ok? 2 are summer camp type places and one a resort type hotel. Resort type place is within 1/2 hour of airport hotel 150-200/night option of hostel rooms at \$40/night and best western hotels close by for \$88/night. Meals would not be included with this cost, maybe \$75-95 for meals. There are sight seeing trips around. More choice on prices and days staying for people.

Retreat center is on bluff overlooking city with hiking paths. Close to airport. Rooms are motel style rooms. Reserve the whole building (2 night and meals) with 15 people \$250/person, if 25 people \$180/person

Planned check -in Friday and Check out Sunday. Resort, could come early, but not at retreat place.

Possible trips, trip to coast, fishing trip, vacation type things for those wanting to stay longer.

Susan: Asked what the goal of meeting/reunion is. Are we trying to get everyone to come? Hope is we pull in the west coast people to come should be goal. Glitz vs plainish meeting format.

Steve: Feels cost will be the main issue for most, not necessarily type of location

Ed: Need to look at people that would bring family

Caroline: So ok with first weekend in August? Yes, from board.

Thinking of planning a Sunday day trip to coast. Seems everyone is leaning towards resort. Should get those dates blocked and scheduled.

Deb: Are the meeting and banquet rooms no extra costs?

Caroline: No extra. People coming only for meeting will only have to pay for meals that will be catered in. There is an anonymous donor paying for the meeting and banquet rooms.

Paul: hoping this will draw out more west coast people.

Finance and Budget - Steve

a. SASAF financial position – Steve

outstanding balance is about \$6500

Operation expenses: maintenance 440/ year (corporation exp)

Website costs: \$1132 to web master, might be more that hasn't come through; Ed feels about \$2000 outstanding. Will get expenses to Steve. Ed estimated fixed costs \$400 hosting plus \$400 other services, so probably \$1000. Probably could be reduced.

- Scholarship: funded by donations. Received in 2014 \$675, in 2015 \$390 (\$1500 given to the school)
- b. 2015 Reunion result - Steve
Broke even
 - c. Dues status – Steve and Paul
Paul: Should we increase the dues amount?
Steve: Should get website up and running before making any changes in dues. Probably should go to \$30 or \$35 in order to function better.
Susan: Heard from most that people were willing to pay more for dues. Should we tell people now or wait?
Ed: Concerned about younger people being able to give more. Donations always come in when there is good communication with members.
Caroline: Want to keep alive of giving and donations. In favor of upping to \$30 now.
Amanda: It's had for younger members to have to pay when having to pay for other expenses such as reunions, especially with families.
- *Motion by Susan to raise dues to \$30 starting January 1, 2016, seconded by Steve. Motion tabled until next year.
Recommended that Susan and the communication committee focus of getting more members and donations.
Ed feels should wait to raise dues and would feel better if we waited 6 months.
Steve stated that we may not see an increase in dues payment because so many paid in advance.
- d. SASAF tax exemption status - Paul
The 501c3 status should be reinstated by the end of the year.

Other Business

- a. Meloy Scholarship – Paul
Amount and appointee needs to be addressed.
School understood to grad senior based on academic merit and they applied by financial need.
Question to the board: Should it go to someone leaving the school or for someone attending Schutz?
Steve feels should go to a student in financial need that is currently attending the school.
Susan: If pulling someone into the school then shouldn't it be a multi-year commitment.
Ed: Thought scholarship going to incoming senior to Schutz, not outgoing senior. Also the money we are giving is not going to

make a difference whether a student will be attending because tuition is much higher than the scholarship.

Paul: Will talk to the Meloy family and see where they think this funding should go.

Board recommendation: more towards moving scholarship to use for summer program

b. SASAF-Schutz program - Paul

Not much to report. Drafted a proposal but still working on it. Will continue working on it and report later.

c. Appreciation resolution for Ken Cooke - Amanda

*Motion made by Steve to send an appreciation resolution to Ken Cook for the time spent on the board. Seconded by Caroline. Motion passed.

Will get out ASAP and post on various social media sites and website

Next Meeting of the Board – Paul

Next meeting planned for February

Adjourned at 2:42 EST

Minutes prepared by Amanda Johnson, Secretary