

Schutz American Schools of Alexandria Foundation (SASAF)

Board Meeting Minutes
March 12, 2016
(2:00 p.m. – 3:30 p.m. Eastern Time)

Call to Order

Paul Clark called the meeting to order at 2:03 EST

Determination of Quorum

Quorum determined by Amanda Johnson

Board members present:

Amanda Johnson

Tina Sharif

Paul Clark

Caroline Kurtz

Bill Pollock

Steve Jamison

Deb Martin

Ed Nicholas

Susan Knight

Mary Beth Neely

Adoption of the Meeting Agenda

All approved

Approval of the Minutes of the October 4, 2015 Meeting of the
Board of Directors

*Motion made by Steve to accept minutes of the board meeting,
seconded by Bill. Motion passed.

Opening Remarks - Paul

None- propose moving along to agenda

Communications and Community-building – Susan and Caroline

a. Website-

Susan

Launched in January and have had about 25 people fill out membership. Others have had some difficulty and either were walked through or haven't heard back. Board members please sign up as soon as possible if you haven't and encourage others.

Some glitches with database, but we are moving ahead anyway. We would like to move forward with restricted members-only website features.

Dues payment system is being set up on the website. Has been discussion on different ways to handle payments/donations but some of this will have to wait.

Website content is expanding: yearbooks went up. Please send anything that you want posted if you can't post.

Website posting responsibilities have been divided up:

Homepage, whatever happened..? - Susan

News from Schutzites- Amanda

Schutz School news- Mary Beth

President's message- Paul

Reunion- Caroline and Amanda

Hired Caroline's son (Kenny Rasmussen) to help with ongoing IT issues. Taking some time to get things back in order but between Ed and Kenny, trying to get remaining things done.

Still having problems with the database.

Paypal costs to organization were discussed.

Need profiles, pictures, article to Susan so can get posted on the website.

Mary Beth: Thought already registered on other site, but not sure if registered on new site. Ed checked and she is on.

Mail chimp should go out soon reminding people to register on the website.

Ed

The biggest challenge right now is putting our database online. We would like to have **everyone's** info online so people who have access can contact that person.

We had difficulty with having a system that **doesn't** require a unique email address for everyone. Two main problems: 1) There are a few people in our database without emails. One possibility would be to enter these people with fake @schultzalumni.org in the registration. 2) Another problem is spouses who use one email address. **Can't** have separate entries. All this needs to be resolved before can upload database.

Paypal will charge a fee to the organization. There is no way around it. Convenience is worth the fee that is being charged.

We need to make sure our non-profit status should be on Paypal; non-profits pay a smaller fee.

b. 2016 Reunion (August 5-7)

Caroline

Discussed what has been written and asked if anyone has anything that needs to be added.

Feels that people should be called but not sure how to go about it. We should at least have a board quorum present at the reunion.

Discussed how reach-out (calling) should be divided up. Regional or by class years. Start by using last year's reunion attendance list. Amanda will email last year's registration.

Susan said she will get out a script for the calls.

Monitoring of questions should probably go to Caroline (reunioninfo@schutzalumni.org)

T-shirt or something else? Board likes mug/water bottle idea. Amanda will check on prices. Tina will help with graphics.

Amanda

Sent registration packet for review.

Date registration due will be discussed with Caroline.

Paul

He will contact all board members not on current call.

Ed and Mary Beth can't come.

Tina and Deb aren't sure.

Will also have virtual meeting access available.

Reunion info, Mailchimp, mailing, etc.- once registration form and payment ready online, all will go out.

Discussed possible change in registration fee – we think \$50 will be sufficient.

Steve

Asked about tax write-off for travel as board member of a non-profit organization.

Finance and Budget - Steve

SASAF financial position – Steve

Currently \$4,822.38 balance, after deposit on hotel for reunion and fairly caught up on all web expenses

Susan suggested Steve contact Kenny for upcoming fees for website.

Dues- Steve and Paul

PayPal dues payments have started coming in.

Dues are \$20. There has been discussion about raising the dues.
Paul – We could set dues at higher amount, to include a portion that is tax deductible.
Ed-Historically, fund-raising has not been done through dues, but in separate donation solicitations.
Susan- Asked Kenny to set up a donation-only section for the website with verbiage to saying why the donations are needed.
Caroline- Feels raising dues would be okay, but add special donations.
Steve- Need to be careful not to hit people up too much. In favor of raising dues to \$25.
Susan- In favor of raising dues to \$30 but feels we should wait until after we hit everyone with the reunion information.
Paul- Would help if we knew what our true operating costs are from Steve, so that we have a target. An annual expense to be covered by estimated dues income.
Steve- There **hasn't** been any relatively large cost baseline to use. The website is the big swinger but we **haven't** done enough to establish and good baseline.
Paul- Looks like we are moving towards raising the dues, but feel we should postpone until more information available.
Ed- Should look into declaring part of the dues as tax deductible.
Paul- Steve will look into this.

Other Business

a. Meloy Scholarship – Paul
Paul reviewed the proposal offered by the Meloy's and said he could agree with it, but has questions and reservations.
Mary Beth- Not clear on what "staff" meant. Way too complex. **Doesn't** really sound like a scholarship and more like aid.
Caroline- The committee part sounded fussy for management purposes. The process needs better management so it **doesn't** run aground.
Steve- The execution seemed difficult. Hard to tell someone where the money is going.
Susan- Complicated and confusing.
Ed- Meloy's have experience of growing up on the grounds of Schutz so understands where they are coming from. **Doesn't** seem like a scholarship anymore. Seems very complex.
Tina- Agrees what was proposed is too complicated
Paul-The amount we are giving for the scholarship would not be enough to cover the high cost of tuition, if we were to make

the award for attending Schutz. We need more information and further discussion.

Likes in principle the idea of community service to further the experience of a Schutz student. Describing it to donors would be difficult. Should be discussed further and would like to see it finalized this year.

b. Communication with Schutz – Mary Beth

Talked to new head of school, Tom Baker. He feels we can benefit each other and would be happy to write a piece for our website and send videos and/or photos from the school. He signed onto Schutz for one year only, but has added one more year.

Caroline- Discovered that there is a website that reviews and rates international schools for people applying to teach. All the ones from Schutz were very positive and heart-warming.

c. SASAF-Schutz program – Paul

We have the pending matter of developing a more active SASAF-Schutz School connection and program, but other priorities should be first completed. For discussion later in the year.

Next Meeting of the Board – Paul

August reunion will be the next meeting, unless other urgent issues intervene.

Thanked everyone for attending meeting.

Adjournment 3:58

Minutes prepared by Amanda Johnson, Secretary