

Schutz American Schools of Alexandria Foundation

Meeting of the Board of Directors Conference Call May 2, 2015

Board members present:

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| Paul Clark | Dayna Bahig | Caroline Kurtz |
| Ed Nicholas | Susan Knight | Amanda Johnson |
| Bill Pollock | Mary Beth Neely | Steve Jamison |

Others present:

Kathy Berger

Paul Clark, President, called the meeting to order at 1:10 PM EST.

A quorum was determined by Paul, who referred to the meeting agenda.

The minutes of the last meeting (November 2014) were considered.

* **A motion** was made by Steve Jamison and seconded by Bill Pollock to approve the minutes as corrected. The motion passed.

President's Opening Remarks

Paul reviewed the meeting agenda and said that the key item was the planning for the July 2015 grand reunion. He welcomed Kathy Berger to the call and said she would be reviewing the reunion schedule and noting items requiring volunteer assistance.

July 2015 Grand Reunion in Washington

Kathy opened the discussion by summarizing the planned schedule and discussed various planning details for follow-up:

- Thursday welcome reception.
- Group ice-breaking activities and games being prepared by John Meloy and Greg Walters
- Friday morning visit to the US Department of State.
- Friday picnic at Falls Church neighborhood pool and recreation center near to the Clark residence.
- Friday night Middle Eastern dinner at the Clark home.
- Possibility of capture-the-flag back at 4-H that night after returning from dinner.

- Saturday morning “Hash House Harriers” run before breakfast.
- Morning SASAF Board meeting.
- Jean Stultz recognition ceremony before lunch.
- Saturday afternoon Schutz-style “tea” at 3:30 p.m.
- Group activities for the afternoon – dancing lessons, etc.
- Saturday night catered buffet dinner in the 4-H meeting room.
- Jeopardy game at 7:30 pm.
- Music and dancing.
- Sunday morning service.
- Annual membership meeting and reunion adjournment.

Kathy noted that 4-H requires a minimum of 25 people to open the Café. We will need to determine if there will be a sufficient number for Thursday night dinner and Friday breakfast. Paul said that we should know from the registration list beforehand, but will check with 4-H to see if there are other groups at 4-H Thursday and Friday. Kathy also discussed the transport logistics for Friday’s “off-campus” activities. Paul noted that the State Dept meeting will require precision in timing and assembly to clear security and be collected together in the State lobby to be escorted to the meeting, and that the idea of car-pooling probably would create difficulties. He said he would look into renting bus transport for the Friday activities including getting the group to Falls Church and back to 4-H that night.

The question arose whether there would need to be a limitation on the number of people for the State Department visit. Paul said he would be communicating with the Near Eastern Affairs bureau staff on the details of the visit and will then be able to determine if a limit will have to be set. He said that, in any case, we will probably need a sign-up for the event to facilitate security clearance at the State entrance. He noted that we might need to plan an alternate activity on Friday morning for people who won’t attend the visit at State. This question was deferred.

Kathy asked for help from everyone for questions to use in the Jeopardy game. She said that the reunion planning committee was working on this and that categories for game might include teachers at Schutz, staff at Schutz, sports at Schutz, questions on Egypt and Alexandria, meals at Schutz. She will send out the categories to everyone to consider what questions to include.

Paul noted that the Saturday afternoon plan was the main part of the reunion schedule needing work. There was a lengthy discussion on ideas for activities, including:

- A follow-up discussion group from the meeting at State.
- A presentation on Third-Culture-Kids by Glenn Jamison and a group discussion.
- Other possible presentations and follow-up discussions.
- A “book club” discussion group.
- Belly dancing lessons by Carolyn Kraft.

- Salsa or other dance lessons to be arranged by Caroline Kurtz.
- Something on Schutz School history by Charlotte Gelzer-Weaver.
- A presentation by Ed Nicholas on the SASAF website.

Steve said he would be discussing the TCK matter with his brother and would report. Paul is in contact with Charlotte and will determine what this activity might cover. Ed said he would discuss the website item later on in the agenda.

It was agreed to have a follow-up group work on these ideas and on the Saturday afternoon schedule. Paul, Ed, Sue and Mary Beth volunteered. Paul said he would send a message to the group about timing for the conference call, but that everyone would be welcome to participate.

Jean Stultz appreciation

Mary Beth has gotten about 20 submissions. Would like to have more. Letter sent out did generate some, but would like more. Is going to try and do a scrapbook. General photos of Alex would be good. Please send anything, and if a letter, write as if to her.

Reunion Help needed

Kathy and Paul requested help with the following needs:

- Registration desk coverage.
- Jeopardy game; need answers/questions, categories: teachers, staff, sports, parts of Egypt, dining hall, etc. Kathy will send out categories to everyone so answers and questions can be sent to her.
- Decorations; flags/banners with decades, missing two most current and will be made. They can be jazzed up a little bit.

***A motion** was made by Caroline to jazz up banners, seconded by Susan Knight, and approved.

- Paul will be going to Egypt in June and will pick up small prize items.
- Kathy will send out to do list and will work on banquet meal and snacks/tea time food.

Susan has been working on updating database. She has done two mailings one domestic and one international. Some letters have been returned, and so she is updating the database. We are continually updating the addresses but nothing has been done about telephone updates. Would like to set up a telephone call-tree. Eventually we will have to be contacting people. All agreed to get about six names to each Board member to call people. Susan will get names to people and will also provide a script.

Paul discussed a possible slide show and requested that people send or bring photos. We plan to have meetings available online for those that can't attend.

Website development

Ed recently contracted with someone to help maintain the website. Converting it to be managed by him. Will keep same format with Webpress. Had a major spam attack which slowed things down, but by early June will be completely converted over to his control. A month before reunion can start focusing on what we want. Possibly use reunion to have a break out session for discussing the website.

Caroline: Would be good to have a “class” for using website at reunion. Mary Beth concurred.

Susan: We have done two dedicated mailings regarding website.

Ed: MailChimp is set up for people with email addresses and we have some without emails, so need to find something that can integrate.

Finance and Budget Update

Steve reported \$13,400 in current funds, with approximately \$4,000-\$5,000 of that amount from reunion registration payments. We are in a good position for any unexpected expenses.

Other Business

a. Schutz School 90th Anniversary Celebration

Paul reported that about 12 people will be going to Schutz for the anniversary commemoration. June 16th is graduation; celebration during the week. He said that roundtable meeting with students and faculty is being organized to discuss how SASAF can be a bigger part of the school to add to the academic curriculum; visiting students to the US; Egypt/US cross culture connection, etc.

Dayna will send info on interim headmaster following Nathan Walker’s departure to Paul.

b. SASAF Tax Exemption

Paul reported on recovering SASAF’s 501(c)(3) status and that he has an expert looking into what we need to do.

c. Meloy Scholarship

Paul said that SASAF will contribute \$1500 to the George and Mary Lou Meloy Scholarship but that he is not sure if the School is ready this year to nominate this year’s winner.

Ed: What is the money used for? For use while at Schutz or after graduating?

Dayna: Doesn't think that enough people are aware of scholarship

d. Board Nominations

Amanda reported that Tina Sharif and Ken Cook coming off board this year. Nathan will be leaving. At least three seats to fill so the Board was asked to consider nominations.

Next Meeting of the Board

The next meeting of the Board will be at the Grand Reunion in Washington.

Adjournment

Paul adjourned the meeting at 2:45 p.m.

Minutes prepared by Amanda Johnson, Secretary