

# Schutz American Schools of Alexandria Foundation

## Minutes of the Board of Directors Meeting Conference Call February 9, 2013

Present: Paul Clark, Ed Nicholas, Marina Moraitis, Bill Pollock, Steve Jamison, Mary Beth Neely, John Meloy, Ann Quick, Tina Sharif, Jean Stultz

The meeting was called to order at 2:06 p.m.

Paul thanked the directors who agreed to serve on committees. He passed on regrets from Nathan Walker, who asked that the Board be informed that the Schutz School Board has made the decision to keep the school at its current location.

The meeting agenda was adopted on a motion by Steve Jamison and seconded by Jean Stultz.

The Minutes of the SASAF Board of Directors meeting of September 29, 2012 (Electronic Meeting) was approved with revisions, upon a motion by Steve Jamison and seconded by Jean Stultz.

### Report from Treasurer Steve Jamison

Steve discussed the SASAF budget, reporting that cash on hand currently totaled \$9,731.05 not including funds raised for the 2015 grand reunion.

Steve said he has reviewed records from the past several years, no complete financial accounting or formal records.

For 2013, he presented the following starting budget requirement, base on known items:

1. Operating Expenses:

|                                    |                        |
|------------------------------------|------------------------|
| Corp. Reg. State of Delaware ..... | \$420                  |
| Proposed expense for web site..... | 2,000                  |
| Annual web maintenance cost.....   | 600                    |
| July 2013 Meeting                  | <u>500</u> (estimated) |
| <br>Total Operating Expenses       | <br>3,520              |
  
  2. Scholarship Fund
- |                  |                        |
|------------------|------------------------|
|                  | <u>1,500</u> (minimum) |
| <br>TOTAL BUDGET | <br>\$5,020            |

Steve noted that the 2015 Grand Reunion expenses need to be anticipated, but that registration

and other meeting participant fees would be expected to cover most of this cost. Donations are typically also solicited.

Paul asked John Meloy, serving on the Grand Reunion committee whether any funds had been collected. He reported that Rene Johnson had received \$776 in donations from last summer and was keeping the funding in an account under her control. Steve will work with the Grand Reunion committee to keep track of these funds.

In summing up, Steve noted that the annual SASAF operating budget is about \$2,000 a year, aside the one-time cost of re-designing the website, which would require 100 dues-paying members at the current dues rate of \$20. He said that we need to get the current annual dues process under way.

Paul asked if Bill Pollock had any comment on the organization's finances. Bill said that Steve said it well and that the situation looks good for the present time.

Ed Nicholas said that the budget should also include \$100 per year for the website hosting fee.

Paul said that we need to consider the funding for the 2013 George Meloy memorial scholarship awarded to a deserving Schutz senior, which has been \$2,500 in the past. He said that this might be a cost that should be covered in separate fund-raising. Jean noted that the decision on the scholarship should be made soon and in any case prior to the end of the school year. Paul said he would follow up with Nathan.

Paul said that the board can expect to have budget process in place so to adopt the 2014 budget before the end of the year.

#### Communications and Community-Building Committee Report

In Carmen's absence, Paul gave the communications committee report.

The Committee has focused on the communications plan, the website and meetings. The communications plan underwent a few modifications but was kept largely in the format originally provided. The main change was to include discussion of the website and its functions.

Several issues were discussed on the website:

- Ed reported that he was working with website host to fix current problem with malware.
- Need for a web site design review and possibly update. The committee agreed to recruit an expert to assist, plus provide monthly tech support. Budget to be approx. \$2,000 plus \$50 monthly support fee.
- Website content/editing to be provided by volunteers. Carmen to take lead and solicit support.
- "Newsletter" to be provided through the website, plus offer to mail copies.
- Major website function: alumni database, possibly arranged for easy access geographically.

- Database to be non-public - only members who are current dues paying have access.
- Website to include a “message board” function, possibly linked to database so that members can post information that can be selectively accessed.
- Website also to contain SASAF business documents including meeting minutes, financial information (also to be security-enabled).
- Design expert to consider ways of facilitating dues notifications/tracking and payments.
- Links to Facebook and other media to be retained.
- Tina to assist with design graphics, and said that the logo issue should be reviewed as well.

Paul said that Ed, Carmen and Tina will take lead on moving forward with the web review and improvements effort, with goal of having the new and improved website ready by July.

Ed Nicholas moved, Ann seconded, and the board approved expense for web site design and support cost.

On the issue of SASAF meetings, Paul noted that the committee agreed to explore moving SASAF annual meetings to different locations around the country as a means of making them more accessible.

Mary Beth moved Steve Jamison seconded plan to have 2013 gathering in South Carolina.

Bill Pollock and Paul Clark have worked out set up so the July gathering may be web available to all.

Paul asked John Meloy if he had any further comments on plans for 2015. Several comments were added:

- Need to follow up on when and how much for deposit at 4H Conference Center.
- Marina said that space should be reserved approximately 3-4 months in advance.
- Ed Nicholas said experience in Colorado was the requirement of a several thousand dollar guarantee.
- Paul, living in DC willing to help.
- John will check with Ed Pollock who made arrangements last year with 4H.
- Steve cautioned need to set up mechanism for advance registration ahead to help cover down payment cost.
- Date will be either the first weekend after July 4 or probably the 2<sup>nd</sup> weekend after July 4, 2015.
- Steve Jamison asked about means to get word out – question on how to make payments – happy to receive checks but eventually a mechanism would be available on the web.

Ed Nicholas suggested a letter from Paul soon covering this and other items. Paul agreed to draft a letter and circulate it.

#### Other Business

Steve reviewed SASAF's 501(c)(3) status. The question was whether we should attempt to restore it. Steve said he was told it would take about 40 hours to do the paper work and cost \$800. Bill noted that for most people, the \$20 annual dues cost was not something that warranted the tax exemption.

Paul said that it was too early to know whether this should simply be dropped altogether, but felt that it would make a difference in the case of soliciting larger donations. It was also noted by Ed that directors could take tax breaks for travel on SASAF business. Paul said he would talk with his contacts about a shorter path for renewal. It was agreed to have a full discussion on this issue at the July meeting.

Paul noted that there are six board terms expiring in 2013 and said he would appoint a nominating committee to have nominees ready for the July membership meeting. He asked those who were finishing terms to consider staying on. He will identify persons for the nominating committee.

#### Next Meeting

Paul said he did not plan to call another meeting of the board until the July reunion, but that if specific issues arose, he would notify members and use electronic polling on any votable issues.

He noted that this question of new SASAF program activity ideas will be on the docket for discussion in July and would send a note on this to the full board prior to the meeting.

Amanda sent an email apologizing for her absence.

Thanks were expressed to Paul for his leadership.

Ed Nicholas moved, and Steve Jamison seconded, the motion for adjournment at 3 p.m.

*Prepared by Amanda Johnson, Secretary*