

**AAFSW**  
Board of Directors Meeting  
January 11, 2005

**Board Members Present:**

Terri Williams, President  
Judy Felt, First Vice President  
Barbara Gordon, Programs  
Barbara Ratigan, Treasurer  
Lesley Dorman, Public Relations  
Mette Beecroft, Pres. Emerita/State Liaison  
Patty Ryan, Legislative/AFSA Liaison  
Lucy Whitley, Book Operations Treasurer

**Board Members Absent:**

Sandy Taylor, Second Vice President

The meeting was called to order at 10:20 a.m.

Terri announced the resignation of Shannon Jamison, the membership chair, and read her resignation letter. All agreed that she had been instrumental in bringing in new members and will be sorely missed.

**Program:** Barbara Gordon reported that Nana Maraneli will be the featured speaker at the March program. Nana is a Ph.D. from Tbilisi in Georgia and the former Chief of Staff at the Tbilisi State Academy of the Arts. She will be combining slides with her talk about "An Ancient Culture, the Revolution of the Roses". She is currently an instructor of the Georgian language and culture at FSI.

**Personnel:** Since the AAFSW personnel contracts end in July, if there is a need for new contracts, the process must start soon. Terri will contact the Media Director, Publication Coordinator and Website Manager to see what their intentions are. Since the Book Operations Manager's contract ends in January, Lucy Whitley asked for the Board's direction on several changes. The Board decided to increase Robin's salary by 2% and put a limit on the transportation reimbursement money that the Manager could ask for as "up to \$1200 per year", and decided to remove the line "The Bookroom and Book Place will be closed whenever the manager is not able to be present or is on holiday" as the volunteers are still able to keep the operations open. Lucy will be in contact with Robin Jones to present the new contract before the contract ends.

When asked if the Board members had been satisfied with the performance of the contractors, all agreed they had been satisfied.

**Bookfair and Raffle:** Mette reported that the cost of the security for Bookfair had been reduced by \$6000, a significant reduction. After much discussion about when and how the Raffle selections could be made, the Board agreed that the Fundraising Committee would make that decision and bring the Raffle to a close some time in February, as publicized. It was agreed that with the surprising turn of events that occurred this year, any fundraising plans should be started much earlier in the year to allow for the publicity needed.

**Program costs:** Although the Board confirmed that some subsidization of the Program catering costs has always taken place, the Board decided reluctantly that the cost of the Program would have

to be raised to \$15 per person. Any groups of outside guests we invited would be charged \$20/person. Debbi had made many phone calls to see who might be better able to provide the catering to the Programs, and she made a report on two of the caterers. When comparing both their costs and services, the Board determined that before making a change, information about a third caterer would be sought. In general, the Board preferred tea sandwiches and petit pastries to breakfast foods like miniature scones and croissants. The Board also agreed that the 2 ½ pieces per person that had been part of the package for the December Program was not enough food. Debbi will continue the quest.

**Finances:** Barbara reported that the Putnam fund needed some papers signed which could only be done by the organization secretary in order to move some funds. The past secretary, Mary Houdek, agreed to be the Official secretary of AAFSW until we have a new secretary. The Board said that this arrangement would be fine. Barbara will follow up. Lesley asked that the Board consider contributing to John Kelly's Washington Post charity for Children's Hospital. There was discussion about whether the organization should support something that might better be done by individuals, and no decision was reached.

**Membership:** Terri has received the materials from Shannon to be able to take over the Membership duties until a substitute can be found.

**Upcoming Elections:** Judy reported that the nomination committee has met and are canvassing both members and others who might become members to ascertain their interest in running for AAFSW Board positions. Lesley mentioned that she had already had positive contact with several people who would become members. The February Global Link will have information about the election and it is hoped that this will encourage more to volunteer. Chris Zarr has contributed an article from the nominating committee to this issue.

In order to conform to the changes that were made last year to the Bylaws, the changes should be incorporated into the text and distributed. The text on the yearly Policy Guidelines, the General Information and Duties for Board Members and Committee Chairs should also be revised, preferably before the upcoming elections and selection of the new Board. It has not been reviewed since 1995.

**Password Change:** Terri reported that as of January 15, the password to the Members Only portion of the website will change. She gave the new password, tirana, to the Board. The website manager likes to use the name of a Foreign Service post as the password. Those members who wish to receive it are encouraged to call or email the office to get it.

**New AAFSW Book:** Terri has been approached by Marlene Nice and Patricia Linderman on the idea of creating a follow-on book to the successful "Realities of Foreign Service Life". They have asked that AAFSW pay the start-up costs for the book, and after published, they would take 40% of the profit. AAFSW will get 60% after the start-up costs have been repaid. The Board voted unanimously to encourage them to proceed as soon as possible.

**Other:** Terri reported on the meeting that had taken place between AFSA, the Foreign Affairs Council and Condoleeza Rice, the nominee for the Secretary of State. The suggestion was made that if Dr. Rice is confirmed, AAFSW write her a letter and give her an invitation to attend any of our Programs or meetings. Terri will follow up.

Mette asked if the progress was continuing on the United States Diplomacy Center's Museum in the State Department. Terri reported that Mike Boorstein, the Director of the Center had called and sent materials about the planned space. AAFSW will be included in future talks as plans are made. One of the rooms is devoted to Foreign Service family history, in which AAFSW has a prime interest. The materials that had been sent are going to be kept in the office so all can read.

Barbara Ratigan brought up the office need for a refrigerator, and the Board agreed that this is something Debbi should investigate. Barbara moved and Lucy seconded a limit of about \$100 for a small compact refrigerator to be kept in the office. All agreed.

The minutes of the last meeting in November were approved with one change.

The meeting was closed at 12:45.

Respectfully submitted,

Terri Williams  
President  
Interim Secretary

**AAFSW**  
Board of Directors Meeting  
February 8,2005

**Board Members Present:**

Terri Williams, President  
Sandy Taylor, Second Vice President  
Mette Beecroft, Pres. Emerita/State Liaison  
Lucy Whitley, Book Operations Treasurer  
Connie Griffin, Secretary

**Board Members Absent:**

Judy Felt, First Vice President  
Barbara Gordon, Programs  
Barbara Ratigan, Treasurer  
Lesley Dorman, Public Relations  
Patty Ryan, Legislative/AFSA Liaison

**Committee Members Present:**

Sheila Switzer, Raffle

The meeting was called to order at 10:35 a.m.

Terri welcomed new secretary Connie Griffin. Many board members could not attend due to illness or travel.

**Personnel Contracts:** Contract employees Kelly Midura, Lesley Ashby, Susan Lee, Robin Jones, and Debbi Miller have indicated they will remain in their positions.

**Financial:** Nothing to report. The Finance Committee will meet on February 23<sup>rd</sup>. Under old business, papers for the Putnam Fund were signed.

**Program:** The March program will be on Georgia, featuring speaker Nana Maraneli. The April program will be on China, featuring speaker Dr. Garrett Banning. The Board discussed the new proposal from Luck's Caterers and voted to accept the increase in the per person food charge (from \$10 to \$11.50) in order to have four pieces per person.

**Raffle:** The drawing was to have taken place today, but since we are missing tickets from several individuals it will be postponed until Thursday, February 10, at 10 AM in the AAFSW office.

**Secretary of State Award (SOSA):** The award will no longer be given on Foreign Affairs Day, but will hopefully be the center of an event in the fall. The Ambassador Green monies will be used in part to fund the event. We are trying to get the Delegates Lounge at the Department as a venue for pre-event refreshments, after which the group could go to the auditorium for the presentation of the awards. It would also be very nice to find a speaker on humanitarian aid. The Benjamin Franklin Room would be the number one choice if it could be had for the event.

**Membership:** Lesley Dorman reported by phone. Bibi Meer is a potential candidate for membership chairperson. In addition to recruiting for board positions, Lesley is collecting a list of people who cannot serve at this time but who would be available for special projects. Terri mentioned the name of Jennifer-Joy Bronk, who had applied for but was not selected for one of the contract positions. Jennifer is an attorney and Terri asked her if she would advise AAFSW from time to time on legal matters, and Jennifer agreed. Leslie asked Sandy about the second vice president position. Sandy said she would like to remain the second vice president, also in charge of fund raising.

**By-Laws:** We will read the by-laws and see what needs to be changed.

**DS Spouse Training:** Funding for DS Spouse Training has been cut. Terri wanted to make the board aware and plans to try to reinstate it when the new Under-Secretary arrives.

**Fundraising Committee:** It has been suggested that we invite Secretary Rice to a luncheon in her honor, but Board members felt that, given the Secretary's schedule, it was not likely to be accepted and was not the best way to introduce AAFSW. Terri and Mette have already worked on a letter of welcome to the Secretary. The May meeting may be a good time for a Hail & Farewell luncheon for new/old board members, FLO, etc.

The minutes from the January meeting were accepted as written.

The meeting concluded at 12:05 PM.

Respectfully submitted,

Connie G. Griffin  
Secretary

**AAFSW**  
Board of Directors Meeting  
March 8, 2005

**Board Members Present:**

Terri Williams, President  
Mette Beecroft, Pres. Emerita/State Liaison  
Lucy Whitley, Book Operations Treasurer  
Judy Felt, 1st VP  
Barbara Ratigan, Treasurer

**Board Members Absent:**

Sandy Taylor, 2nd VP  
Barbara Gordon, Programs  
Lesley Dorman, Public Relations  
Patty Ryan, AFSA Liaison  
Connie Griffin, Secretary

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

Uppermost on the board's mind was the upcoming election of a new AAFSW Board. The nomination committee, chaired by Judy Felt, has been very diligent in surveying the membership to look for candidates. Their efforts have been very productive not only in pulling in new nominees, but also in broadening the volunteer base of people who said they would be interested in helping out more specifically when asked. The status of the possible staffing was discussed at length. Judy Felt, Chris Zarr and Lesley Dorman were thanked for their innovative hard work, using both phone calls and email contact. Barbara Ratigan and Debbi Miller have aided them by contributing many nominees' names.

**Finance Committee:**

Two new members have joined the committee: Joan Sitnik Walsh and Dianne Bodeen, and they were welcomed. With the new members, many financial questions were answered to orient them to AAFSW. The question was raised as to why an office was important, given the cost it takes to maintain it. The Board supported the stance that the Financial Committee had taken in reassuring questioners of the critical need for someone to manage the many affairs of the office, and the difficulties of doing this from anyone's home. The need to have access to a location and files at all times was deemed too important to saddle anyone with that responsibility and the inconvenience it would entail. The Board agreed that these were important questions which should periodically be re-evaluated as AAFSW circumstances differ.

Salaries for the contract employees were discussed. Treasurer Barbara Ratigan reported that even though the Bookfair income had been better than had been budgeted, the BookPlace sales were continuing to decline and the results were now being felt. In comparison with the sales of the same time last year, the revenue was down about \$4000. Under these unfavorable circumstances, it was the recommendation of the Finance Committee not to increase salaries for the Media Team. The Board regretfully agreed.

In discussing BookPlace further, Mette reported that Robin had taken the initiative to put up flyers by the State Department elevators announcing March as BookPlace Awareness

Month. Barbara reported that many of the people who had been buying books lately had not known of the existence of BookPlace. The Board enthusiastically supported what Robin had done. Terri reported that someone who had asked Robin to collect books had been so impressed by her professionalism and courtesy that she felt compelled to comment.

Judy asked Terri to suggest issues that the Finance Committee should be addressing, and Terri asked them to think about establishing some kind of scholarship award or grant to a Foreign Service spouse interested in increasing their employability through entrepreneurial action. Training courses to that end might also be helpful, and Terri suggested they be considered as well.

### **Programs:**

It is time to submit next year's dates for the use of the 8th floor programs. Mette will write the memo requesting next year's program dates as follows:

September 20, 2005  
October 25, 2005  
November 22, 2005 (SOSA)  
December 6, 2005  
March 21, 2006  
April 18, 2006  
May 16, 2006

Dates for next year's Board meetings were also finalized. Board meetings will still be generally on the 2nd Tuesday of the month. For next year, they will be on:

September 13, 2005  
October 11, 2005  
November 8, 2005  
No December Board meeting unless necessary  
January 10, 2006  
February 14, 2006  
March 14, 2006  
April 11, 2006  
May 9, 2006  
Summer dates will be announced

### **Raffle:**

The Raffle team's efforts were applauded. With the final receipts in, about \$1500 was put into the SOSA account. The expenses were about \$300, and the hard work it took by the whole team was confirmed and appreciated.

Terri has received an invitation from The Hospitality and Information Service for a spring fashion show, silent auction and fundraiser hosted by the Turkish Ambassador. As Terri is unable to go, Lucy will go and will report on the process T.H.I.S. uses, as a possible example we might follow in the future.

The legalities of fundraising were discussed. Barbara inquired with the Washington Council of Agencies and learned that DC has a licensing and registration process for raffles. This registration number must appear on any tickets used. Barbara was unsure of the cost of registering. The question was asked as to what had happened with the DC Business License proposal that we had been following. Barbara stated that it had been dropped but that since we are a fundraising organization, we might need to get a solicitor's license. Barbara will investigate further.

### **SOSA:**

Terri and Ginny Taylor have a meeting next week with the Director General to discuss the SOSA award and the Green Award. It is time to start the process for the selection of the winners if we are going to be looking toward a November award. The location and timing of the award are to be determined, and the meeting was to see if there might not be another group that would be interested in including the SOSA award presentation, as Foreign Affairs Day is no longer the venue. AAFSW inclusion and role during Foreign Affairs Day was discussed.

### **General:**

Sending letters to the new administration was discussed. Mette has copies of the letters that had been sent to Secretary Powell when he took office. It was agreed that a similar letter announcing who we are and what we do could accompany copies of the books, "The Expert Expatriate", "Foreign at Home and Away" and "Realities of Foreign Service Life" to Secretary Rice.

Terri has a meeting with Joe Morton to discuss DS spouse training.

Making changes to the Bylaws was discussed. It was suggested that the Bylaws be looked at by the newer members in addition to the Board members to see what changes they would suggest.

Jennifer Joy Bronk has accepted undertaking the responsibilities of being AAFSW's legal consultant. She is in Tijuana, and available by email.

Accepting the minutes of the last meeting was tabled until revisions could be circulated.

Respectfully submitted,

Terri Williams, President

**AAFSW**  
Board of Directors Meeting  
May 10, 2005

**Board Members Present:**

Terri Williams, President  
Judy Felt, 1<sup>st</sup> Vice President  
Barbara Ratigan, Treasurer  
Lucy Whitley, Bk. Operations Treasurer  
Mette Beecroft, President Emeritus  
Elaine Neumann, 1<sup>st</sup> V- President-Elect  
Connie Griffin, Secretary

**FLO Representative:**

Faye Barnes, Director

**Board Members Absent:**

Sandy Taylor, 2<sup>nd</sup> Vice President  
Barbara Gordon, Programs  
Lesley Dorman, Public Relations  
Patty Ryan, Legislative/AFSA Liaison

The meeting was called to order at 10:17 AM.

**FLO Update:** Faye Barnes, FLO Director, briefed the board on the many activities FLO is working on. Faye will leave this summer and the advertisement for her replacement has closed. HD has sent the names of five qualified candidates who will be interviewed by a panel (AAFSW is represented on the panel) in the near future. FLO employees are hired by a different mechanism than others in the Department. Normally they are hired for 2-year limited appointments which can be extended for a maximum of five years.

\*FSI Childcare Center. The rumor that the childcare center expansion might not go forward is not true. The Executive Director of FSI Kathy Russell has confirmed that the money is being held in contingency by GSA and will be there for construction.

\*FLO is part of the DG's 5-pronged program, which means that support for families of unaccompanied employees and spousal employment are on the DG front burner. The number of unaccompanied positions has grown exponentially and is now 600. The DG has talked to FLO about giving more support to the families left behind. The problem: it's been very hard to find these families to give them support, since FLO only knows names & details if the employee provides. FLO has developed a new brochure for spouses on involuntary SMA (Separate Maintenance Allowance). They have also put useful information on their internet site.

\*CLO positions have now been classified in 3 different categories: A is for the average sized post with typical needs. B is for the mega-sized posts (over 500) and C is for hardship posts. The CAJE (computer assisted job evaluation) mechanism, normally used to classify FSN positions, has been used to identify CLO positions at posts in the B and C categories qualifying for an upgrade from FP-06 to FP-05. There are now more than 80 FMA positions worldwide at the FP-05 level or higher. Some posts currently unaccompanied have requested CLO positions. Sometimes a "faux CLO" is hired, using a local hire or FSN. Kabul and Riyadh have requested CLOs.

\*Spousal employment. HROE (Human Resources Overseas Employment) has created a recruitment module making it difficult for Family Member Employment Committees to sweep family member preference under the table. This would mean that if a family member is deemed qualified for an advertised position, then no other candidates can be interviewed. This is being tried in WHA and expanded to EAP. New policy is to use family members to fill mission-critical positions at hardship posts; the job is advertised and filled ahead of time, the DH employee must agree to remain at post for two years, and the spouse has a job upon arrival at post.

\*Involuntary SMA is to be increased significantly very soon.

\*Family Member Employment increased by 2% last year because of SNAP (Strategic Network Assistance Program), which helps spouses find work on the local economy. The number of male spouses has gone from 16% to 21% over the last 3 years. AF is the bureau with the best record for family member employment. EUR has the worst record. The average is 35%.

\*Global Employment Strategy. This started in the fall to connect interested spouses with corporations prior to going overseas, but it is not going well. However, there is now a Memo of Understanding with Manpower Worldwide that bodes well for the future.

\*Hardship staffing: Hoped to employ 15 family members but will be lucky to get 2-3.

\*Cox Foundation: Has given money to HR to update a McKinsey study from '98. Spousal employment is on everyone's wavelength from top to bottom because it is seen as crucial in retaining the newer younger employees – this affects whether or not they commit long-term. Cox has also given money to do 3 things: 1. Stipends for spouses – \$20,000. FLO received 110 applications for this money so there is huge interest. Hopefully this small start will prove that the Department needs to fund this long-term. 2. Telecommuting. An initial effort with the Telework Association fell flat because they backed out, but FLO had received 50 resumes, again showing huge interest. FLO now has 2 contracts with Staffcentrics, another group, to train spouses on how to telecommute successfully. Training sessions are planned for May, June, July and October. Cox will pay for the first two; FLO will pay for the other two. The long-term plan is to train the Local Employment Advisers (part of SNAP) on how to provide this training for spouses at post. 3. A survey to see what spouses want and what are the prevailing industry practices.

\*FLO asked CLOs to do a last-minute survey to ascertain the education level of spouses at post; the 116 CLOs surveyed found that 1,312 had BA degrees and 1,271 had advanced degrees.

\*PIT Buyback. A former spouse who was recently hired on as a DH submitted the paperwork with all of her PIT hours to OPM with a copy of the legislation and was successful in buying back her hours towards retirement. FLO is alerting spouses that there is a lag-time but supplementing guidelines have been written by OPM and are on the way. So family members with PIT hours should gather their SF-50s and be ready to submit their paperwork.

### **Election Results:**

Judy Felt has certified the election of the new board. 49 ballots were received online, 48 for the slate and 1 abstaining. The bylaws state that the Board can appoint officers; since Elaine was not on the original slate, a motion was made, seconded and voted on and Elaine Neumann was unanimously appointed as 1<sup>st</sup> Vice President.

### **Financial Report:**

Barbara Ratigan went over the budget in detail. Income: Membership seems to be going up compared to last year. Book room sales have decreased by \$5,000. Expenses: The board voted that donations received which are designated for scholarships between April 1 and March 31 will be sent to scholarships beginning in FY05/06. There is currently an \$18,000 deficit based on projected income and expenses. The budget for FY 2005 (July 1-June 30) was accepted by the board as presented.

We received a request to make a financial donation to Tales Mag. The board agreed that we support their work. Barbara will do some research before we make a decision to donate money.

### **Awards:**

Terri suggested that we explore the possibility of going in with AFSA for a joint awards ceremony. They present a CLO award and Una Chapman Cox award, among others, and our AAFSW SOSA and Green awards might dovetail nicely with this event, and give us great visibility. Terri spoke to Barbara Berger of AFSA and found her to be receptive to the possibility. (This would not be for the 2005 awards ceremony, but possibly for future ones). It was also suggested the Dorman Award, which is traditionally given in May, might be given at the same time as the SOSA and Green awards in order to have a larger crowd present to honor the recipient. These ideas can be considered by the board for the future.

The board reviewed the draft letter to Ambassador Green. The letter suggests distributing the \$10,000 as follows: first prize, \$6,000; second prize, \$4,000, and \$1,000 to cover administrative costs, lunch for winners, etc. The board voted to accept the letter with a few minor changes. Terri will send out 1 more draft and then mail to Ambassador Green.

### **June Turnover Meeting:**

It was decided that the committee chairmen will be included in the June meeting with our hostess Marguerite's approval.

### **Miscellaneous:**

Debbi brought up whether or not we would renew membership in ADST and in the Center for Nonprofit Advancement (formerly Washington Council of Agencies). It was decided that we would maintain membership.

The meeting was concluded at 1:25 PM.

Respectfully submitted,

Connie G. Griffin  
Secretary to the Board

*AAFSW*  
Board of Directors Meeting  
July 19, 2005

**Board Members Present:**

Judy Felt, President  
Elaine Neumann, 1<sup>st</sup> Vice President  
Sandy Taylor, 2<sup>nd</sup> Vice President  
Lucy Whitley, Treasurer  
Connie Griffin, Secretary  
Joan Walsh, Membership  
Barbara Gordon, Programs  
Terri Williams, President Emerita  
Mette Beecroft, President Emerita

**Board Members Absent:**

Lesley Dorman, Public Relations  
Patty Ryan, Legislative/AFSA Liaison

The meeting began at 10:10 AM.

**Book Fair:**

Robin Jones and Anna Marie Butler gave an update on Book Fair 2005. We are currently short 1 important volunteer position, the Volunteer Coordinator. This person would supervise volunteers and coordinate security. The person needs to answer the phone and work closely with volunteers. Mette said that she can handle all of the security passes, so that the person would not need to have that responsibility. We also need someone to coordinate the Collectors' Corner, which is a big revenue producer for the Book Fair.

Mette reported on publicity. There are still some posters requesting donations including books, but Robin does not want books at this time (accepting art objects). Mette will send out notices to the Washington Post, and various rags. The Washington Post ad will run \$3000-4000

**FSN Emergency Relief Fund:**

Mette received a request for a donation to the FSN Emergency Relief Fund to assist families whose homes were demolished in Harare recently. They need \$3,000 in order to give each family \$200 to help rebuild. The Board voted to give \$1,500 to the Fund.

**Foreign Service Youth Foundation:**

The Board voted to give the FSYP \$2,000. This amount was budgeted for this purpose.

**Tales Mag:**

The Board wishes to support the organization if it is truly in need. The Board voted to give \$500 to Tales Mag pending Terri's double-checking of their financial situation.

**Program:**

Elaine's husband Ambassador Neumann sent a note to Tom Friedman asking him to participate in our September or October program. No word yet on if he will do it. Some possibilities for upcoming programs are Queen Noor and a married couple who have written a book on Russia. We need another volunteer to back up Pearl Richardson in hospitality. Also, Barbara G. is going to ask Bibi Meer to join her committee.

### **Membership:**

Renewals have gone out.

### **Office Move:**

The new place on Leesburg Pike that Judy and Debbi like the best will run \$909 per month. There is the option of an annual 4% increase or 3% increase plus any building expenditures. Several other board members have visited the site and liked it. The Board voted to try to get this new office space. Judy will meet with the landlord and negotiate the final lease.

### **Treasurer's Report:**

The company doing our audit has raised its fees and informed us that fees will be increasing incrementally over the next two years. The Board discussed what we should do and if auditing was necessary. Terri suggested asking the membership if anyone would be willing to help with auditing services. Lucy and Barbara feel that we should go ahead this year and have the company do the full audit and the taxes, and in future years do only an annual review, possibly doing a full audit whenever the treasurer changes.

### **Green Award:**

The Green Foundation has approved the specific suggestions for the use of their \$10,000 donation that we submitted to them by certified letter.

### **By-laws Update:**

Judy and Terri are working on changes to the by-laws.

### **Media Staff:**

Two of the 3 media people have signed their agreements.

### **Donations to AAFSW:**

Sandy Taylor owns a mortgage/refinance company and they have decided to donate \$10 to AAFSW for each Foreign Service employee mortgage that they process.

The minutes from the July meeting were approved.

The meeting was adjourned at 12:00 PM.

Respectfully submitted,  
Connie G. Griffin  
Secretary

**AAFSW**  
Board of Directors Meeting  
September 14, 2005

**Board Members Present:**

Judy Felt, President  
Mette Beecroft, President Emerita  
Lesley Dorman, Public Relations  
Lucy Whitley, Treasurer  
Connie Griffin, Secretary  
Joan Walsh, Membership  
Barbara Gordon, Programs

**Committee Member Present:**

Marguerite Anderson, Senior Living

**Board Members Absent:**

Terri Williams, President Emerita  
Elaine Neumann, 1<sup>st</sup> Vice President  
Sandy Taylor, 2<sup>nd</sup> Vice President  
Patty Ryan, Legislative/AFSA Liaison

The meeting began at 10:05 AM.

**By-Laws:**

The by-laws need to be evaluated by a small committee. One change that needs to be made would reflect the new location of our headquarters. Judy will initiate by email with several board members and report next month.

**Programs:**

Barbara Gordon reported that our next event will take place on September 20 and features Dr. Kenneth Hoadley, president of a Zamorano University in Honduras. The October program is on October 25 so as not to conflict with the Book Fair. It will feature Peter Baker and Susan Glasser, authors of the book *Kremlin Rising – Vladimir Putin's Russia and the End of Revolution*. There will be no program in November. The December 6 program will be the presentation of SOSA/Green Awards plus a musical performance. Barbara and Mette will work together to draft a note inviting Secretary Rice.

**Book Fair, October 14-23:**

Mette reported that we are in the process of getting names of BF volunteers to submit to DS. DS has been helpful in the preparations. Publicity is on track and will include ads in the various rags and the Washington Post as well as internal communications. The publicity cost will be about \$4500. There was a logistics meeting yesterday with the GSO folks at State and it was very helpful. Right now it is uncertain who will preside at the opening ceremony. Leslie Ashby recommends that AAFSW produce a bookmark to distribute at the cashier points in Bookfair. This can be done inexpensively at Kinko's and samples were available at the meeting.

**PIT Buyback:**

Details on the PIT Buyback will be featured in the next Global Link. Implementation regulations from OPM are in place. Thanks go to Ken Nakamura, Director of Legislative Affairs for AFSA.

**Treasurer's Report:**

Lucy reports that our auditors recommended that a review rather than an audit would suffice for an organization of our size. We went ahead with an audit for this year but will perhaps alternate on a yearly basis with a review, which is less costly. The audit was completed and is in draft form. The final form will be ready soon. Investments: We will make a few changes that will not be costly but will do better for us financially.

**Office Manager:**

During the move, Debbi found nametags that AAFSW members can wear when representing the organization. She will look into having a few more made with current names. Debbi has been contacted by 2 different individuals wishing to form a playgroup in Maryland, and she gave them names of AAFSW's Maryland members with young children. Joan will contact them to invite them to the next playgroup, which will meet in Maryland next week.

**Membership:**

Joan reported that she has been evaluating various degrees of membership that people sign up for and thinking of ways to increase membership.

*Livelines* as a perk of membership: Joan reports that she has been in discussion with Kelly Midura and Leslie Ashby about the feasibility of requiring membership in AAFSW to gain access to the AAFSW Yahoo group *Livelines*, particularly since *Livelines* is our most visible benefit, yet it is currently available free of charge. Kelly is going to do a survey of *Livelines* membership to gauge interest. There are 1,400 members of the Yahoo group yet AAFSW currently has 800 members. Discussion ensued and the consensus was that Joan should proceed, see what the results of the survey are, and come up with a plan for requiring membership with a deadline of January 1.

The minutes from the July meeting were approved with minor changes.

The meeting was adjourned at 12:00 PM.

Respectfully submitted,  
Connie G. Griffin  
Secretary

**AAFSW**  
Board of Directors Meeting  
October 11,2005

**Board Members Present:**

Judy Felt, President  
Elaine Neumann, First Vice-President  
Terri Williams, President Emerita  
Mette Beecroft, Pres.Emerita/StateLiaison  
Lucy Whitley, Treasurer  
Lesley Dorman, Public Relations  
Patty Ryan, Legislative/AFSA Liaison

**Board Members Absent:**

Barbara Gordon, Programs  
Connie Griffin, Secretary  
Sandy Taylor, Second Vice-President  
Joan Walsh, Membership

**Also Present:**

Debbi Miller, Office Manager

The meeting was called to order at 10:10 AM.

**BookFair:** Mette reported that Principal Deputy Assistant Secretary Ruth Whiteside has agreed to officiate at the Opening Ceremony this coming Friday. Everything seems to be in place for a smooth operation, though we will always need more volunteers. There were a few late additional publicity expenditures for display ads in college newspapers.

**Treasurer:** Lucy has been looking into alternatives for credit card processing. She reported that AAFSW has rented a car for Robin to use during BookFair.

**Programs:** The October program will be on Russia, featuring speakers Peter Baker and Susan Glasser, Washington Post correspondents and co-authors of a book entitled “Kremlin Rising”. In an attempt to boost attendance numbers, Mette volunteered to contact EUR to invite interested personnel to drop in at 10:30. The December 6 program will feature the Sweet Adelines and the SOSA presentations. Secretary Rice will be overseas, so DG Pearson will present the awards and hopefully have some remarks. Debbi will meet with Ginny Taylor to discuss the order of the program, the luncheon afterwards, and the protocol for the Director General.

**Secretary of State Award (SOSA):** We have received a record number of 30 nominations, which Ginny and Debbi are organizing for distribution to the selection committee. The selection will take place after the program on October 25<sup>th</sup>. The committee consists of Ginny Taylor (SOSA Chair), Judy Felt, Terri Williams, Ray Leki (FSI), Ann Greenberg (FLO), and the Executive Directors of each geographical bureau.

**Certificate:** Lesley Dorman and Mette Beecroft presented a framed certificate of appreciation to Terri Williams for her years of service as AAFSW’s president.

**Membership:** Joan Walsh reported by email. She is preparing to send out 275 “oops” letters to members who have not yet renewed. She is planning to go on Livelines soon with a membership plea. She also plans to work on getting Post Representatives involved in generating more overseas members. She thanked Leslie Ashby for succinctly reporting on the recent discussion that was generated on Livelines concerning membership, although she thinks the two polls may not accurately reflect the opinions of the general membership.

**Livelines:** Judy made available to the Board the multi-page report by Lesley Ashby on the Livelines discussion about whether or not to make membership on Livelines a benefit of AAFSW membership. There was much discussion, and an informal polling of opinions of those present. In the absence of the membership chairperson it was decided to wait until the November Board meeting to make a final decision on AAFSW’s official policy regarding Livelines membership, but Judy feels we must make a decision then, because of the time it takes to implement a thoughtful plan. Board Members are encouraged to think seriously about the issue, and also to think about alternative plans for increasing both revenues and membership numbers.

**FLO:** Judy will take the following topics to FLO when she meets with the new Director Ann Greenberg on Wednesday: the Ele Tragen Award; the recent Livelines discussions about maternity/paternity leave and the graduating (descending) per diem; GLIFAA; the Interagency Council; and the status of FLO within the State Department and the supporting role that AAFSW can play in their mission.

**By-Laws:** After BookFair, Judy will organize a committee to review and re-write portions of our bylaws.

**Office Manager:** Debbi asked for help in meeting member Vivian Norden’s request to find a part-time secretarial assistant. The American Academy of Diplomacy’s 2005 Forum on October 14 features Karen Hughes; it is an all-morning event at which Debbi thinks we ought to be represented, but it’s also BookFair Opening Day. An outfit called Scholarships.com wants us to list our scholarship with them (online). The Safe Travel Institute offers a DVD called “Safe Passage.” Debbi has ordered a large quantity of labels to correct the contact information on membership brochures and letterhead envelopes. There is a new FSI contact list, and an updated list of the FLO staff should be available soon.

The minutes from the September meeting were accepted as written.

The meeting concluded at 12:15 PM.

Respectfully submitted,

Debbi Miller  
Scribbler

*AAFSW*  
Board of Directors Meeting  
November 8, 2005

**Board Members Present:**

Judy Felt, President  
Terri Williams, President Emerita  
Mette Beecroft, President Emerita  
Elaine Neumann, 1<sup>st</sup> Vice President  
Lucy Whitley, Treasurer  
Connie Griffin, Secretary  
Joan Walsh, Membership  
Barbara Gordon, Programs  
Lesley Dorman, Public Relations  
Patty Ryan, Legislative/AFSA Liaison

**Board Members Absent:**

Sandy Taylor, 2<sup>nd</sup> Vice President

**AAFSW Staff Present:**

Debbi Miller, Office Manager

The meeting began at 10:10 AM.

**Bookfair/Treasurer's Report:**

Subject to verification, Lucy reports that gross receipts were \$79,783.70. This seems about the same as last year. Mette will write notes to volunteers, DS, and GSO. Security went very well. John O'Keefe, the DAS in Human Resources, conducted the opening and it was very lovely. The volunteer room was excellent. Perhaps a volunteer luncheon would be a good venue to thank and to hear lessons learned from the actual volunteers. Lucy, Judy, Mette, Dianne Bodeen, Marian Rondon, and Barbara Ratigan will meet with Robin to go over lessons learned from her point of view. We collected 800 names to send reminders for next year. Robin, as usual, did an excellent job.

**SOSA Award:**

Terri reported that we are ready to go for December 6. Over 30 nominations were received and we will have 6 regional winners. The Director-General will present the awards. Ginny Taylor is notifying the winners. The program will begin at 10:30 with a musical presentation from Vienna-Falls Sweet Adelines, followed by the formal presentation beginning at 11:00. The six winners will have a chance to speak, and then Barbara Gordon will dismiss the group. Bureaus are invited and can do something special for recipients in the afternoon. We may also bring in Public Affairs Secretary Karen Hughes. Winners (plus one guest apiece) will be invited to a luncheon. Debbi advised that in the past we've offered a tour of the Diplomatic Reception Rooms at 9:30, and it was decided that we will do so for the winners and their guests only this year. The Secretary of State will be in Brussels; her staff told Mette that she would otherwise definitely be interested in participating/presenting the SOSA and is willing to sign a letter to each winner this year. The next SOSA awards will be presented in conjunction with the new Eleanor Tragen Award. The time frame might be summer 2006. Lesley would like to make the Dorman Award part of this same ceremony.

## **Programs:**

There will be no programs in January or February. Barbara suggested inviting a visiting lecturer from Georgetown University for the March program to discuss Muslims and conflict with the West. We had two remarkable programs in September and October, one on Zamorano University and one on Russia.

## **Membership:**

Joan reported that 275 “oops” letters were sent to those members who did not renew their membership on time. Twenty-five renewals were received as a result of this effort. Debbi will send out e-mail reminders. Joan posted a message on Livelines regarding Book Fair and donations to AAFSW.

## **Livelines Issue:**

After some discussion, a motion was made not to require AAFSW membership at the present time in order to belong to Livelines. The motion carried, 7 in favor, 3 against. Joan will write something up and post it on Livelines.

## **President’s Report:**

Judy and Mette met with FLO Director Ann Greenberg. Several items were discussed. One is that AAFSW would prefer FLO not to be too much a part of the bureaucracy, but rather to function as a collegial and nonbureaucratic organization as much as possible. Ann’s response was that FLO is often criticized for not being bureaucratic enough! Obviously this is a balancing act for FLO. FLO is trying to find the “hidden” spouses, those married to employees posted to unaccompanied posts, to help meet needs they may have. Nan Leinenger has been hired to serve as a point person for these spouses. (It was suggested that this is an area in which AAFSW could help.) A questionnaire on spouse employment is being developed.

Judy brought up a report from the Foreign Affairs Council written at the end of Secretary Powell’s tenure. Does AAFSW wish to comment? Judy will contact Sean Zeller from FSJ, who had asked if AAFSW wished to comment, to clarify what he wants.

Terri talked with FLO Deputy Director Leslie Teixeira recently about how AAFSW might help in ways FLO cannot. One issue is employment for foreign-born spouses who cannot get jobs in embassies because they are not US citizens. The Board felt that these spouses are currently offered expedited citizenship, and that if they choose not to become citizens, then that is their choice, and our primary responsibility should be to US citizens.

Mette suggested writing thank you letters to those on the Hill who helped make the PIT buyback a reality.

**By-laws:**

It was decided to defer updating these until the new year. A tentative date of January 3, 2006, was set for a bylaws discussion meeting.

**Office Manager's Report:**

Debbi checked into why she has not received very many extra copies of each Global Link issue; she will now receive plenty of extras. We need to begin looking into updating our membership brochure with a summary of who we are, as there are a number of programs and events that may be of interest to our members. But for now we have a huge supply of brochures on hand which Debbi is correcting the address in.

**Legislative Affairs:**

Patty reported that locality pay for people overseas has fallen apart in committee because no clear message came from the Secretary.

**Open House in New Location:**

We will check with FLO and OBC on the best dates for them and plan 2 open houses to show off our new location.

The minutes from the October meeting were accepted as amended.

Respectfully submitted,

Connie G. Griffin  
Secretary