

Schutz American Schools of Alexandria Foundation (SASAF)

Minutes of the Meeting of the Board of Directors

**Conference Call
February 22, 2020**

Call to Order

Paul Clark, president, called the meeting to order at 4:03 p.m. EDT

Determination of Quorum

Directors attending the meeting were:

Paul Clark
Mary Beth Neely
Susan Knight
Caroline Kurtz
Jane Hall
Deb Martin
Marilyn Watkins

A quorum of the Board was declared.

Adoption of the Meeting Agenda

The agenda was unanimously approved.

Approval of the Minutes of the November 18, 2018 Meeting of the Board of Directors

The minutes were unanimously approved as written.

Opening Remarks

Paul summarized the agenda, to provide an update on the reunion, to review the organization's financial situation and discuss the need for future fundraising.

May 2020 reunion update and plans

Paul reported that the housing plan is working out well. At this point we are at around 40 people. Sue Knight has gone over all of the registration notes regarding preferences and with the five houses rented plus Paul's house, we are about right with rooms. Currently there are currently two empty rooms and two at half-capacity, so we can accommodate

late registrants, and several have indicated their interest in attending. Not everyone will get exactly the housing preference they requested but it looks manageable.

As for meals and food, we have a good plan for food with a few discussable points. We are providing meals beginning with a Thursday late-afternoon reception but excluding that night's supper, for which we will plan come-on-your-own at a selected restaurant as we have done at other reunions.

We will cater sandwiches and sides for Friday lunch at Paul's house, which will be the reunion HQ. Dinner that night will be catered at Maritime Museum in Beaufort. We will have gourmet sandwiches catered at the Aquarium on Saturday, with a selection of sides and drinks. Saturday night we will host a pot-luck dinner at HQ. Paul will grill meats and house-groups will be asked to bring side dishes, salads, desserts, etc. People will select their preference upon registration and so will have most of the week to plan.

Friday, Saturday and Sunday mornings there will be simple continental breakfast fare with tea and coffee at HQ. Everyone agreed with the food and meal plan.

Registration will be set up at Paul's house. He will be assisted by Deb for checking people in, handing-out reunion information packets and mementos, collect final payments and direct people to their assigned properties. Paul will talk with Steve about having pre-registration lists and accounts information ready.

As for group activities, discretionary outings Monday-Thursday will be held for those who have signed up, options including deep-sea fishing, a day-trip to Shackleford Banks, golf outing. Paul asked for someone to take the lead on the Shackelford Outing and Deb volunteered.

Other group activities include: a running event (Bill Pollock), book club discussion, (Sue), Wiki-Schutz website discussion and feedback (Charlotte Gelzer-Weaver), games at HQ and the beach. Paul added that Tom and Jean Bower, if they attend, will share about their Schutz School resident alumni mentoring program.

Deb said that her husband Tim would offer ancestry searches if anyone at the reunion is interested.

Paul said that each property will have a "house captain" who will be responsible for relaying information, answering questions and coordinating transport for group events.

Saturday morning, we will have our Board meeting followed by the Annual Meeting. Paul will develop agendas for the meetings.

There was discussion about who might be able to drive Jean to the reunion. Several options are being explored and Paul said he would handle it. Paul also noted that he (or others designated) might have some airport pick up requests.

Communications Report

Sue shared that Karen is managing reunion registrations in addition to her other website duties. Karen made a data base of information that Sue used to set up housing requests. Karen is also keeping the website updated with incoming alumni news. She completed posting all historical documents that have come their way. Many newsletters and yearbooks have been posted. Sue noted that Karen is very efficient and effective. All agreed that the SASAF website is a great platform.

A thank-you given to Carolyn Pollock for helping to identify people and get information corrected.

Financial Report

Paul shared the current financial information sent by Steve who was not able to attend the meeting. The checkbook account balance is approximately \$12,400 of which \$4,400 is earmarked for the Meloy Scholarship and \$2,650 is net reunion receipts after expenses to-date. This leaves a little over \$5,000 in the operating account.

We have collected \$8,337 in total reunion registration payments. There will be another payment due at the time of registration for housing. The amount charged will be determined by the allocating the housing cost to the final registration count.

On the Meloy Scholarship, we owe \$1,500 for the 2018-2019 academic year and for the current year. We are attempting to get in touch with the School's financial administration to assure that payments toward the scholarship fund are in order.

Our year-to-year expenditures are around \$3,500, and so we will probably be running short of operating funds at some point during 2021. There was consensus to plan a year-end fundraiser to cover the next two-year cycle.

Other Business

There was no additional business.

Next Meeting of the Board

The next Board Meeting will at the reunion in North Carolina on May 16.

Adjournment

Paul adjourned the meeting at 4:42 pm.

Prepared by Paul Clark