

Schutz American Schools of Alexandria Foundation (SASAF)

Minutes of the Meeting of the Board Conference Call November 17, 2013

Call to Order

Meeting was called to order at 3:03 by Paul Clark, President

Determination of Quorum

Paul Clark
Levina Patee
Tina Sharif
Ken Cook
Amanda Johnson
Mary Beth Neely
Susan Knight
Steve Jamison

A quorum was declared by Secretary Amanda Johnson

Adoption of the Meeting Agenda

* **Motion** made by Steve to approve, seconded by Levina and approved

Approval of the Minutes of the July 20, 2013 Meeting of the Board of Directors

***Motion** made by Mary Beth to approve, seconded by Ken and approved

Opening Remarks

Paul thanked everyone for making the time. He said that the Communications Committee had held a couple of meetings to follow up on the board discussion in July and will report to the board on decisions. Key items – decision on location of July 2014 meeting and approval of 2014 budget.

Update on Website

New website. Would like for people to be able to add items and news to the website without sending to one person. Want people to be able to check on updates on school, friends, stories, memories. Taking more time than planned but will happen.

Susan: Is there anyone that prefers the paper way of communication?

Tina: Families often get together and look at a printed newsletter together.

Paul: Don't think the website will be what people go to all the time. There will be need for emails and possibly mailings as well. Jean can't be replaced, but website will eventually become the vehicle for sharing news.

Levina: Point from Walter was Christmas time for news.

Susan: What if I reached out to Jean and she forwarded to next contact person?

Levina: Suggested Susan talk to the Walters. Reported that one alumnus made the Fortune 500 list as per Walters.

Tina: Recent alumni activity in the news.

Update on Alumni Data Base

Susan will take over database to reach out to people and needs to be updated.

Amanda: Hasn't heard from Carmen but will keep trying.

2014 Annual Meeting

Paul said that the date is set, but location needs to be set. Narrowed-down to SC or Boston.

SC option:

Pros: worked well, nice outside setting, warm environment, good spot, near some transportation, affordable.

Cons: Returning to same location two years running. Board decision was to try to move the annual meetings to different locations.

Boston option:

Pros: largest concentration is in NE and Boston is close to major hub for flights at reasonable cost.

Cons: Hotel accommodations almost twice as much. Steve's home is on outskirts, so may need to arrange ground transportation.

Mary Beth: feels Boston a better place because of more locals and easier to travel to by air. Could we look at renting out space for rooms? University dorms?

Levina: What is suburb? Steve, Topsville (20 miles north).

Amanda: Boston won in alumni survey recently conducted.

Steve: will check on prices for hotels and look at accommodations at college dorms

Paul: getting the feeling that Boston will be the site. July 18-20 selected date.

No further discussion; Boston was adopted as the site for the 2014 annual meeting.

Budget and Finance Report

Steve reported that the current account balance is \$7,055. Largest budget expenditure is the Meloy scholarship;\$426 corporation fees, \$143 website and total of \$2,200 budget for 2014. \$660 July 2013 reunion expenditure mostly offset by fees paid by registrants. Annual dues collections to date of \$370 (18 people).

Paul: Possible fundraising request to help with scholarship fund.

Mary Beth: Feels money could be raised off-budget (dues). Also, info needs to get to people regarding how to pay for membership.

Levina: maybe Nathan could spread word to get funds for scholarship

***Motion** made by Susan Knight to accept budget with future discussion of scholarship amount. Mary Beth seconded, budget approved.

Other Business

Paul: “This is your life, Jean” project – book with contributed messages, pics, etc. from alumni. Need to decide how to get this done; probably for July 2015 Grand Reunion.

Mary Beth will take the lead.

Amanda: Email created to gather information: Jean.and.Schutz@gmail.com

Paul: 2015 will be the 90th anniversary at Schutz. The School would like to send people there. Please keep in mind for traveling. Will be on the next board agenda. Seminars, focus groups to be part of the program. Paul is going to look into finding a way to fund this. Nathan has received money through a US Dept of State program for scholarships. Nathan and Paul will put together a proposal to get funding. Levina asked if religious groups would be worth contacting. Ken: Eva Kenny (an alumna) involved in something very similar to this. Will email Paul her contact info. If anyone knows of any other contacts, please forward to Paul.

Next Meeting of the Board

Paul noted that going forward, to plan on three meetings each year. Next one around March. Topics to discuss will include website progress and administration; details for 2014 meeting; Schutz School 90th anniversary.

Meeting Adjournment

* **Motion** made by Steve to adjourn at 3:58 PM and seconded by Tina. Motion approved.

Minutes prepared by Amanda Johnson, Secretary