

Schutz American Schools of Alexandria Foundation (SASAF)

Minutes of the Meeting of the Board of Directors

**Troutdale, Oregon
July 14, 2018**

Call to Order

Paul Clark, president, called the meeting to order at 9:35 a.m.

Determination of Quorum

Directors attending the meeting were:

Paul Clark
Steve Jamison
Caroline Kurtz
Marilyn Watkins

Also in attendance were approximately thirty alumni members and guests. A quorum was not present.

Adoption of the Meeting Agenda

Paul briefly reviewed the proposed agenda, which was unanimously approved.

Approval of the Minutes of the May 13, 2018 Meeting of the Board of Directors

The minutes were unanimously approved as written.

Opening Remarks

Paul welcomed all who were present to the meeting and invited the non-Board members to feel free to participate in the discussions. With a quorum not being present, he said that any matters coming before the Board requiring resolutions would be communicated to the entire Board for action by electronic poll.

Finance and Budget Report

Steve reported that the current checking account balance is \$7,894. After paying pending expenses for the reunion will leave about \$5,400. Leaving aside the Meloy Scholarship contribution of \$1,500, our annual expenses for tax and other annual filings, communications costs including the SASAF website and the SchutzWiki, and related personnel costs comes to about \$4,500. Paul asked if this amount covers the anticipated

expense of the Wiki-Schutz. Steve said it did, noting that Jason Keen, the website expert working with Charlotte, has only charged \$400 to date, at a \$20/hour rate, and so it is evident that he has been generous with his time.

Steve said that dues payments for 2018 were significantly down from previous years, with only \$800 paid to date. Paul asked if we should we mail out dues notices. Some people don't use the web, so send snail-mail notices to those who haven't paid. Marilyn suggested that we send a monthly Mailchimp letter including information on activities and including a reminder on dues. She said that we should make the list be the web registrations plus an overlay list of reunion attendees in recent years. Karen Ezell can put together the base list. Caroline offered to draft the first mailing, focusing on memories, connections, and current issues directing people to the website to see new items – plus something on dues payments and the importance of dues in paying our operating costs. Marilyn noted that this could help to fill the gap left from the old newsletter, and perhaps have a “question of the month” along the lines of the Schutz Jeopardy game.

Paul suggested including the list of dues payments received – have a table with the list as proposed by Marilyn indicating those who are current and those who are not. Marilyn agreed, and asked if there could be an option for people to pay on a multi-year basis and show include the list. Steve said that three years should be workable and sufficient.

Report on Wiki-Schutz Initiative

Steve reported that a good deal of progress had been made on the Wiki-Schutz initiative and that Charlotte would be making a presentation later in the day. He said he was optimistic that the wiki is going to draw a lot of interest and participation.

Charlotte then discussed the privacy and disclaimer features of the wiki. She said it would provide for protection of personal information. She reminded the Board of her request for the database of contact information. Paul said that the Board needs to review the organization's privacy policy, now all the more important with the wiki. He said he would seek legal opinion on this question. Paul also noted the potential need to obtain Directors and Officers liability insurance.

SASAF Fundraising

Paul will discuss the Board's plans for the fundraising campaign during the Membership Meeting to follow, laying out the goals, purposes, and fundraising ideas:

- Select an SASAF fundraising month.
- Designation of donations to specific funding activities, such as the Meloy Scholarship.
- Sharing on the fundraising page the dedication/memory with a write-up – any donor could make contributions along with an essay of no more than a page.
- Silent auction of donated items.
- “Challenge Grants” to encourage matching donations of specified amounts.

Marilyn offered that it would be important to faithfully send personalized thank-yous even for the smallest of donations. She suggested that Steve have a system to record donations that will generate automatic thank-you notes to the donors.

Paul will work on forming a fundraising committee and ask for volunteers.

Future Reunion Plans

Paul suggested that we offer the idea of changing the reunion schedule to be every other year in place of the current system of annual gatherings with a Grand Reunion every third year. He said it might result in having greater attendance at all reunions. The Board agreed with this proposal.

Paul said that he would propose a “beach week” at Emerald Isle, N.C. for the next reunion, where he has a beach cottage and that this would be presented at the Membership Meeting. The Board agreed to this idea.

He said he would also be discussing the idea at the Membership Meeting of a Grand Reunion to be held in conjunction with the 2024 100th Schutz School anniversary celebration in Alexandria, Egypt. We need to get members’ approval so that we can begin the planning and start raising funds.

Board Nominations

Paul reported that no nominations had been submitted for election to the Board, though Caroline had indicated her willingness to be nominated for another 4-year term. Caroline confirmed this, but said that she would consider remaining as VP only on the understanding that this did not imply automatic succession to the presidency. Paul also said that Susan (Clark) Knight plans to resign as Communications Committee chair as soon as a replacement comes forward.

Caroline offered the idea of modifying the By-Laws to say that Board members who are absent from two consecutive Board meetings would be dropped from the Board, as a way of assuring better attendance. The Board members present all agreed with this proposal. Paul said he would review the By-Laws to see if this concept could be adopted and would draft a resolution for full Board approval by electronic poll.

Next Meeting of the Board

Paul suspended the meeting at 11:30 a.m. to be reconvened following the Annual Membership Meeting to take up the matter of electing officers.

Election of Officers

Paul reconvened the Board meeting at 2:15 p.m. He notified the Board that, now having completed two 3-year terms as president, he would like someone else to take a turn. He would agree to remain as president and would complete his current Board term through 2020, but that he would resign no later than next year by which time someone else should step forward. Caroline suggested that Paul might thereafter serve as Secretary and reiterated her willingness to remain as vice president with the proviso that she would not take the presidency. Marilyn indicated that she would consider accepting the call to become president, if the Board agreed to her nomination, but that she was not ready to offer her candidacy at this time. Paul and Marilyn agreed to talk later. Steve said that he would agree to remain as Treasurer but that he wanted help with financial record-keeping. Marilyn reported that Ann Meloy had offered to help with the accounting.

On this basis, the current officers were re-elected. Paul will poll the full board to ratify the elections.

Adjournment

The meeting was adjourned at 2:30 p.m. No dates were set for the next regular meeting. Paul will notify the Board.

Prepared by Paul Clark