

## **Schutz American Schools of Alexandria Foundation**

Board of Director's Meeting

October 25, 2008 10:00-12:00 noon

Online Meeting provided by Optimization WebEx

Present: Ann Akers, Stephen Brooks, Alexandre Byron-Exarcos, Marina Moraitis, Ed Nicholas, Lavina Pattee, Bill Pollock, Ed Pollock, George Reed, Jean Stultz, Janie Walters, Ron Walters

Regrets: Ken Cooke, Sam Farmerie, Gloria Holcomb

The meeting was called to order at 10:12 AM by president Ed Nicholas. Minutes of the regular board meeting July 19, 2008, the special meeting July 20, 2008 and the minutes of the Schutz School Alumni Membership Meeting were approved as read.

Ed Nicholas presented the State of the SASAF (incorporated as a non-profit corporation) He highlighted our fundamental role that has focused primarily on gatherings, newsletters, and the web site. Currently there are approximately 850 on the mail list for the newsletters. Ed mentioned that in accepting the bylaw changes in 2008 the committees that were ad hoc are now standing committees of the board and noted the activity leaders as follows: Janie Walters, Newsletter Chair; Ed Nicholas, Web Presence Strategy Chair; Massimo Laterza, Schutz School Liaison; Stephen Brooks, Budget and Finance Chair; and Gloria Holcomb, Community Building Strategy Chair. Nominating Committee with George Reed, as chair and Scholarship Review Committee with Lavina Pattee as chair remain as ad hoc as does Grand Reunion that has no designated chair at present. It is important that the incoming president reviews each of the above and reconfirms those who will serve.

Nominating Committee should begin work now with 7 board members' term expiring the end of June 2009. The Scholarship Committee should continue to look at the process and bring additional recommendations to the Board in 2009. Janie Walters reported that Massimo is conferring with the new Head of the School on the scholarship recipient and expects to send that information next week.

Ed Nicholas then gave an overview of finances as follows:

- \*Scholarship (\$2,500 for year 2008 only) – funded through special gifts. Current balance in scholarship fund is about \$5000.
- \*Reunions – historically have been self-funded with some planning costs borne by general fund (\$2500 per reunion)
- \*Regular operating costs are in the range of \$2250 per year of which about \$1500 is for newsletter.
- \*Income from dues is about \$1300 per year. Interest income is about \$350 per year. Special gifts have provided additional income.
- \*General fund balance was \$3652.86 as of July 2008.

Members of the Budget and Finance Committee include Stephen Brooks as Chair, Ann Akers, and Ron Walters. A budget was presented by not formally adopted at the 2008 meeting.

Electronic publication of the newsletter is a work in progress and following discussion it was suggested that the Web Presence Strategy Committee and Newsletter leadership work together on this project to bring recommendations to the Board by July. Ed Nicholas received an email from Charlotte Weaver Gelzer with some ideas and others brought forth included: a blog making it possible for people to have access,

Ed Pollock mentioned software his church uses called BASECAMP, Lavina Pattee mentioned a Schutz School staff person who was very interested in tying in with SASAF newsletter, the need for a choice of newsletter on line or in print be made available. Ed Nicholas stated that he had more ideas than time to work on them and asked that other suggestions be emailed to him as this team works toward action steps.

George Reed nominated the following officers:

President – Ed Pollock

Vice President – Steven Brooks

**Board voted unanimously to accept the nominations.**

Ed Pollock asked for a motion to affirm those who have agreed to continue to serve as chairs of their committees and he will check with Gloria Holcomb who currently chairs Community Building Strategy Committee. **Motion approved.**

A request was made of treasurer Ron Walters to send an email to each board member to inform them if they are current with their dues.

There has been no progress on the next reunion. A coordinator needs to be identified and more thought given to suggestions presented. Charlotte Weaver Gelzer investigated reunion planner possibility and it would be an expense of \$10,000. Having the gathering in the same place each time vs. attractive to go to other places. The experience of having it in CO with the hope of drawing more from that area was disappointing. Numbers of members are heaviest in the North East. Steve Brooks will share information with Ed Pollock on the resource that shows the most reasonable places and airport accessibility for large gatherings. Marina stated that even with an event planner/manager there is still a lot of input required from the people/committee for the event.

Discussion was held concerning an appropriate recognition of George & Mary Lou Meloy.

**Voted that SASAF Board, acting on behalf of alumni and friends, will contribute \$500. each to First Presbyterian Church of Baldwin Park, CA and Alzheimer's Association, Chicago, IL.**

**Voted SASAF Board will work in conjunction with Schutz School to establish a permanent suitable means to recognize and honor George & Mary Lou Meloy.**

Solicitation for donations will be published in the newsletter giving all an opportunity to be a part of the project. Steve Brooks and Ed Pollock will co chair the committee and will be assisted by Lavina Pattee, Janie Walters, and Jean Stultz.

Steven Brooks expressed our appreciation and thanks to Ed Nicholas for his excellent leadership and his service for the past six years as president of SASAF.

Ed Pollock raised the question on the format for this meeting. All agreed it was most helpful and thanks were given to Bill Pollock for arranging for the WebEx/Teleconference set up.

Ed Pollock will arrange a date to meet again in February.

Motion was made and accepted for adjournment.

Jean Stultz, Secretary