

AAFSW
Board of Directors Meeting
April 13, 2004

Board Members Present:

Terri Williams, President
Mette Beecroft, Pres.Emerita/State Liaison
Judy Felt, First Vice President
Sandy Taylor, Second Vice President
Lesley Dorman, Public Relations
Mary Houdek, Secretary
Barbara Ratigan, Treasurer
Patty Ryan, Legislative/AFSA Liaison
Lucy Whitley, BookRoom Operations Treasurer

Board Members Absent:

Barbara Gordon, Programs
Shannon Jamison, Membership
Doris Reddington, Housing

The meeting was called to order at 10:18am.

Membership:

Shannon will be asked to report on the membership status at the General Meeting in May. Lesley asked that membership forms be available in the housing office.

Contract Application:

Positions for Global Link Production Manager and the Media Director have been advertised in the Global Link, on Live Lines, and through the FLO office. There has been some interest in both positions. June 1 is the deadline for receiving all applications. Volunteer positions have also been advertised for that of recording secretary, membership and treasurer. Contracts normally run from July to July except for the BookRoom manager's contract, which runs from January to January.

Programs:

The Benjamin Franklin room has been reserved for the following dates: September 14, October 12, and December 7, in 2004, and March 15, April 19, and May 17, in 2005.

The May 2004 program is to be a general meeting for the membership. There will be no charge for this meeting. It is hoped members will provide feedback to the Board on services they would like to see AAFSW provide. Chris Zarr will receive the Dorman award and volunteers will be recognized for their contributions.

Financial Committee:

Lesley reported that notification of a collection of rare coins has come into the Housing Office. Proceeds on the sale of these coins, through the efforts of Bill Littlewood, will be turned over to AAFSW.

Bill Littlewood is renting storage space from his next door neighbor to house stamps and coins for the stamp corner at BookFair. The Board has agreed to pay a monthly rent of \$25 on this space for the first four months of this year and \$20 a month for the following eight consecutive months. Mr. Littlewood is fully insured and accepts all responsibility for the contents stored in this space.

The next Finance Meeting will be on Wednesday, May 19 at 10:00 a.m. in the AAFSW office.

Patty will inquire of the landlord whether the rent on our office space will remain the same or be raised. Debbi has been contacted by a real estate concern willing to help us find new space for our office. There is no fee for this service. Two properties have been identified in the Falls Church area. Terri will follow-up on this lead.

It was reported that for the fiscal year July 2003 to June 2004 we gave FSYF a grant of \$1500. There has been no follow-up request from FSYF for tee shirts for the Diplokids. Pamela Ward is the new president of FSYF.

Fund Raising Report:

Sandy reported that the Fund Raising Committee has been exploring many options. They had decided to focus their event on raising funds for the SOSA account, to ensure that we can continue to reward those individuals who put such a positive face on US efforts abroad. This year, we were compelled to ask the Cox Foundation for assistance to increase the award to an acceptable level. AAFSW has an obligation to the Cox Foundation Fund to use their donation as seed money for additional funds so that the award can continue in the future.

The committee reported that they were able to secure a room at The Willard Hotel for the AAFSW reception and dinner gala for September 18. The Willard charges \$35,000 for food and a room with a dinner seating capacity for 450. Two thousand invitations would have to be sent out for this event in order to get 450 acceptances. Ticket price could be \$100 each with reduced rates for members. Possible patrons under consideration to chair this event are Margaret Tutwiler, Mrs. Baker or Mrs. Powell. Claire Bogosian and Pamela Pelletreau gave their feedback concerning the last fund raising event that was never held, and suggested that the Embassy community be extended invitations as well as the AAFSW membership and other lists of likely sponsors. Among the other suggestions and ideas were to have 2-3 keynote speakers, a silent auction, and no dancing. Claire & Pam will be invited to join the next fund raising meeting on August 21 at Terri's home. Others who are interested in helping are also welcome to attend. Senior Living Foundation has a mailing list that we might use. The office files have the list they used in pulling together the previous event. Sandy is looking into whether Boeing would be willing to underwrite all expenses.

Public Relations:

AAFSW has been asked to create a publication with biographical information on SOS awardees and candidates that can be taken to the Hill to explain what our people in the field are doing. This will have to be done soon. Mette will ask FLO as to details needed; the format, the production cost, the printer, the countries and how many people to list. Jan Fischer-Bachman or Patricia Linderman might be approached about creating this pamphlet. Files on past winners and candidates are in the office either on a disc or in the files. It is important to highlight a broad spectrum of volunteer activity.

Terri will meet with the CIA Family Advisory Board to explain to them what we do. They have 35 people on their Advisory Board and many of them are new and unfamiliar with our programs.

The meeting with FLO on April 20 has been moved to Tuesday, April 27 at 10:30 a.m. in the conference room in the FLO office.

SOS Awards:

The SOS award ceremony will take place on May 7 during Foreign Affairs Day at State. AAFSW has extended an invitation to the awardees and their families for a lunch at DACOR Bacon House after this ceremony. In the past AAFSW and the winners have been included in the Foreign Affairs Day luncheon at State for \$45 a head. DACOR's charges will be \$14 a head. The 1:00 lunch will be followed by a tour of the historic home, led by the curator. Ginny Taylor will have photos of the awardees on display outside the Foreign Affairs Day auditorium. Volunteers are needed to sit at a table there to hand out membership forms and explain our programs. Sandy Taylor said she would volunteer.

BookFair Report:

BookFair begins Friday October 15 and finishes on the 24th. The first volunteer meeting is Saturday May 15 at the AAFSW office at 10:00 a.m. Others are scheduled for July, September and October. Mette is looking for a chair for the volunteers. It was suggested that Sam Rounds be approached. Barbara will ask her if she is interested.

“Bring a Child to Work Day” is April 29. Mette will put an informational flyer about the BookRoom in the folders handed out at registration.

Publicity for BookFair is at multi-media services ready for printing. Requests for book donations will be available on our table at Foreign Affairs Day, May 7.

Additional Items:

A plaque will be created with the names of past Dorman Award winners, to be hung in the AAFSW office. The year 1994 will be left blank as it is unclear if anyone received an award in that year.

Terri has met with resistance at FSI regarding space for an AAFSW office. FSI Director Cathy Peterson has informed all departments that available working space is solely for those organizations involved in training related programs. This issue will periodically be raised, as AAFSW is a part of every entering A-100 class as well as the retirement classes held, and thus arguably falls under “training related programs”.

AAFSW received a nice letter from Congressman James Moran expressing his interest in securing funds for the oral history initiative to include the histories of Foreign Service Officers along with those obtained from our nation’s veterans.

AAFSW now holds eight parking permits at State and has been told they will not be issued additional ones.

Minutes and Future Meetings:

Judy moved that the March minutes be approved as amended. Barbara seconded the motion and the motion passed unanimously. It was decided that Draft minutes will be sent to Board members only and not to Committee members. Once the Draft has been corrected and approved, the finished version will be sent to everyone.

The meeting closed at 12:22p.m.

The next meeting will be May 11, 2004 at 10:00 a.m. in the AAFSW Office. Subsequent meetings will be held June 8 and July 13. There will be no meeting in August.

Respectfully submitted:
Mary Houdek
AAFSW Secretary

AAFSW
Board of Directors Meeting
May 10, 2004

Board Members Present:

Terri Williams, President
Mette Beecroft, Pres.Emerita/State Liaison
Judy Felt, First Vice President
Lesley Dorman, Public Relations
Mary Houdek, Secretary
Shannon Jamison, Membership
Barbara Ratigan, Treasurer
Patty Ryan, Legislative/AFSA Liaison
Lucy Whitley, BookRoom Operations Treasurer

Board Members Absent:

Barbara Gordon, Programs
Doris Reddington, Housing
Sandy Taylor, Second Vice President

Committee Members Present:

Marguerite Anderson, Senior Living

The meeting was called to order at 10:12am.

Membership:

Shannon reported that membership over the past year (July 1, 2003 – May 1, 2004) has increased by about 3 ½%, from 656 memberships to 679. Shannon thought many of the new members were spouses of those who were participating in the A-100 course or had visited our Livelines chat room and/or had heard about us through Terri's 'Post Toast' sessions at FSI. Shannon will give her report on membership at the General meeting on May 18.

Paid memberships are categorized as *Regular, 2-Year, 3-Year, 4-Year, 5-Year* or *Associate*. Non-paying members are in the *Life, Honorary* and *Complimentary* category.

Contract Application:

Positions for Global Link Production Manager and the Media Director have been advertised in the Global Link, on Live Lines, and through the FLO office. There has been some interest in both positions. June 1 is the deadline for receiving all applications. A selection will be made by July 1. Jan Fischer-Bachman is willing to stand in until a Media Director can be found and Jennifer Niebels will continue to get the newsletter to the printer until a Production Manager is identified. Volunteer positions on the Board have also been advertised.

The summer edition will issue a request for book donations and BookFair volunteers. This issue will be out in July or August.

Programs:

Speakers for the General Meeting on May 18 will be Judy Ikels from FLO, Ray Leki from the Overseas Briefing Center, and Terri Williams. The Dorman Award will be

presented to Christine Zarr and volunteers will be recognized, be asked to stand and introduce themselves and say where they are volunteering.

The program dates for the next fiscal year are September 14, October 12, December 7, March 15, April 19, and May 17.

Financial Committee:

The Finance Committee will meet Wednesday, May 19, at the AAFSW office at 10:00 AM. The AAFSW 2004-2005 budget is to be presented for comment and approval at the June Board meeting.

There has been a verbal request from the Foreign Service Youth Foundation for \$3,000. The AAFSW Board is requesting a written request from FSYF. Our grant to the FSYF for fiscal year 2003-2004 was \$1500.

Shannon has asked the Committee to consider setting aside funds for a future membership drive. She felt that a drive could be made every 2 years. Any publicity for such an effort, which might include posters, tote bags, printed literature and periodic mailings, takes funding.

Fund Raising Report:

The benefit fundraiser for the Secretary of State Award, a gala event scheduled for September 18, is being put on hold. The Fund Raising Committee will, instead, direct their efforts to raising money through a raffle to be held during the Book Fair in October. It has been approved. Companies will be approached for donations. The drawing for this raffle will be held on the last weekend of Book Fair. One does not have to be present to win. Mette requested to be informed of the logistics of this event, and that any money raised be handled by this Committee. The Fund Raising Committee will meet at Terri's home, Monday, May 17 at 7:30p.m. to work out logistics.

Terri informed the Board that Cox has given AAFSW \$6,000 in seed money and that we are obligated to use this money to raise additional funds.

Public Relations:

There has been much interest in marketing volunteerism. State Department management is interested as it is excellent PR for our work overseas. AAFSW and FLO are working on creating a pamphlet with biographical information on SOS awardees and candidates that can be taken to the Hill to explain what our people in the field are doing. A possible addition to this booklet would be highlights of what children do in their overseas communities in the way of volunteer service. The format should be simple, the descriptions brief, the cover in patriotic reds, whites and blues with a possible title of "Volunteerism as Public Diplomacy". The awardees volunteer information would also be sent to his or her hometown newspaper for release. FLO has hired a summer intern who will be working on putting this pamphlet together. A special thanks goes to Ginny Taylor who has kept this project in the forefront of everyone's mind.

SOS Award:

The SOS award ceremony on May 7 at State was successful. In the future, this ceremony will be held in conjunction with the Department of State Award Day. This ceremony is usually done in December but getting a list of names from various posts for this award, as well as information on the volunteer's activity and a bio on those recognized, takes time. AAFSW has asked that it be held at a later date.

Ambassador Green has given \$10,000 to recognize FS volunteers overseas. We would like to collaborate with Ambassador Green, as we have sponsored a similar program for years. Amb.Green seems interested in combining efforts and a dialogue is underway.

BookFair Report:

Saturday, May 15 will be a BookFair meeting at the AAFSW office at 10:00 a.m. for volunteers. Other meetings are scheduled in July, September and October. Mette is looking for a chair for the volunteers. Publicity is ready to be posted in areas of the State Department requesting books and art donations. A message on the in-house TV system will also be launched. Books from posts overseas will not be accepted; however, any object d'art from overseas is greatly appreciated.

New Chat Room:

With AAFSW's help, FLO is developing a chat room for those whose family members are currently serving in Afghanistan or in Iraq. FLO is dedicating a person to monitor this site. It was suggested that this chat room be open as well to those who have family members serving at "unaccompanied posts".

Membership Statement:

As a non-profit organization, our policy has been and continues to be, that any information about our members be it their address, their home phone, work phone, fax number, or email information can not be used distributed, disseminated or given away to any organization for advertisement, media or fund-raising purposes.

Office Space:

Two properties in Falls Church at 900 S. Washington Street are available to us at a rate reduced to what we are currently paying. Available parking is a concern. Patty and Lesley will look at the property and talk to the manager. Our current landlord has not raised our rent although there has been a small energy rate increase. We need to decide by the end of May if we are considering this move as the current landlord needs a 30-day notice.

Additional Items:

Lesley volunteered to make inquiries at art galleries in the Metropolitan area as to the value of the unique and beautiful scroll that was given to the AAFSW by the Taiwanese painter, Mr. Hou. It is believed the scroll is worth in the vicinity of \$4,500.

Volunteers are being sought to run the July 4th Family FS picnic. Anne Sullivan, who has run it in the past, would like someone else to do it. A suggestion was offered that we skip this year's effort until someone keen to organize this event can be found. A plea was voiced about coordinating meeting dates with the various AAFSW Committees and interest groups. Many of these meetings are on the same day and at the same time. It was suggested a list of groups and their meeting time and dates be a part of a regular reminder in the Global Link.

FSYF is holding a food drive in the form of a scavenger hunt on Saturday, May 15. Food items will go to help refugee families living in the area.

Minutes and Future Meetings:

Judy moved that the April minutes be approved as amended. Lucy seconded the motion and the motion passed unanimously.

The meeting closed at 12:21p.m.

The next meeting will be June 8, 2004 at 10:00 AM in the AAFSW Office. A subsequent meeting will be on July 13. There will be no meeting in August.

Respectfully submitted:
Mary Houdek
AAFSW Secretary

AAFSW
Board of Directors Meeting
June 8, 2004

Board Members Present:

Terri Williams, President
Judy Felt, First Vice President
Sandy Taylor, Second Vice President
Lesley Dorman, Public Relations
Barbara Gordon, Programs
Mary Houdek, Secretary
Shannon Jamison, Membership
Barbara Ratigan, Treasurer
Patty Ryan, Legislative/AFSA Liaison
Lucy Whitley, BookRoom Operations Treasurer

Board Members Absent:

Mette Beecroft, Pres.Emerita/State Liaison
Doris Reddington, Housing

Committee Member Present:

Marguerite Anderson, Senior Living

The meeting was called to order at 10:12am.

FSYF Report:

Terri welcomed Pete Wood and Becky Grappo, Board members for FSYF, who explained where FSYF is today and where they would like to go if suitably funded. They have approached AAFSW for a grant of \$3000. After hearing their presentation, Patty moved that we allocate an unrestricted donation of \$2000 for the next fiscal year. It was seconded by Lesley and unanimously approved. Their yearly operating expense is \$30,000. Donations to help support this group come from the parents, organizations such as insurance companies, Cox Communications and an active list of 20 other agencies.

Legislative Report:

Patty reported that there seems to be no interest in Congress to pass legislation authorizing the PIT buy-back. Although a bill was introduced, no deadline as to when it would become law was written into the original legislation. Congressmen, according to Patty's report, seemed more interested in adjourning and returning to their constituencies for the upcoming election than addressing the issue.

Contract Applications:

The Selection Committee has interviewed two strong candidates for the Global Link production manager, the technical side (or nuts and bolts) of getting the Global Link published. Seven very strong applications for the Media Director position have also been received. As the Media Director (who will be responsible for the contents of both the Global Link and the Website) does not need to be in the Washington area, all applicants will be interviewing by email. Not all those applying are AAFSW members. The question was put before the Board as to whether membership should be a consideration in hiring. The Board was divided, but gave the Selection Committee permission to make the final decision as to the candidates regardless of any AAFSW affiliation. Judy would like applicants for Production Manager to be called again to see their level of interest before the Selection Committee makes its final decision.

Finance Report:

Barbara Ratigan presented a 2004-2005 Draft Budget to the Board. She reported that although not all the figures are in for the current fiscal year which ends June 30, 2004, it looks as though we will have approximately \$8,000 in surplus funds. In the 2004-2005 budget Barbara has projected a \$12,000 deficit; however, the estimates for income are conservative and those for expenses are generous, and income /expenses could actually be balanced by the end of the 2004-2005 fiscal year.

The fees charged for our 8th Floor programs were discussed. The caterers have so far kept their prices at \$6 a head but the cost for waiters has gone up. We are currently subsidizing these programs as the numbers attending these functions aren't substantial enough to cover costs. The decision to keep our entrance fee at \$10 to continue to attract those who continue to come was agreed upon; however, if outside groups wish to attend, the fee will be \$15 a head, to help cover costs and for the extra work involved for the office.

Terri reported that FLO has agreed to underwrite the cost of setting up the hall for our programs. In the past this was gratis, arranged by the person in charge of State function set-ups. She has since retired.

Patty moved that the amount of \$200 that Terri authorized from the President's Allowance for the KidVid prize given by FSYP be moved to Foreign Service Community expenses in the bookkeeping. This prize money is given for the best video taken by a child at his or her overseas post. These videos are on view at the OBC. Barbara seconded the motion and it was passed unanimously.

The Board approved \$8500 for the AFSA/AAFSW scholarships for the 2004-2005 fiscal year plus any scholarship donations made during the 2003-2004 fiscal year. Of that total donation, \$1500 will be used for the named AAFSW Merit Scholarship.

Judy moved that we accept the Draft Budget as presented by Barbara. Lesley seconded the motion and it was passed by the Board. Terri commended Barbara on a well presented and clear analysis of our financial picture and conveyed the Board's gratitude. A copy of the draft budget is attached.

COLEAD has asked AAFSW for a donation. This is a lobby organization that is a Foreign Service watchdog on the Hill and has our interest at heart. Judy moved that we give Terri authority to give up to \$100 if they should make another overture for donations. Lesley seconded the motion and it was passed by the Board.

Program Report:

Barbara Gordon reported that she had three prospects for speakers for September's program. These are Queen Noor, Janet Cohen and Cokie Roberts, each of whom have just published a new book.

Membership Report:

Shannon reported that with the mailing of 440 renewal notices to those with a one-year membership, the 2004 Membership budget figure will change in Barbara's Budget Report. 165 letters will be sent to those with suspended memberships. In both these mailings there will be a reply form for an update for our data base information. This was done last year. It will be done again this year but the work involved in this effort is substantial and it was felt we need do this exercise only once every other year.

New Office Space Report:

Rent on our current office space has been increased 2% or about \$18 a month. It is unclear whether we need to give our current landlord 60 days notice as our current lease can not be found. It was decided, however, that Board members would continue to look for new office space until the end of June. If by that time nothing has been found, we will remain in our current space. What has been surveyed so far has not been up to standard. It is hoped something can be found in Virginia and close to FSI.

BookRoom Treasurer's Report:

Lucy reported that the BookRoom Manager has asked for a new computer. What she has now is a hand-me-down, a 98 version and it is very slow. This is an essential piece of equipment for the BookRoom operation as the Manager needs to check on the price of the books (some are rare) that find their way into our storeroom. Patty moved that we allocate \$500 for the purchase of a new computer and if the cost of the computer is over \$500, that Robin submit documentation as to the equipment she would like to buy. The move was seconded and all but Sandy voted in favor of the motion. It was felt that Robin was capable of shopping for this computer but that if Robin agreed, Lucy would accompany her to help in the selection.

Other Items:

The next meeting of the Raffle Committee will be at Terri's home on June 21. If this BookFair raffle is successful, we may decide to make the raffle a yearly event.

Volunteers are still needed for the 4th of July picnic to be held in Vienna on July 5.

Minutes and Future Meetings:

Lesley moved that the Board accept the May minutes as amended. Sandy seconded the motion and it was carried unanimously. The meeting closed at 12:25p.m. The next meeting will be July 13, 2004 at 10:00am in the AAFSW office. There will be no meeting in August.

Respectfully submitted:

Mary Houdek
AAFSW Secretary

AAFSW
Board of Directors Meeting
July 13, 2004

Board Members Present:

Terri Williams, President
Judy Felt, First Vice President
Sandy Taylor, Second Vice President
Barbara Ratigan, Treasurer
Lucy Whitley, BookRoom Operations Treasurer
Barbara Gordon, Programs

Board Members Absent:

Mary Houdek, Secretary
Mette Beecroft, Pres. Emerita/State Liaison
Lesley Dorman, Public Relations
Shannon Jamison, Membership
Patty Ryan, Legislative/AFSA Liaison
Doris Reddington, Housing

Committee Member Present:

Marguerite Anderson, Senior Living

The meeting was called to order at 10:15 am.

Programs: Barbara Gordon reported that she is hopeful that Janet Cohen, the author of From Rage to Reason: My life in Two Americas, will be able to accept our invitation to be the speaker at the September meeting.

Contracts: Terri Williams reported that Leslie Ashby has been chosen to be the Media Director and that Susan Lee has been chosen to be the Global Production Manager. Kelly Midura will continue as Website Technician. Gretchen Letvin will work on web advertising on a commission basis with the commission being 40% of any contracts she brings in. The Board decided that 20% would be the commission rate for renewals. Terri will check with Gretchen to make sure that this is acceptable.

Volunteers: Terri reported that Anna Bysfield has expressed interest in helping with the finances of AAFSW. Judy Felt will invite her to attend the next Finance Committee meeting on August 19th.

BookRoom: Lucy Whitley reported that Robin would like the BookRoom volunteers to receive some kind of a tangible thank you, such as a box of cookies to share and a thank-you card from the Board, for all their hard work. Barbara Ratigan added that a similar thank you could go to the Housing Office volunteers. Sandy Taylor offered to ask the Foreign Born Spouses group for homemade cookies and Lucy offered to make the cards.

BookFair: Lucy reported that Robin would very much like to make the BookFair a festive, fun event and that she is in need of volunteers. Terri offered to get a large banner made for the BookFair, similar to the one made for the Playgroup. Lucy will check with Robin to see if this would be useful.

Raffle: Terri and Sandy reported that work is proceeding on the Raffle that will be held in conjunction with BookFair. The Raffle will be raising money for the SOSA fund. They are now working on recruiting volunteers to man the Raffle table and on setting up a schedule. Barbara R. suggested that the Raffle volunteers sign up for the BookFair through the Global Link notice since they will need badges to enter the State Department.

Finance: Judy Felt reported that the Finance Committee met with David Urovsky, a broker with Raymond James, to discuss his taking over the AAFSW investments. The committee was pleased with his presentation and recommends that the investments be moved. Sandy Taylor suggested that AAFSW request from Mr. Urovsky a written proposal outlining the services that he will provide. Judy moved that Terri and Barbara R. be authorized to start the process of moving our investments to Raymond James, with the caveat that Mr. Urovsky sends a letter outlining the services that will be provided. The motion was seconded and passed unanimously. Terri thanked Terry Walsh, Finance Committee member, for all of her work on this project.

Barbara R. said that the Finance Committee would be reviewing the draft of the annual audit at its August 19th meeting. Any interested members of the Board are invited to attend as the draft audit will not be discussed at a regular Board meeting.

Foreign Affairs Council: Terri reported that AAFSW is hosting the quarterly luncheon meeting of the Foreign Affairs Council at DACOR Bacon House in September. It will be a Board expense.

Playgroup: Terri reported that the July 4th party, held on July 5th, was a great success. About 60 people showed up, with many people from A-100. Both AFSA and the Foreign Service Youth Foundation contributed money to the event. Anne Sullivan is in charge of the Playgroup and is looking for a replacement.

Office Move: Terri reported that no new suitable office space has been found and that the lease for MacArthur Blvd. will be signed for another year.

The minutes of the June 8th meeting were accepted as corrected. The meeting adjourned at 12:15 pm.

Respectfully submitted,
Barbara Ratigan, Treasurer

AAFSW
Board of Directors Meeting
September 7, 2004

Board Members Present:

Terri Williams, President
Judy Felt, First Vice President
Mette Beecroft, Pres. Emerita/State Liaison
Sandy Taylor, Second Vice President
Mary Houdek, Secretary
Shannon Jamison, Membership
Lucy Whitley, BookRoom Operations Treasurer

Board Members Absent:

Lesley Dorman, Public Relations
Barbara Ratigan, Treasurer
Barbara Gordon, Programs
Patty Ryan, Legislative/AFSA Liaison
Doris Reddington, Housing

Committee Member Present: Marguerite Anderson, Senior Living

The meeting was called to order at 10:10a.m.

Review of Previous Minutes: Terri thanked Barbara Ratigan for submitting the July Board minutes. Upon review, Judy moved that we accept the minutes as written. Mette seconded the proposal. The motion was passed.

Additions and Corrections: It was noted that under the list of AAFSW Committee Chairs for 2004-2005, the **Evacuee Support Network** has been renamed **Medical Evacuee Support**. In addition, Lesley Dorman's name is to be included among those in charge of the Housing Desk. Doris Reddington has officially resigned her position as chair.

Programs: Janet Cohen, the author of From Rage to Reason: My Life in Two Americas, will speak at September's program. Mrs. Powell has been asked to open the program and introduce the speaker. It was uncertain whether she would be able to officiate. October's program will be an hour performance by actor Bud Long portraying Benjamin Franklin's diplomatic role in France and his role at the Constitutional Convention.

Audit: Judy reported that the Financial Committee met to review the draft copy of the audit, and Barbara R. is following up on the changes that were suggested. The budget will be published in the November Global Link. It was suggested that we look at putting a dollar value on the volunteer activity that members give to the organization. It is estimated that only 7 cents out of every dollar raised by AAFSW is given to charity. This fact is of concern.

Financial Report: Anna Bysfield has expressed interest in joining the Finance Committee. The Finance Committee has received a written proposal from Mr. Urovsky, a broker with Raymond James, outlining his services. Lucy reported that a request to increase our contribution to Send-a-Kid-to-Camp by \$90 had been received from a member. Barbara R., through a note to the Secretary, informed the Board that she took a poll by phone from Board members as to their feelings on this increase. The vote was seven for, two against. Two members were unavailable for polling. Our donation to this organization for FY03-04 is now \$590, which is the actual cost of sending one kid to camp this year.

Women's Action Organization (WAO): This group, initially formed in 1970, was created to improve the status of working women in all Foreign Affairs agencies. Over the years they brought about significant changes. The group recently disbanded and turned over its funds to AAFSW with a donation of \$2,166.56 earmarked for scholarships. Terri has written a letter to thank them and talked to Irene Lucus, the last president, and to Mary Lee Garrison, WAO's last treasurer. An article about the group and its gift to AAFSW will appear in the next issue of Global Link.

BookFair & Raffle: Special volunteer passes, only good for BookFair, will be created for all volunteers. Four additional people will have escort pass privileges for this event. Mette continues to look for someone to head up the volunteer task force. Seventeen (17) individuals have volunteered to be cashiers for BookFair, and there are around 50 volunteers overall. The next two meetings to finalize BookFair preparations will be held in the office on the Saturdays, September 18 and October 2 at 10:00a.m. Mrs. Powell has agreed to open this year's BookFair.

Raffle: The Raffle Committee has successfully obtained many exciting prizes for the Raffle. Each ticket sells for \$3 or four tickets for \$10. Sandy would like to sell 3000 tickets. Sandy's Raffle volunteers will be responsible for all monies collected for this Raffle. There is a concern about the storage of some of these prizes, logistics of delivery, and how and where to sell these tickets. If this raffle proves successful, the Committee would like to hold another raffle next year and earmark the proceeds for a different charity. Volunteers are still urgently needed to sell raffle tickets during BookFair on every day but the Opening Day

Art Corner: Diane Bodeen and Mette have been pricing items for this corner. The Art corner is still accepting items.

Banner: Terri has a banner that can be hung at the Fair if a place can be found for it.

Publicity: Twenty-six (26) advertisements in the Washington Post will announce the BookFair. These will appear at various times in the next few months. The price thus far for these advertisements is \$3,811.18, approximately \$477 less than last year's cost. Advertising in the Classified section proved unsuccessful last year and will not be repeated this year. Leslie reported, via phone, that she has notified all TV and radio stations. Chris Zarr is placing our notice in a few of the free magazines that appear on the newsstands and Mette will begin electronic announcements in the Department in the next few days. All Board members were asked to distribute colorful flyers announcing the two weekends that are open to the public.

Stamp Corner: Bill Littlewood has made an advance sale of \$1200 on stamps.

Volunteer Appreciation: A box of cookies will be put in the BookRoom for the volunteers as a thank you from the Board for their hours of work. Another box will be placed in the Housing Office for the volunteers who work there. Terri will include with each box a note of thanks and the Board's appreciation for their volunteer service.

Contracts: All contracts have been signed except the contract for the office manager.

Housing Office: Lesley reported by phone that more volunteers are needed in this busy office.

Membership: Shannon reported that membership renewal letters were sent out in the summer and an “Oops” letter will be sent in mid-October to remind those who failed to renew. Debbi has offered to email people who have not yet renewed to remind them, so that the “Oops” mailing won’t be so large. There is a membership application form in the September Global Link. This Global Link was mailed to all CLOs overseas.

FSYF Picnic: Sandy volunteered to represent AAFSW at the Welcome-Back FSYF picnic Sunday, September 19 at Lubber Run Park in Virginia.

National Public Radio: Megan Meline, a Foreign Service spouse, is doing a piece on Foreign Service spouses for public radio. Terri has contacted Board members and others asking they come to the office for a Round-Table discussion with Ms. Meline on Thursday, September 9 at 10:00 a.m. Few have responded. Several wondered if she would be willing to interview over the phone.

Foreign Affairs Council Luncheon: The luncheon-meeting venue for September 15, hosted by AAFSW, has been changed from DACOR Bacon House to the Cosmos Club.

Membership gift: Shannon moved to give Melissa and Patricia, in grateful thanks for the royalties AAFSW receives from the sales of the book “Realities”, a 5-year membership, good until the year 2009. Mette seconded the motion. The motion carried. Terri will send a note of thanks and inform them of their continued membership status. The book brings in around \$3500 a year. Mette would like to market this book more aggressively in the Department. FLO has purchased 185 copies for their CLOs.

AAFSW Bylaw Update: Major changes were made to the Bylaws in 2000 and 2001. Another look at our bylaws is called for in 2005. Do the Bylaws say what we want them to say? Sandy informed the Board that if we are listed as a non-profit organization, any changes we make to the Bylaws must be sent to the IRS. Mette is not sure that this is so. Terri would like to form a Committee to review our Bylaw document. Terri will send out the Bylaws to Board members for review.

Getting out our message: It was reiterated that AAFSW needs to constantly and consistently inform the public as to who we are. New people joining the Foreign Service have never heard of AAFSW. Mette suggested we need a tag line that is punchy and consistent such as “Serving the US Foreign Service Community”. Terri has written a long piece about AAFSW which will appear in November’s Global Link.

Office Computer: Judy moved that we give authorization to Debbi to explore the possibility of purchasing a new computer and printer for the office. Sandy seconded the motion and all agreed it was an office necessity. The motion passed. Terri will attempt to retrieve some of the “Word” data that was lost when the computer crashed.

The meeting closed at 12:23 p.m. The next meeting will be October 5, in the AAFSW office at 10:00 a.m.

Respectfully submitted:
Mary Houdek
Secretary

AAFSW
Board of Directors Meeting
October 5, 2004

Board Members Present:

Terri Williams, President
Lesley Dorman, Public Relations
Barbara Ratigan, Treasurer
Mette Beecroft, Pres. Emerita/State Liaison
Barbara Gordon, Programs

Patty Ryan, Legislative/AFSA Liaison

Present:

Shannon Jamison, Membership
Lucy Whitley, Book Operations Treasurer

Board Members Absent:

Judy Felt, First Vice President
Sandy Taylor, Second Vice President
Mary Houdek, Secretary
Marguerite Fry, Housing

Committee Members

Marguerite Anderson, Senior Living
Sheila Switzer, Raffle Committee

The meeting was called to order at 10:15a.m.

Programs: Mette announced that Janet Cohen, the author of From Rage to Reason: My Life in Two Americas, who spoke at September's program, has donated \$1,000.00 from her Citizen's Patriot Organization to AAFSW "for those who serve". Thank you letters from both Terri and Mette have been sent, and as the donation did not specify scholarships or SOSA, it will be allocated to the general headquarters funds.

October's program will be an hour performance by actor Bud Long called "Benjamin Franklin: From Cradle to Grave". There are logistical issues to work out with a rocking chair and props.

The December program will feature the Vienna-Falls Chorus of Sweet Adelines, plus a sing-along of holiday songs. The barbershop group will sing for about 25 minutes, and Debbi has procured a professional accompanist for the sing-along. The Board authorized a small gift for the accompanist. Lesley volunteered to be the GL "reporter" for the December program.

The Board discussed the issue of members bringing children to the programs, and voted unanimously to adopt a policy of "adults only" for activities on the 8th floor. Catering was discussed, including the need for a coat-room attendant for the winter programs. Lesley expressed a desire for festive food in December, but financial considerations may come to bear. In the spring of 2005, all the programs return to the third Tuesday of the month.

Financial Report: Barbara R. went through the audit report. She will prepare a 2-page budget for the November Global Link. She will change some of the numbers to reflect adjustments of donations and bills already received. Because substantial sums are necessary for the period from the end of the fiscal year on June 30 until the receipts from BookFair become available at the end of October, Patty Ryan suggested that an estimate be made reflecting the likely amounts that must be carried forward into each new fiscal year to cover operating expenses.

BookFair & Raffle:

Raffle: Sheila Switzer reported on the collection of gifts for the raffle from embassies, including dolls, books, porcelain, jewelry box, spa treatments, stamps, and wine. Tickets have been sent out, and are due back by October 20th. Board members are urged to help sell tickets, and Debbi will have a supply in the office. There remains the problem of finding a tombola. The drawing will be held on October 24th at noon – winners need not be present. Winning tickets must have the name and telephone number written on them. Volunteers are still urgently needed to sell raffle tickets during BookFair on every day but the Opening Day. Sheila had several ideas for next year, including calling the embassies **before** sending the formal solicitation letter.

Art Corner: Diane Bodeen and Mette have been pricing items for this corner. The Art corner is still accepting items.

Volunteers: There are about 60 people who have volunteered to help at Bookfair, plus those for Stamp Corner. There was no volunteer chairman, so Debbi did the organizing. The BookFair Committee sent out reminder postcards to the volunteers last weekend. Mette gave the Board the phone number to use for BookFair, which is 202-647-7125. Volunteers are to pick up their passes at the VIP desk at the “C” Street entrance.

Publicity: Mette reported that publicity is going well. Signs are up in the Department including information about the raffle, and notices in the papers will appear soon. Chris Zarr contacted the “rag” newspapers. It was suggested that next year we advertise in the various embassy diplomatic newsletters. Almost 800 postcard reminders were sent out to those who attended BookFair last year. Terri mentioned the banner again, and said she would get it to Mette’s office. Dianne Bodeen has suggested to Terri that the website wording concerning BookFair needs to be changed to something more positive. It was suggested that BookFair provide shuttle service from the Department to Foggy Bottom Metro on the weekends of next year’s BookFair, but getting volunteers to do that may be problematic. Mette gave great credit to Barbara R., Lucy, and Dianne for all their work in preparation for BookFair.

Housing Office: Lesley reported that more volunteers are needed in this busy office, and that training is gladly provided. Excellent English is a prerequisite for helping in this office. Lesley suggested AAFSW might provide (occasionally) some wrapped candies as a thank-you to the housing office volunteers.

Membership: Shannon reported that the “Oops” letter will be sent out this week to remind approximately 180 members who failed to renew. Debbi has emailed almost 200 people who have not yet renewed to remind them, and the good response will save us some postage. Members who do not renew by the end of October will be struck off the list in November.

The Board agreed to send every issue of the Global Link to FSYF, FLO, and OBC, in effect giving those three entities complimentary memberships. The Board will further consider other names on the “AAFSW Contacts” list with regard to how often, if ever, they should be sent a newsletter gratis.

Personnel: Mary Houdek has resigned as Secretary to the Board because she has accepted a job in a floral shop. A replacement is urgently needed, and Savannah Walker was suggested. Terri agreed to approach her on the matter.

Office Computer: Debbi reported that the office is functioning adequately, and that shopping for a new computer and/or label printer would be best deferred until after BookFair.

Leslie Ashby and Kelly Midura are working on an updated email address list for all AAFSW functions that has several excellent features: 1. The addresses are easy to remember, as they all end in aafsw.org and begin with the specific function (membership, office, editor, president, afsarep, treasurer, newsletter, etc.) 2. The addresses funnel email to the private email address of the appropriate person while screening that private email address from public view on the website. 3. The addresses will remain constant even when there are personnel changes.

AAFSW Bylaws Update: Our bylaws need to be updated in 2005. The Board voted to open the bylaws committee to all active AAFSW members. Terri handed out complete copies of the bylaws to all the Board members present, for review. It was suggested that the Washington Council of Agencies could give us information on how non-profits are supposed to be structured. Terri will push to keep AAFSW viable and legal.

Certificate of Incumbency: The Board voted unanimously in favor of the following resolution:

The Board of Directors of the Associates of the American Foreign Service Worldwide (formerly known as the Association of American Foreign Service Women) resolves that Barbara Ratigan, Treasurer, and Lucy Whitley, Book Operations Treasurer, are fully authorized to undertake acts on behalf of the organization with respect to its three investment accounts (two with Putnam Investments and one with Scudder Investments).

This resolution is necessary in order to switch brokerage companies. The resolution needs to be signed by the duly qualified and acting secretary. The Board decided to ask Mary Houdek to sign.

Miscellaneous: Terri received a thank you from Melissa Hess about the gift of extended membership. She also commended the Foreign-Born Spouse Group for all their hard work. She proposed that we invite all the Raffle and BookFair workers to our next Board meeting.

Minutes: The minutes were accepted as amended.

The meeting closed at 12:40 p.m. The next meeting will be November 9, in the AAFSW office at 10:00 a.m.

Respectfully submitted:

Debbi Miller
Office Manager

AAFSW
Board of Directors Meeting
November 9, 2004

Board Members Present:

Terri Williams, President
Sandy Taylor, Second Vice President
Barbara Ratigan, Treasurer
Lesley Dorman, Public Relations

Present:

Mette Beecroft, Pres.Emerita/StateLiaison
Patty Ryan, Legislative/AFSA Liaison
Shannon Jamison, Membership
Lucy Whitley, Book Operations Treasurer

Board Members Absent:

Judy Felt, First Vice President
Barbara Gordon, Programs

Committee Members

Marguerite Anderson, Senior Living
Sheila Switzer, Raffle Committee
Chris Zarr, FB Spouses
Anne-Louise Carroll

The meeting was called to order at 10:15a.m.

Bookfair: Mette Beecroft reported that so far, the gross income of the Bookfair may be only a little less than \$80,000. This number is one of the highest within the past several years. All sections of the event worked very well - the volunteers knew what to do and were assisted greatly by the 6 extra escort passes that had been secured; over 770 names were collected of those who wish to be notified of next year's event; the space seemed adequate; the publicity seemed to be effective; the stamp corner continued to be a big draw. Thank you letters have been sent to the volunteers, along with a questionnaire asking them for their comments and suggestions.

Bookplace: More volunteers are needed to get books on the shelves.

Raffle: As the SOSA raffle at Bookfair had been stopped by the Legal Department, the question of what to do next was discussed at great length. The Board felt that action had to happen to give the donated gifts away. After much discussion as to the kind of event that could be done quickly and with as wide a circulation as could be managed, the Board agreed that another raffle would take place in February and ticket sales would begin as soon as possible. Most Board members took some tickets to sell and an announcement will be made to the membership of the change of plans, inviting all to help sell tickets. Terri will send out documents that explain SOSA to be used when selling tickets so purchasers know what they are supporting with their ticket purchase.

While there is a great deal of promise for a kind of silent auction as a fundraiser, it was agreed that this would be more of an undertaking than could be accomplished this year. A silent auction might be considered for future plans.

Membership: Shannon passed out the list of those who have not yet renewed their membership in case any Board members wish to contact them and remind them. Those who do not renew will be struck off the list and not included in the Membership Directory. Forms have gone out in the Global Link asking those who wish to have a copy of the Membership Directory to reply so the proper number of directories can be printed.

Other: Chris Zarr offered to head up a search committee to nominate new Board members for the spring election. She mentioned the value of having people who are not currently members as part of the committee to provide a new perspective and to widen the number of possible eligible and available nominees.

The December Board meeting will be cancelled due to holiday conflicts. The next Board meeting will be on January 11, 2005.

The meeting was closed at 1:15.

Respectfully submitted,

Terri Williams
President