

Schutz American Schools of Alexandria Foundation (SASAF)

**Meeting of the Board of Directors
Conference call**

September 29, 2019

Call to Order

Meeting was called to order at 4:02 p.m.

Determination of Quorum

Directors attending the meeting were:

Paul Clark
Susan Knight
Ed Nicholas
Caroline Kurtz
Deb Martin
Marilyn Watkins
Steve Jamison

A quorum was declared.

Adoption of the Meeting Agenda

The agenda was unanimously approved.

Approval of the Minutes of the September 1, 2019 Meeting of the Board of Directors

The minutes were unanimously approved as written, upon a motion by Susan Knight and seconded by Deb Martin.

2020 North Carolina Reunion Planning

Paul and Susan sent out an email detailing information related to the reunion to Board Members.

Housing:

It was noted that we need move quickly to get reunion information out to members so that we can begin to book the properties. The biggest issue is how many homes to rent and how members might want to use them. For example, people might want to attend yet not for the whole week and might be deterred by the need to rent for the whole week. A family renting a home for the week is also an option as some might want to bring extended family. Registrants will be able to select oceanfront, soundfront or second row, so selection of the properties is also an issue. The method of registration and assignment people to homes may be the biggest challenge. We will put questions in the registration form related to housing.

Ed asked if we were going to ask everyone what they want. Susan shared that filling up each house before moving on is very important and the cost would be raised. How can we offer preferences without raising the cost?

If someone wants a property for their family that is fine, and we can send a list of homes from which they can select. It is important to know if people want to come for the whole week or not. Then there is the issue of rooming. We will need to be flexible. The kind of people we work with are going to be flexible. Plan with a strategy in mind yet remain flexible.

What type of bed is also a question as is how many beds are in the room? We need to start getting feedback at first and then work from there. We can then compile and study the information. Susan suggested doing a simple survey and offered to draft one for sending out to the membership.

The plan is to rent 3-5 properties for now and then to add as registration grows. Paul is donating his home for this event.

There are some motels within a short driving distance that people could use. This might be an option for last minute registrations.

Reunion Cost:

Estimated cost per person if we filled all 16 homes identified thus far would be \$300.00 per room per week. That would mean approximately 100 people attending. We do not anticipate this size. Priority for renting is to select the lower-cost homes first.

Other costs will include fees for group events, the cost of group meals, and several smaller costs. Every effort will be made to keep the cost down.

Timing:

The Board approved the reunion dates of May 10-17, 2020. Paul's goal is to get word out to membership by the end of October.

Transportation:

There are two regional airports and it is anticipated that many will be driving. We will not need to rent a bus.

Schedule:

The committee will be planning the schedule for Thursday afternoon through Saturday evening. We need to determine what activities and events to plan. We also need to plan the group meals.

Reunion Committee:

Paul will chair the committee. Other members include Susan Knight, Ed Nicholas, and Marilyn Watkins, Deb Martin and Steve Jamison. Karen Ezell will be asked to provide technical and logistical support. Steve Jamison will manage the reunion accounting. Ed will assist with the housing arrangements.

Ed noted that the beach reunion sounds like fun and appreciates Paul and Susan putting this together. Others have responded positively as well.

Paul will get an email out to the reunion committee with ideas based on the discussion points. Paul also intends to regularly update the Board via email.

2019 Fundraising

Steve and Paul were tasked at the last meeting with recommending our fundraising plan going forward, after a very successful appeal in 2018. They have concluded that the fund raising needs to be done on an every-other-year basis. Having a match from Board Members will clearly establish our commitment. As discussed at our September 1 meeting, Board members would contribute as able with no information on amount given by each member. The Board amount being matched would meet our fiscal requirements for the year, above and beyond the receipt of dues. We want to make our organization solvent while avoiding donor fatigue, hence the every other year decision. Steve noted that, if we are just looking for money, that gets old fast. People want to know what they are contributing to and how they are benefitting the Schutz community. They are thinking about sending an email every few months to let members know how funds are being expended.

For 2019, it was agreed to 'pass the hat' for next year's Meloy scholarship contribution. Paul will send an email to the Board asking for contributions. Paul has asked Massimo to send information on last year's Meloy Scholarship recipient.

In the past we have talked about an auction for fundraising. That takes so much time, and brings in tax regulations relating to auctions, so it was decided to go with the direct appeal. We will keep the auction idea on the back burner. Deb Martin said that she has a Cape Cod property that she would be willing to offer for a week's vacation to raise funds. Paul will discuss this further with Deb.

Other Business

The news of Tony Cordahi's passing was shared. Ed suggested that we might want to do something special in memory of Tony. It would be nice to send Ruth a card, and Paul said he would do this. Paul asked that her address be sent to the Board and members so that everyone has an opportunity to share condolences. Susan will ask Karen to look at Facebook and will email Jean to see if she has any information on Tony's passing and for Ruth's address.

Susan proposed a resolution acknowledging Amanda Johnson's retirement from the Board and noting her extraordinary contributions over many years. She read the proposed resolution:

In recognition of the extraordinary dedication of our friend and colleague Amanda Johnson as Secretary and member of the SASAF Board of Directors, on behalf of the membership we wish to express our enduring thanks and admiration for her outstanding service to our alumni community, warm companionship and helpful advice, and personal commitment to communications, record-keeping and the growth and health of our organization.

Steve seconded Sue's motion. The resolution was unanimously approved.

Marilyn has volunteered to be Secretary for the Board. Paul thanked her for taking over the duties.

Tina Sharif and Deb Martin's Board Membership expire this year. Deb was nominated by Ed to remain on the Board. She accepted with much appreciation from the Board.

The question was asked, what happens if no one else calls in for the annual meeting. Paul said that the Board are all SASAF members, so we can proceed with the meeting as planned.

Next Meeting of the Board

Paul will plan another meeting before the year is out or early 2020.

Adjournment

The meeting was adjourned at 4:40 eastern time.

Minutes prepared by Marilyn Watkins, Board Secretary