

**AAFSW**  
Board of Directors Meeting  
January 8, 2008

**Board Members Present**

Faye Barnes, President  
Elaine Neumann, 1<sup>st</sup> Vice President  
Lucy Whitley, Treasurer  
Barbara Ratigan, Secretary  
Lesley Dorman, Public Relations/Housing  
Katarina Hamilton, Membership  
Patty Ryan, Legislative/AFSA Liaison  
Ann La Porta, Legislative/AFSA Liaison

**Board Members Absent**

Katy Koch, 2<sup>nd</sup> Vice President  
Mette Beecroft, BookFair/State Liaison  
Judy Felt, Forum/President Emerita  
Barbara Gordon, Programs  
Terri Williams, President Emerita  
Marguerite Anderson, Senior Living  
Cathy Salvaterra, SOSA

**FLO Representative**

Marti Doggett, Employment

The meeting began at 10:35 am.

**President's Report**

Faye Barnes introduced Marti Doggett of FLO who spoke to the Board about AAFSW requesting donations for the Professional Development Fellowships. The program has been given generous donations by the Una Chapman Cox Foundation for the past three years but in keeping with Cox guidelines, they stop funding after three years. The Fellowships have generated a tremendous amount of good spousal morale and without AAFSW's assistance in soliciting funds, the program could falter. FLO prepared a draft letter to go to potential donors from the President of AAFSW and it is attached as well as additional information on the program. FLO would continue to do the administrative work involved, the "heavy lifting," but there would be added work for the AAFSW, requiring a representative or point of contact to handle this program. It would place additional requirements on the AAFSW Treasurer as well. Faye suggested a possible Board representative for the program and will contact her. With AAFSW's involvement in funding, one requirement for fellowship application would be AAFSW membership. The Board approved a motion to work with the FLO Office to set up a mechanism to request and hold funds for this Fellowship program.

Faye will explore possibilities with FSI and FLO for AAFSW to reinstitute the Ambassadorial spouse panel discussion as part of the Ambassadorial course.

After the Board meeting, the Program Survey Committee will meet to refine the program survey that will appear in the Global Link and on line.

Mette Beecroft will be stepping back from her role as liaison to the FSYP. A replacement needs to be found.

The Fundraising Letter has so far received a response of \$1885.

Faye spoke of the need for coordinated publicity and outreach for AAFSW publications and events. The job description for the Media Director needs to be re-written to better coordinate the Media Director's duties with those of the Board's Public Relations position. Faye said that we should not rely on the Department for publicity, noting the missed opportunity with SOSA.

After speaking with Bill Owen at FSI, Faye reported that AAFSW will continue to do the spouse course "Life after the Foreign Service." **Action required:** Faye will make sure that information about the course is publicized on the Website, Livelines and the Global Link.

There were very good candidates for the position of FLO Director and the names of the recommended candidates are now with the Director General.

The FLO display case will be made available to AAFSW for a SOSA display. **Action required:** A member was suggested for this job and Faye will contact her.

### **Minutes**

The minutes of the November 13, 2007, meeting were approved as corrected.

### **Treasurer's Report**

Lucy Whitley reported that the contract offered to Robin Jones includes a 2% salary increase.

The Finance Committee has been discussing the advantages of having a managed account for our investments. Our broker, David Urovsky of Raymond James, was approached and said that he would provide that service for .5% of assets annually with no additional fees.

The BookFair'07 final report will be ready next month. Copies of the Financial Review have arrived and are available through Lucy.

### **Membership**

Katarina Hamilton reported that new memberships are trickling in. Margaret Teich, Office Manager, reported that AAFSW presently has 572 members. **Actions required:** (1) Margaret will give membership numbers at future Board meetings; (2) Margaret will contact Kelly about updating the Membership Directory on the Website quarterly; (3) Katarina will divide AAFSW's email list into lists of local and overseas members.

### **Programs**

Faye reported from notes from Barbara Gordon. A program on bi-partisanship in government coordinated with an elite group now working on this was discussed. **Action required:** Lesley Dorman and Faye will work on contacting members of this group and will discuss a future program with Barbara.

Sheila Switzer has a volunteer from the Foreign-Born Spouse Group for Program photos.

## **SOSA**

Cathy Salvaterra's report is attached. Faye asked the Board to think about whether the SOSA award should become part of the Department's Award Ceremony, rather than a stand alone event. Cathy's report brought up the question of archiving the CD of photos and the DVD of the December program. **Action required:** Faye will contact a member about being AAFSW's Archivist.

## **Public Relations**

Lesley Dorman sent a donation to the House of Ruth in AAFSW's name using some of the Eleanor Dodson Tragen Award that she received.

## **Housing Office**

Lesley Dorman reported that many Housing Office volunteers are on vacation but that the office is covered and this is not a busy time of the year. Requesting donations from Real Estate firms that use our services was discussed. **Action required:** When the blank cards requested by real estate agents are sent, a note describing our services and suggesting a donation will be included.

## **Media and Livelines**

A lot of people have been advertising their houses for rent on Livelines. **Action required:** Faye will contact Bert Curtis about keeping the ads off Livelines.

## **Legislative/AFSA**

Patty Ryan reported that she spoke to John Naland and that he advised "lying low" at present about approaching the Department with regard to support for families and directed assignments as the "arc of events" had passed. Ann La Porta reported on the recent Pit "buy-back" case, saying that although AFSA won the Flannery case on appeal, an aside by the judge has put the outcome in question.

## **Forum**

Faye read an email from Judy Felt that suggested a Forum at the end of March.

## **New Business**

Faye brought up the need to formalize AAFSW's donation policy with regard to FLO. Donations to FLO should have some benefit to AAFSA or the Foreign Service community.

A cable will go out to posts in March on "What AAFSW Can Do for You." **Action required:** Faye will contact FLO about sending the cable.

A letter from the AAFSW scholarship winner will be sent to the Global Link for publication.

The meeting was adjourned at 1:15 pm.

Respectfully submitted,

Barbara Ratigan  
Secretary

**Next Board Meeting: Tuesday, February 12, 2008 @ 10:30 am.**

**AAFSW**  
Board of Directors Meeting  
February 12, 2008

**Board Members Present**

Faye Barnes, President  
Elaine Neumann, 1<sup>st</sup> Vice President  
Lucy Whitley, Treasurer  
Terri Williams, President Emerita  
Judy Felt, Forum/President Emerita  
Barbara Gordon, Programs  
Marguerite Anderson, Senior Living  
Ann La Porta, Legislative/AFSA Liaison  
Mette Beecroft, BookFair/State Liaison  
Lesley Dorman, Public Relations/Housing

**Board Members Absent**

Cathy Salvaterra, SOSA  
Patty Ryan, Legislative/AFSA Liaison  
Barbara Ratigan, Secretary  
Katarina Hamilton, Membership

The meeting began at 10:35 am.

**President's Report**

At 10:40 a.m. Faye Barnes called the meeting to order. We all welcomed back Marguerite Anderson, Senior Living.

Program Survey: Not all of results have come in; deadline is March 31. The answers should help bring in new membership or old members to return to the programs once the results are tallied and analyzed..

Media – Livelines: There was a discussion regarding the number of ads showing up on livelines rather than on the website designated for advertising. **Action:** To inform CLO's overseas and put an article in GL and Livelines with success stories when using the website for ads and housing. Request Media Director to write. Faye will post a notice on Livelines indicating guidance for the use of the site

FLO Deputy Director Leslie Teixeira was selected to become the new FLO Director.

AAFSW Meeting with FLO Director: Faye indicated the need for better visibility from FLO on Livelines. Recently answers on FLO issues have been to individuals and not on-line for others to see.

Branding of AAFSW: Discussion of AAFSW's niche as the Washington CLO: Faye will propose writing a cable to the field, end of March/early April listing services AAFSW can provide to returnees, that are similar to an overseas CLO. FLO does not serve as a CLO in DC.

The coverage of **SOSA** in State Magazine was discussed. Cathy Salvaterra is writing an article for the FS Journal on **SOSA**.

**FLO Spousal Fellowship:** Need new representative: Faye had contacted two individuals. Preferably the individual will have fundraising experience. To initiate fundraising, action requires a list of Ambassador's from AAD. **Action:** Elaine will ask President of AAD to supply.

### **Minutes**

January Minutes were approved as amended with no further changes.

### **Treasurer's Report**

1. Net profit for BookFair 2007 was down \$2,000. Income was higher but so were expenses. Net profit for BookRoom in 2007 was down \$8,000. Profits from all book sales in 2007 were \$26,000. A copy of the BookFair/BookRoom Report for 2007 is attached.

2. Discussion regarding BookFair Manager. She has not signed her contract as of this meeting.

#### **Action needed:**

- a. In-house advertisement at the Department needed for the Book Room with the objective of increasing sales.
- b. Improved coordination between BookRoom Manager, Board and BookFair coordinator imperative.

### **Membership - Absent**

#### **Programs - Barbara Gordon**

March Program should be a good draw with Amb. Robert Pearson. April Program has fallen through. **Action:** Elaine will see if Katie Ziglar would be able to fill in. She's from the Freer Sackler museum. May Program still not set.

### **SOSA**

SOSA Report was sent in as Cathy not at meeting. She wrote the article for the FS Journal. Asked Kelly to bring webpage link closer to the top, quicker to find. AAFSW pays for lunch after the awards are given out, out of the money from the Green Family Foundation donation.

### **Public Relations - Lesley Dorman**

Need to offer more for elder members. There are several groups still active but broader list of activities is needed to bring new members in and keep older members. LAFS needs more advertising, more marketing of AAFSW.

### **Social Services - Housing Office**

Life After the Foreign Service (LAFS) presentations should be listed and publicized on the AAFSW website.

**Action:** Terri Williams is the coordinator and presenter of this program. She will coordinate with the webmistress.

**Senior Living** – Marguerite Anderson

Marguerite has been calling around to let others know of AAFSW's connection. **Action:** Marguerite will continue to get the message out.

**State Dept Liaison Report** - Mette Beecroft

BookFair – working with the Washington Post over billing for advertising, amounting to around \$2000.

SOSA – The TV/Press package for global production was unusable during the program. We paid \$569 but stopped payment on the check. **Action:** Wait and see what happens...

Program BFR schedule for '08 & '09 is being processed.

SOSA Report due but everything still in boxes with no office space to work in.

**Website** – Katie Koch

Website up-date has been completed. Do we need a second page for Book Fair?

**Action:** Robin and Kelly

**Legislative/AFSA** - Ann La Porta

AFSA – Survey members:

- a. Overseas spousal employment was a negative
- b. Loss of Locality Pay overseas results in a cut in salary
- c. President Bush in his State of the Union mentioned facilitating hiring of military spouses into the Civil Service. Ann discussed this with John Naland of AFSA, asking why State is not included in this.
- d. Discussion of memo on former lawyer who worked in Iraq, on a special appointment, wrote a scathing report on Foreign Service

**Action:**

- aa. Will let AFSA know of AAFSW interest in being included in movement facilitating Military spousal employment into the Civil Service.
- bb. Faye asked Ann and Judy to attend Military Assoc. luncheon for networking purposes.

**Forum** - Judy Felt

Last Forum was held in 1997 on Elder Care. It brought together all agencies.

1. Wants to know if the board thinks having a forum in early April was feasible.
2. A general discussion about where to hold the next forum: at State, Oakwood?
3. Possible subject "Foreign Service: a Career or a Sojourn?"
4. Has Livelines possibly replaced the Forum?

**Action:** Judy will explore options regarding the timing and subject

**New Business**

How to trim the budget? One suggestion was to send out “soft” copies of GL, i.e. receive GL on line. Sending out 300 soft copies would save \$200 for each publication. Board felt members should be asked if they wished to receive the publication on line. **Action:** To be continued.

Respectfully submitted,

Elaine Neumann  
First Vice-President

**Next Board Meeting: Tuesday, March 11, 2008 @ 10:30 am.**

**AAFSW**  
Board of Directors Meeting  
March 11, 2008

**Board Members Present**

Elaine Neumann, 1<sup>st</sup> Vice President  
Katy Koch, 2<sup>nd</sup> Vice President  
Lucy Whitley, Treasurer  
Barbara Ratigan, Secretary  
Marguerite Anderson, Senior Living  
Mette Beecroft, BookFair/State Liaison  
Lesley Dorman, Public Relations/Housing  
Barbara Gordon, Programs  
Ann La Porta, Legislative/AFSA Liaison

**Board Members Absent**

Faye Barnes, President  
Judy Felt, Forum/President Emerita  
Katarina Hamilton, Membership  
Patty Ryan, Legislative/AFSA Liaison  
Cathy Salvaterra, SOSA  
Terri Williams, President Emerita

**AAFSA Members Present**

Anja Lundberg, Spousal Fellowships

Vice President Elaine Neumann called the meeting to order at 10:40. The Secretary's report for the meeting of February 12 was approved as corrected.

**President's Report**

Elaine introduced Anja Lundberg who will be AAFSW's point of contact for FLO's Professional Development Fellowships program.

Elaine read the results so far of the Program Survey (attached). The main reason cited for not attending programs was parking. International and foreign affairs/current events speakers and cultural/art programs were the most popular topics, and most respondents preferred a program with refreshments and a cost with more time to chat and mingle. Barbara Gordon, Programs, suggested a telephone committee to work up enthusiasm for the programs and to increase attendance.

It was decided to table a decision on Kelly Midura's email suggestion (attached) of a \$10 donation to AAFSW from those posting ads on Livelines until the April meeting.

Elaine reported on welcoming spouses from the A100 Class. Eighteen spouses attended, including six males (with children) and five or six foreign born spouses. The average age was 26 – 27.

**Senior Living**

Marguerite reported that the Senior Living Foundation received \$400,000 in donations last year.

**Programs**

Barbara Gordon thanked Elaine for suggesting the April speaker who will be Katie Zigler, Director of External Affairs at the Sackler Freer Museum. The speaker at the May meeting will be the Mexican ambassador to the US.

### **State Liaison**

Mette reported that she has done a number of security badges recently and that there have been no problems with the process that she is aware of.

Mette has arranged for Kelly Midura to interview Diana Negroponte for an article that Kelly is doing for the Foreign Service Journal on unaccompanied tours.

Reservations are being made for next year's Programs on the 8<sup>th</sup> Floor; the Director General will only deal with a State employee when making these reservations.

The SOSA cable will go out soon. Mette and Cathy Salvaterra are working on a time line of their respective duties.

Mette attended a meeting on Foreign Affairs Day chaired by Chryss Hernandez of the State Department; AAFSW will have an information table at the event.

Mette and Melissa Hess will be meeting with John Naland, AFSA, Thomas B. Robertson, Dean of the School of Leadership and Management at FSI to promote Realities 2. AAFSW hopes to meet with the Director General as well to promote the book.

There is a vacancy on the Foreign Service Youth Foundation Board and Mette suggested that AAFSW should think about having a representative on the Board.

### **BookFair**

Mette reported that Margaret (Office Manager) is working with the Washington Post to reduce the bill for advertising for BookFair. BookFair meetings will start soon.

### **Treasurer's Report**

Lucy reported that income is down and expenses are up. One place to save money might be with an on-line Global Link.

Lucy said that it would cost AAFSW about \$1000 to move to a new office and that perhaps it would be best to stay where we are.

### **Membership**

Office Manager Margaret Teich reported that since the end of January there have been six new members. She also said that 7-8% of our memberships are complimentary.

### **Housing Office**

Lesley reported that the Housing Office volunteers will be meeting and going out to lunch on March 26. Doris Reddington, formerly head of the Housing Office, is now living in Indianapolis with her daughter. This is probably a permanent move.

**Public Relations**

Lesley stated that she would like to be informed about any Public Relations activities that are initiated by others for various projects.

**Media and Livelines**

Katy reported that the new website looks great! She thinks that it is probably possible to have a second page for BookFair.

**Legislative/AFSA**

Ann will find out if AFSA is following up on President Bush's statement in the State of the Union with regard to preferential government employment opportunities for military spouses.

Ann and Judy Felt attended a lunch given by the National Military Family Association. (Report attached.)

**Forum**

No decisions were made.

**New Business**

The question was asked about how much AAFSW gets involved with CLO Training in Washington.

The meeting was adjourned at 12:50 pm.

Respectfully submitted,

Barbara Ratigan  
Secretary

**Next Board Meeting: Tuesday, April 8, 2008 @ 10:30 am.**

*AAFSW*  
**Board of Directors Meeting**  
April 8, 2008

**Board Members Present**

Faye Barnes, President  
Elaine Neumann, 1<sup>st</sup> Vice President  
Katy Koch, 2<sup>nd</sup> Vice President  
Lucy Whitley, Treasurer  
Barbara Ratigan, Secretary  
Marguerite Anderson, Senior Living  
Mette Beecroft, BookFair/State Liaison  
Lesley Dorman, Public Relations/Housing  
Judy Felt, Forum/President Emerita

Patty Ryan, Legislative/AFSA Liaison  
Cathy Salvaterra, SOSA

**Board Members Absent**

Barbara Gordon, Programs  
Katarina Hamilton, Membership  
Ann La Porta, Legislative/AFSA Liaison  
Terri Williams, President Emerita

**AAFSW Members Present**

Sheila Switzer, Foreign-Born Spouses

President Faye Barnes called the meeting to order at 10:35. The Secretary's report for the meeting of March 11 was approved as corrected.

**President's Report**

The results of the Program Survey have changed little from the results reported at the March Board Meeting with parking still the main reason cited for not attending the programs. **Action:** Information about parking at the Kennedy Center (\$9 for all day entering before 10 am), on Virginia Avenue and other suggestions will be included in a Global Link article. In response to members' desire for more time to socialize, future programs will start at 10:15, leaving more time to "chat and mingle" at the end of the meeting.

For Foreign Affairs Day, Faye, Mette Beecroft and Elaine Neumann will man a table with information about AAFSW. **Action:** Faye will talk to FLO about providing publicity for the Spousal Fellowships. Copies of Realities 1 & 2 will also be available at the table.

In response to the letters that went out requesting donations to the Spousal Fellowship program, \$1500 has been received so far. Various ideas for raising money including contacting businesses associated with the Foreign Service and promoting the idea of making donations in someone's name were discussed. **Action:** Faye will ask Margaret Teich, Office Manager, for the mailing list from the SOSA fundraiser in 2001.

Faye reported that Media Director Kim Furnish will be resigning. Faye will be meeting with Kelly Midura, Webmistress, to explore her ideas with regard to the Global Link position and media concerns.

Lesley Dorman reported on the passing of Grace (Gay) Vance. Lesley attended a gathering at the Georgetown Club in memory of Gay, widow of Secretary of State Cyrus R. Vance.

Faye has been working on a sample cable (attached) to go out from FLO to CLOs and administrative officers at post to be given to FS employees and families returning to the US, telling them about AAFSW and how AAFSW can help with re-entry.

### **State Liaison**

Mette Beecroft reported that she is working with the State Department to get the dates for the 8<sup>th</sup> Floor programs confirmed for next year. She has requested December 9<sup>th</sup> for the SOSA program.

Mette and Melissa Hess have set up several appointments to promote Realities 1 & 2. They are investigating selling the books in the Foggy Bottom gift store and getting the State Department to buy books to give to prospective recruits.

Mette will be getting in touch with State photographer Michael Gross about pictures of FLO's 30<sup>th</sup> Anniversary celebration.

### **BookFair**

Mette Beecroft reported that the first BookFair'08 planning meeting will be held tomorrow, April 9.

### **Foreign-Born Spouse Group**

Sheila Switzer will contact the person who volunteered to take photos at the 8<sup>th</sup> Floor meetings to see if she is still interested. Sheila asked if a member of the Board could come to the FBS's meetings.

### **Treasurer's Report**

Lucy Whitley reported that we are spending more than we are bringing in. Lucy has asked Margaret to contact our landlord with regard to our lease. The Green Foundation check for the SOSA awards has come in.

Mette reported that a Washington Post bill for BookFair'07 is still outstanding and under discussion. She also reported that a bill for \$200 plus for the SOSA DVD may be coming; we did not get what we asked for, the bill came in over estimate, and we have agreed to split the bill 50-50. The bill has not yet arrived.

Lori Dec, AFSA, has asked what our donation for scholarships will be in the coming year. Our budget calls for \$8500 plus \$1605 in donations from members. Lucy suggested that she tell Lori that we will be contributing \$10,100. This amount was approved by the Board.

### **SOSA**

Cathy Salvaterra passed out a copy of the article that she wrote that appeared in the April 2008 FS Journal (attached). A copy will be sent to the Green Family Foundation. Standard Operating Procedures have been completed for the SOSA file. A draft of the 2008 announcement cable for the SOSA and Tragen awards has been written. A final draft will be cleared by DACOR and Faye prior to distribution by FLO. (Report attached.)

A motion to increase the SOSA award to \$3000 was approved by the Board. Publication of a pamphlet on the SOSA award was discussed, including contracting the work out. **Action:** Cathy, Mette and Faye will meet to discuss how to proceed.

### **Legislative/AFSA**

Patty Ryan reported that it looks like we will have a replay of last year with the Department saying that no posts will be filled until Iraq is filled 100%. OPM is proposing that the health plans for people who are eligible for Medicare include Medicare Part D. This could mean higher prescription drug costs for many FEHB retirees.

### **Housing**

Lesley Dorman reported that the Housing Office volunteers had a successful luncheon with almost all volunteers attending. The volunteers are not in favor of suggesting that realtors consider making a donation to AAFSW. Lesley will continue to lobby for this with the backing of the Board.

### **Public Relations**

Lesley Dorman reported that getting publicity out about AAFSW is getting more difficult and that many outlets, such as radio spots, no longer exist. **Action:** Faye will work on getting an assistant for Lesley.

### **Media and Livelines**

Faye said that it was difficult to find Livelines on our website and asked Katy Koch to see if it could be put at the top of our website. Faye also said that she would not pursue asking for a \$10 donation from non-AAFSW members posting ads on Livelines. Putting a history of AAFSW in the Global Link was suggested.

### **Forum**

A March or April 2009 date for the Forum was discussed. Judy Felt said that she needed a committee to work on ideas for the Forum. Lesley Dorman and Ann La Porta signed up. Judy said that she would talk to FLO and look to Livelines for ideas and promotion.

### **Volunteers Luncheon**

The Volunteers Luncheon will be held on June 10<sup>th</sup> at Elaine Neumann's house. Board members will provide the food.

### **New Business**

Margaret Teich will be recognized for her service at the April 15<sup>th</sup> 8<sup>th</sup> Floor Meeting. April 23<sup>rd</sup> is Administrative Professionals Day.

The meeting was adjourned at 1:15 pm.

Respectfully submitted,

Barbara Ratigan  
Secretary

**Next Board Meeting: Tuesday, May 13, 2008 @ 10:30 am.**

*AAFSW*  
**Board of Directors Meeting**  
May 13, 2008

**Board Members Present**

Faye Barnes, President  
Elaine Neumann, 1<sup>st</sup> Vice President  
Katy Koch, 2<sup>nd</sup> Vice President  
Lucy Whitley, Treasurer  
Barbara Ratigan, Secretary  
Marguerite Anderson, Senior Living  
Mette Beecroft, BookFair/State Liaison  
Lesley Dorman, Public Relations/Housing  
Judy Felt, Forum/President Emerita  
Ann La Porta, Legislative/AFSA Liaison  
Patty Ryan, Legislative/AFSA Liaison

**Board Members Absent**

Barbara Gordon, Programs  
Katarina Hamilton, Membership  
Cathy Salvaterra, SOSA  
Terri Williams, President Emerita

**AAFSW Members Present**

Anna Dworken  
Sharon Maybarduk

President Faye Barnes called the meeting to order at 10:25. The Secretary's report for the meeting of April 8 was adopted as amended.

**President's Report**

Our landlord will not be renewing our lease but has offered us space in Ballston at Randolph Towers. This would be a nicer building than our present location, but the space would be much smaller and the parking might not be convenient. A field trip to the location was organized with Elaine, Patty, Lucy, Katy and Margaret volunteering to participate. They will look at the community room, offered to us for meetings, will check into whether it can be reserved ahead for the entire year, and will look at the parking situation. They will report to the Board by email. Judy and Lucy, who have seen the office space, offered a favorable opinion of the building.

Faye discussed with Media Production Manager Kelly Midura's, expanding her responsibilities to include functions of the vacant Media Director position (proposal attached). Kelly proposed a one year contract, starting July 1, at a monthly salary of \$850, with the title of Creative Director. The Board and Faye agreed that this would be a very good short time fix and would give us time to consider future arrangements. **Action:** Faye will get back to Kelly to make sure that we understand her proposal correctly and if so, will offer her the position.

Faye introduced Sharon Maybarduk, AAFSW member and author of a study on reentry issues for her Master's thesis. Her results are based on a 2007 survey of AAFSW members, and Sharon would make a presentation to the Board at 12:00. Faye also introduced AAFSW member Anna Dworken who is considering the Board position of Assistant Treasurer. Faye reminded Board members that we are looking for a member to be a liaison to the Foreign Service Youth Foundation Board.

Faye reported that she and Mette would be meeting with the Director General for an hour to discuss advocacy issues from FLO and AAFSW. Topics to be covered (attached) include creation of a SOSA publication, purchase of Realities 2 by the Department for Diplomats in

Residence and for new hires, and funding for the Spousal Fellowships. They will also discuss topics that have come up on Livelines, such as the new transportation rules, and will suggest that someone in Human Resources monitor Livelines so that the Department is aware of morale issues.

Faye reported that the reentry cable offering the services of AAFSW has gone out from FLO. FLO did remove the reference to our support for the Spousal Fellowships program.

### **Membership**

Faye reported that Katarina Hamilton has received inquiries about AAFSW membership for overseas contractors and spouses of overseas contractors. It was decided that these memberships should be considered on a case by case basis. Also, associate memberships are available.

**Action:** Faye will get back to Katarina and will ask that she write up a policy statement that we can vote on at the June meeting.

### **State Liaison**

Mette Beecroft reported that the AAFSW table at Foreign Service Day was well attended. Information about BookFair donations was given out to those who asked and flyers requesting donations for the Spousal Fellowship Program, supplied by FLO, were made available.

Mette is working on getting a venue in the Department for the Silk Road to do a sale with a portion of the profits donated to AAFSW. The Exhibit Hall is not available since we already have it for the whole month of October for BookFair.

Mette and Melissa Hess continue to work on promoting Realities 2. Possible purchasers include people thinking about the FS as a career, new people to the FS, and senior management and ambassadors to inform themselves about what the younger people in the FS are thinking. They would also like to make it a companion book with AFSA's Inside a US Embassy. They met with Patrick Kennedy, U/S for Management, to discuss ways to market Realities 2. He said that we are not permitted to sell the book at FSI. So far, 4613 copies of Realities 1 have been sold and 505 copies of Realities 2.

### **BookFair**

Mette Beecroft reported that Richard Livingston, Stamp Corner, attended the April 9<sup>th</sup> BookFair meeting. Robin Jones, BookRoom manager, will make flyers for BookFair for Richard to distribute at stamp sales and Richard will look into advertising BookFair in philatelic journals. Returns from BookPlace are down and Robin and Mette will work on advertising a BookPlace Awareness Week. Art Corner's work is going well. Judy Pike will be working on the pricing of a large collection of beads that we have received.

### **Treasurer's Report**

Lucy Whitley reported that our present investments will be sold and new investments purchased. The letter requesting donations for the Spousal Fellowships has brought in \$3250. We are on budget for the year for expenses but income is down \$11,000. This is mainly due to lower income from BookRoom, programs and dues.

## **Programs**

So far, the number of members signing up for the May program is low. Faye will contact WHA and invite them to attend. The April speaker invited AAFSW to a tea and tour at the Freer Museum. **Action:** Faye will ask Barbara Gordon to follow up on this invitation. The summer Global Link will inform members that the speaker part of our 8<sup>th</sup> Floor Programs will now start at 10:15 instead of at 10:30. This will leave more time at the end for socializing, as the program survey indicated was desired.

## **SOSA**

Faye reported that the SOSA cable has gone out and two nominations have already been received. SOSA information is also on the CLO List Serve.

## **Public Relations**

Lesley Dorman reported that Alice Lowenthal's husband died suddenly. Lesley attended the funeral.

## **Housing**

Lesley Dorman reported that the Housing Office is doing well. There is still hesitation by the volunteers about asking for donations.

## **Presentation of Results of 2007 Survey of AAFSW Members on Reentry Issues**

Sharon Maybarduk thanked Judy Felt for her help in allowing the reentry survey to go out to AAFSW members. The survey was used in Sharon's work for her Master's Degree in Social Work from Smith College. Her study is titled "An Exploration of Factors Associated with Reentry Adjustment of U.S. Foreign Service Spouses" (attached). Sharon summarized her work and conclusions for the Board and a lively discussion followed. Sharon was asked to submit an executive summary for the Global Link, with a link to the full work on our website.

## **Media and Livelines**

Katy Koch reported that Livelines has been moved to the top of our website.

## **Legislative/AFSA**

Ann La Porta attended the May 7<sup>th</sup> AFSA meeting. Topics covered: comparability pay, parents as EFMs, Iraq and Afghanistan staffing, spousal employment overseas, and HIV/AIDS. (Report attached.)

## **Forum**

Judy Felt will be arranging a meeting of the Forum Committee.

The meeting was adjourned at 2:40 pm.

Respectfully submitted,

Barbara Ratigan

Secretary

**Next Board Meeting: Tuesday, June 10, 2008 @ 11:00 am at Elaine Neumann's house, to be followed by Volunteer Luncheon at 12:00. Food supplied by Board members.**

*AAFSW*  
**Board of Directors Meeting**  
July 8, 2008

**Board Members Present**

Faye Barnes, President  
Elaine Neumann, 1<sup>st</sup> Vice President  
Lucy Whitley, Treasurer  
Barbara Ratigan, Secretary  
Mette Beecroft, BookFair/State Liaison  
Lesley Dorman, Public Relations/Housing  
Judy Felt, Forum/President Emerita  
Barbara Gordon, Programs  
Katarina Hamilton, Membership  
Terri Williams, President Emerita

**Board Members Absent**

Marguerite Anderson, Senior Living  
Anna Dworken, Assistant Treasurer  
Katy Koch, 2<sup>nd</sup> Vice President  
Ann La Porta, Legislative/AFSA Liaison  
Patty Ryan, Legislative/AFSA Liaison  
Cathy Salvaterra, SOSA

**AAFSW Members Present**

Sheila Switzer, Foreign-Born Spouses

President Faye Barnes called the meeting to order at 10:35. She thanked Elaine Neumann and her husband Ron for hosting a successful volunteer luncheon. The secretary's report was approved as corrected.

**Foreign-Born Spouses**

Sheila Switzer reported on the outreach that the group is making through the FLO office and CLO's overseas. She also is working on signing up members for AAFSW. New members will be required to be AAFSW members.

**Treasurer's Report**

Lucy Whitley passed out copies of the proposed budget for fiscal year '08-'09 (attached). She said that the budget was conservative on income and liberal on expenses. The budget predicts a deficit of \$17,560 for the year. This includes as an expense dividends of \$7400 which will be reinvested during the fiscal year. Robin Jones, Bookroom Manager, has not signed a new contract and her salary will remain at the previous year's level until she signs. The budget was approved unanimously by the Board.

The Board voted to approve a new policy for BookRoom pick-ups. Starting August 1<sup>st</sup>, AAFSW will implement a \$10 fee for book pick-ups in the Washington metropolitan area. This new policy will be announced in the Global Link and on the Website. **Action:** Faye will tell Robin about this new policy.

It was suggested that SOSA pay for the Christmas program out of its budget. **Action:** A vote will take place on this at a future meeting when the SOSA chair is present.

**President's Report**

Faye asked Margaret Teich to report on the status of the move to Randolph Towers. Margaret said that ADST will be picking up some of the books from our office library. Robin will also be picking up books, tables, chairs, etc. that we cannot take to our new office because of space. The move is booked for July 29<sup>th</sup>. The office phone number will remain the same. The new phone

and computer lines should be installed on the 30<sup>th</sup>. Margaret invited Board members to meet at the new office on July 9<sup>th</sup> to help with ideas for office furniture/file cabinet placement. Those available will meet in the lobby at 10:30.

Faye led a discussion and received suggestions for changes to the AAFSW Policy Guidelines, General Information and Duties for Board Members and Committee Chairs. **Action:** Faye will send a corrected copy of the Guidelines to Board members for approval at the next Board meeting.

Faye reported on her meeting with Waldo Brooks of L/Ethics on June 19. (Notes on meeting attached.) AAFSW is interested in raising funds at the State Department for the Spousal Fellowship Program. Brooks said that a vendor must have a connection to the Department. He suggested that FLO write up a MOU that could then be approved by Under Secretary for Management Kennedy. Faye and Brooks also discussed the recent ruling that State Department employees are not allowed to serve on Boards because of a conflict of interest. Current employees presently serving on boards will be “grandfathered” but once the employee’s term ends, they cannot be replaced. Faye said the Department will issue guidance once it is written in stone. M is still looking to soften this and has sent it back to L for review at a higher level.

### **Programs**

Barbara Gordon said that the September 23<sup>rd</sup> program’s speaker would be Dorothy Kosinski, incoming Director of the Phillips Gallery. Barbara said that she had been doing programs since 1992 and that the October and December programs would be her last. The Board thanked Barbara for her long service and for the wonderful work she has done in providing great speakers for our 8<sup>th</sup> Floor Programs through her wide range of contacts in the Washington community.

### **State Liaison**

Mette Beecroft reported that she and Melissa Hess are working to put postcards for Realities 1 and 2 in the recruitment packages that State sends out. They are also working with another agency to sell books directly.

### **BookFair**

Four meetings are scheduled for BookFair, the next being July 15<sup>th</sup>. A Volunteer Chair is still needed and if one is not found, the work can be divided among several volunteers. Mette will collect the information for the badges and Judy Felt and other volunteers can come in early. Asked about the Wine and Cheese, Mette said that she does not know where planning stands at the moment. Whether to have a Wine and Cheese this year because of all the extra work in the office because of the move was discussed. Publicity, both in-house and public, is underway. Flyers will go out in the September Global Link. Publicity with an early deadline has already been done. Posters will go up in September and flyers will be put in the Department slides in October. Notices about the BookFair will appear in approximately 50 spots such as the FSJ and Craig’s list, not counting ads in newspapers and on TV/radio. **Action:** Mette will get 100 postcards and envelopes to Lesley along with flyers and bookmarks.

### **Membership**

Katarina Hamilton reported that there are now 599 members. Marguerite Fry notified the office that she will not be renewing her membership since she is moving from the DC area. The Board decided to give her an honorary membership in recognition of her long service to AAFSW.

Katarina has organized all the Global Links into binders in preparation for the move. A couple are missing. **Action:** Katarina will place a notice in the Global Link to see if anyone might have the missing copies.

Katarina is placing postcards for Realities in the welcome letters that go out to new members. She is considering sending welcome letters to those abroad electronically. **Action:** Katarina will check with Kelly to make sure that the address label on the Global Link indicates when AAFSW membership renewal is due.

### **Housing**

Lesley Dorman reported that the volunteers in the housing office are doing extra shifts over the summer as many volunteers go on vacation. However, the office is running well. The volunteers held a farewell tea at the Mandarin Hotel for Marguerite Fry.

### **Public Relations**

Lesley Dorman said that she would need new stationery and stickers with our new address.

### **Media and Livelines**

Faye said that Webmistress Kelly Midura reported 6997 visitors to our website during the last week of June and approximately 28,000 for the month. The most popular sections were those on living in DC and living overseas and the RSS feed. The deadline for the September Global Link is July 15. It will be mailed on August 14, bulk mail.

### **Forum**

Judy Felt reported that Ann La Porta is submitting an article about the proposed Forum meeting in January to the September Global Link.

### **New Business**

The Board decided to have an Open House to show off our new office to members. The Board asked Margaret to reserve the Community Room on October 2, if possible, for an event from 2 to 6 pm.

The meeting was adjourned at 2:30 pm.

Respectfully submitted,

Barbara Ratigan  
Secretary

**Next Board Meeting: Tuesday, September 9, at 10:30 am at 4001 N. 9<sup>th</sup> Street, Arlington.**

AAFSW  
Board Meeting Minutes  
September 9, 2008

**Board Members Present**

Faye Barnes, President  
Elaine Neumann, 1<sup>st</sup> Vice President  
Lucy Whitley, Treasurer  
Ann LaPorta, Leg./AFSA Liaison  
Mette Beecroft, BookFair/State Liaison  
Lesley Dorman, PublicRelations/Housing  
Judy Felt, Forum/President Emerita  
Barbara Gordon, Programs  
Katarina Hamilton, Membership  
Anna Dworken, Assistant Treasurer  
Cathy Salvaterra, SOSA

**Board Members Absent**

Marguerite Anderson, Senior Living  
Katy Koch, 2<sup>nd</sup> Vice President  
Barbara Ratigan, Secretary  
Patty Ryan, Leg/AFSA Liaison  
Terri Williams, President Emerita

**AAFSW Members Present**

Sheila Switzer, ForeignBorn Spouses  
Kelly Midura, Creative Director

President Faye Barnes called the meeting to order at 10:38.

The secretary's July report was approved as corrected.

**President'S Report**

A copy of the Duties of the Board Members was sent out to board members to look at and check for accuracy or changes. Lesley Dorman and Lucy Whitley were to look for possible changes.

Pres. Faye Barnes listed possible additions/changes to the duties:

1. Photographer – since State no longer provides one for our programs.
2. Medevac – because this information is protected under the Privacy Law we need to re-think this position.

Also addressed was the Open House on October 2<sup>nd</sup> to be held at our new location in the Community Room from 2:30 to 6:30 p.m. Board members were asked to come up with names to be added to the contact list for this occasion. A request for volunteers to help Margaret Teich with the invitations and to help set-up/prepare for the Open House was also voiced. There was a general agreement that this should be considered as a possible membership drive. Names and volunteers are needed ASAP and there should be an "RSVP Appreciated" added to the invitations. Action: Faye asked Kelly to put announcement for Open House on the website and on Livelines.

Noting vacancies:

1. **Program Director** - Barbara Gordon has served as our Program Director for many years and announced in the September Global Link that she would be stepping down from that position. Action: Pres. Faye Barnes announced that she had asked Sheila Switzer to take this position. This was good news for the Board Members.
2. **Archivist** – Still vacant. Pres. Faye Barnes has approached 2 people regarding this position and will report to the board at our next meeting. Action: Faye to continue looking and position should be listed in the Global Link as well as on Livelines
3. **Youth Director** – Still looking.

Faye may need help for the Sept 29th A-100 class. She will not be able to attend.

There will be a picnic sponsored by FLO and the Youth group. May need help there as well.

### **Dept Liaison/Bookfair**

Mette Beecroft reported that she has been working on publicizing the up-coming Bookfair in a number of newspapers and magazines: The Washington Diplomat, The Weekender in the Washington Post, The Hill Rag, Voice of the Hill, etc. She also reported that in the past we had paid about \$4,000 for advertising but that costs this year would be more because of adding new papers as well as individual cost increases.

Advertizing will go up in the Department as we get closer to the Bookfair. She also had fliers and bookmarks to be distributed by the board members.

There will be 2 new vendors: al Hakim Evin will have rugs and Michelle Urbanski will have items from her Silk Road Imports business.

The Wine and Cheese event has been approved by State but Mette noted that we can serve white wine only...

Pat Kennedy will open the Bookfair.

The SOSA award certificates will be done by Global Publishing Co. Sec. Rice may be here for the December program.

### **Treasurer's Report**

Lucy Whitley thanked everyone who helped with the office move. She noted that it had cost AAFSW \$1,000 to move the last time but that, with everyone's help, it had cost only \$600.

Katarina Hamilton asked if it would be possible to use AAFSW money to buy a cabinet for the new office. There was general agreement among the board members that because

we had saved \$500 (Lucy designated \$1,100 for the move) that we could spend another \$200 for a new cabinet/bookcase. Action: Cabinet to be purchased for c. \$200.

### **Membership**

Katarina Hamilton reported that membership was now at 603. There were still 100 who had not renewed their membership. She will send out another 50 “Oops” letters soon. She also mentioned that the Welcome letter was now being sent out by e-mail.

### **Program Director**

Barbara Gordon reported that we need a laptop for the Phillips Gallery program next week. A number of things were discussed. Action: Elaine will see if she has a PowerPoint program disk, Sheila has a laptop with PowerPoint and will see if she can bring it into the State Dept. Kelly will announce the Sept. program on the Website and Livelines to try to increase attendance. Board members were asked to bring their friends to the program.

### **SOSA**

Cathy Salvaterra reported that they have 16 nominations so far. The program is set for Dec. 9 and will try for Sec. Rice. There was a suggestion that the Tragen Award and the Lesley Dorman Award also be done at this program. The room, date and time have been confirmed by Mette Beecroft. Cathy asked for suggestions for music, possibly Francesca Kelly.

Cathy suggested that ISMA spouses be included in the SOSA Awards – currently only EFM's spouses are eligible.

Lagos requested a “group” award be given, but the board members felt that unless the SOSA awards were broadened and the funding increased a group award would not be possible at this time.

Cathy and Faye talked about possibly publishing a booklet that told the stories behind the SOSA Awards. Cathy has written a tentative agreement/requirement for an AAFSW/SOSA on-line publication and submitted it to Sarah Genton. General agreement among the Board members was that a contract would be needed and that the publication would give AAFSW and State excellent PR. The board discussed whether SOSA could pay for an on-line publication, as the DG had recommended. Action: A motion to approve this contract was made by Mette and Lesley seconded. Lucy asked for a contract of \$3,000 and the motion was carried.

### **Public Relations/Housing Office**

Lesley Dorman has been busy rounding up additional book donations. In addition, she has been in touch with a number of radio stations regarding the up-coming Bookfair event, and will do more as time gets closer.

### **AFSA Liaison**

Ann LaPorta gave a report on the AFSA meeting discussing

1. Zero Based Budget project that will be rolled out in October.
2. Overseas Pay Equity Act – no opposition in either the House (passed) or the Senate (vote scheduled).

The board members thanked Ann for all of the great reporting she has done for AAFSW both as legal liaison and our AFSA liaison.

### **Media and Livelines**

Kelly Midura has done a wonderful job of putting our website together. She was present at the Board Meeting and gave us a demonstration of what information we could find on both the public and the member sites. A great new tool!

No Interest Groups report.

No New Business.

The meeting was adjourned at 1:05 pm.

Respectfully submitted,  
Elaine Neumann  
1<sup>st</sup> Vice-President

*AAFSW*  
**Board of Directors Meeting**  
October 14, 2008

**Board Members Present**

Faye Barnes, President  
Elaine Neumann, 1<sup>st</sup> Vice President  
Lucy Whitley, Treasurer  
Anna Dworken, Assistant Treasurer  
Barbara Ratigan, Secretary  
Marguerite Anderson, Senior Living  
Mette Beecroft, BookFair/State Liaison  
Lesley Dorman, Public Relations/Housing  
Ann La Porta, Legislative/AFSA Liaison  
Patty Ryan, Legislative/AFSA Liaison  
Cathy Salvaterra, SOSA

**Board Members Absent**

Judy Felt, Forum/President Emerita  
Barbara Gordon, Programs  
Katarina Hamilton, Membership  
Katy Koch, 2<sup>nd</sup> Vice President  
Terri Williams, President Emerita

President Faye Barnes called the meeting to order at 10:40. The secretary's report for September 9 was approved as corrected.

**President's Report**

The work of the Archivist Virginia Moore and Program Chair Barbara Gordon will be recognized at the December program. **Action:** Anna Dworken volunteered to be in charge of gifts.

As of Friday, 59 people have signed up to go to the Wine and Cheese on October 16. Carmen Geis estimates that approximately 80 will attend. Mette, Patty, Anna and Barbara R. volunteered to work at the event checking people in. **Action:** Patty will call Pearl Richardson to see if she can help also.

Faye reported that her email to Board Members about making the SOSA Program on December 9 free to members (but with members paying for their guests) received a majority of yes votes. The program will be paid for out of SOSA funds. It was decided to cut back on the amount of food provided by about a third as too much food is left over after the programs.

Programs for the coming year were discussed. Having fewer meetings at the State Department, perhaps two or three, one being the SOSA program and one being a tour of the rooms and a speaker, was the sense of the Board. Additional programs could be held at other venues, including the Meeting Room at our Ballston location. At present, Programs are only bringing in about half of their cost to AAFSW. It was moved by Elaine Neumann and seconded by Lesley Dorman and approved unanimously by the Board to cancel the October meeting due to poor attendance. Faye will contact Barbara Gordon.

Lesley Dorman announced that this year's Dorman award to an AAFSW member who has given outstanding service to the organization goes to Treasurer Lucy Whitley. She will be recognized at the December meeting. Lesley also requested that a plaque be purchased for the office on which the names of the Dorman award winners of the past 15 years and those in the future would

be recorded. This request was approved unanimously by the Board. **Action:** Faye will ask Debbie to look into companies that supply plaques.

Faye announced that the next Board Meeting will be on Wednesday, November 12, due to the Veterans Day holiday on November 11.

### **BookFair**

Mette Beecroft reported that the cost of publicity for BookFair'08 will be approximately \$5617, \$1300 more than last year. The increase is due to new advertising (The Washington Diplomat, \$550, and The Southwester, \$90) and increases for the Washington Post ads (Weekend, \$390, and Express, \$300.) Mette has put up notices in the slides at the Department. On Friday October 17 at 2:00 Mette will introduce Faye who will introduce U/S for Management Pat Kennedy who will open the BookFair. Three outside vendors will be at BookFair: Silk Road Imports, a Turkish rug merchant and Salvatierra Imports. We will also be distributing information on The Swimming Lizard, the online bookstore of AAFSW member Wendy Welsh. A portion of her sales through October will be donated to AAFSW. Six authors will be signing books at the Wine and Cheese and at other times during BookFair. Mette reported that Allen Finley, Security, has been very helpful with arrangements for the Wine and Cheese.

### **State Liaison**

- Mette Beecroft reported that she should be able to pick up the SOSA certificates in the near future and bring them up to the Secretary for signing.
- With regard to Realities 2, Mette and Melissa Hess are looking for someone who would be willing to continue the work that Mette and Melissa have been doing promoting sales of the book to the Department and to others.

### **Treasurer's Report**

- Lucy Whitley reported that a Finance Committee meeting was held on October 7. The committee is hopeful that AAFSW's investments will be able to ride out the present financial downturn as at present it is not necessary to sell anything.
- A donation of \$2000 has been given to the Foreign Service Youth Foundation. (FSYF requested \$2500; \$2000 was the amount budgeted by AAFSW.)
- The annual audit of AAFSW's books is now in the works.

### **Membership**

Faye reported that as of 8/31/08 112 members have not renewed. There are 502 current members. Lesley Dorman volunteered to call a number of people who have not renewed.

### **SOSA**

Cathy Salvaterra reported that a total of 27 nominations were received this year, four more than last year. This year the deadline was three weeks earlier. The winners as well as the non-selectees have all been notified. The winners have sent many photos of their work and Kelly Midura, Creative Director, is creating a new SOSA section on our website to showcase them which will be sent to the CLO network, Livelines and the regional directors. **Action:** Cathy will check to see if Kelly can download the section to a disc that could be running in the Jefferson Room during the program. AAFSW member Francesca Kelly has agreed to perform at the December 9 program.

Cathy has drafted the contract requirements of AAFSW member Sarah Genton for the SOSA Publication Project with a completion date of February 15.

Cathy's SOSA Update Report is attached as well as information on the SOSA winners and their projects.

### **Public Relations**

- Lesley Dorman reported the death of FS Officer Kevin Carroll, son of AAFSW member Agnes Carroll.
- Lesley has received copies of A Letter to America from the author David Boren, President of Oklahoma University and former Senator. Former Director General Edward Perkins has also sent copies of his new book. Lesley will see that these books get to Robin Jones, BookRoom Manager.

### **Housing Office**

Lesley Dorman reported a full complement of volunteers in the Housing Office and said that it is running smoothly.

### **Media and Livelines**

- Faye said that Webmistress Kelly Midura reported 6055 visitors to our website during the fourth week of September, some searching for Livelines.
- Kelly requested information on the number of volunteers and hours that it takes to produce BookFair so that she can publish it in Global Link and on Livelines.

### **Liaison to AFSA/Congress**

- Faye has spoken to someone about taking over Chris Zarr's position as Liaison to Congress.
- Ann La Porta reported that John Naland's October 10<sup>th</sup> AFSA President Update has been posted on Livelines.
- Patty Ryan went to the recent AFSA meeting and reported that locality pay is probably not going anywhere during this Congress.

### **Forum**

Ann La Porta reported that there were two articles about Forum in the last Global Link but that they had not generated much interest. She and Judy Felt will be meeting with FLO and monitoring Livelines.

The meeting was adjourned at 1:05 pm.

Respectfully submitted,

Barbara Ratigan, Secretary

**Next Board Meeting: Wednesday, November 12<sup>th</sup> at 10:30 am at 4001 N. 9<sup>th</sup> Street, Arlington. (Federal Holiday is Tuesday, November 11<sup>th</sup>.)**

*AAFSW*  
**Board of Directors Meeting**  
November 12, 2008

**Board Members Present**

Faye Barnes, President  
Elaine Neumann, 1<sup>st</sup> Vice President  
Katy Koch, 2<sup>nd</sup> Vice President  
Lucy Whitley, Treasurer  
Barbara Ratigan, Secretary  
Mette Beecroft, BookFair/State Liaison  
Lesley Dorman, Public Relations/Housing  
Katarina Hamilton, Membership  
Patty Ryan, Legislative/AFSA Liaison  
Cathy Salvaterra, SOSA

**Board Members Absent**

Anna Dworken, Assistant Treasurer  
Marguerite Anderson, Senior Living  
Judy Felt, Forum/President Emerita  
Barbara Gordon, Programs  
Ann La Porta, Legislative/AFSA Liaison  
Terri Williams, President Emerita

**AAFSW Member Present**

Sheila Switzer, Foreign-Born Spouses

President Faye Barnes called the meeting to order at 10:45. The secretary's report for October 14 was approved as corrected.

**President's Report**

- BookFair was discussed and Faye reported that she had written a letter to Robin Jones thanking her for all her good work.
- Checks received from the merchants at BookFair benefiting the Professional Development Fellowships were: Silk Road Imports, \$250; Salvatierra Imports, \$150; and the Turkish rug merchant, \$1000.
- The Wine and Cheese on Thursday night before the opening of BookFair was lovely and very well done. However, the Board felt that it involved too much work for the organizers for the small number of people who attended. **Action:** It was moved that Faye will thank the Foreign-Born Spouses and inform the organizers that the event will be put into hiatus next year (2009) and that the Board will do a financial review after that as to whether it should continue. The motion passed with one dissent.
- Under Secretary for Management Pat Kennedy will present the SOSA Awards. With regard to press coverage for SOSA, Lesley Dorman will call her contacts at the Washington Post/Style Section and Cathy Salvaterra will provide a press release.
- Faye talked to Carolee Heileman at the Office of Retirement with regard to the PIT Buyback. By the cut off date at the end of August five hundred had applied, although not all were eligible.
- Debbi Miller, interim Office Manager, has looked into purchasing a plaque for the office that will list the Dorman Award winners.
- FLO held an Unaccompanied Tours Event for spouses on November 9 in AAFSW's Community Room on November 9. AAFSW contributed \$100 towards the event. **Action:** When this event is next held, AAFSW would like to be represented and would like to have its Membership Chair present. It was also suggested that there be an article in the Global Link about the Community Room space available to AAFSW.

## **BookFair**

- Mette Beecroft reported that the total bill for advertising in the Washington Post was \$3543.40, \$376 more than last year. The charge for advertising in The Express was incorrect and Mette was able to get it corrected. The ad in the Post was longer than in previous years because of including the additional merchants at BookFair. We received free advertising in State magazine, the DACOR Bulletin and the Foreign Service Journal.
- Thank you letters have been sent to DS and GSO.
- Attendance was down at BookFair this year. **Action:** Mette will organize a meeting to talk about publicity.

## **State Liaison**

Mette Beecroft reported that the SOSA certificates have all been signed by the Secretary. All arrangements for the Ben Franklin Room for the ceremony should go to Janet Freer through Mette.

## **Treasurer's Report**

Lucy Whitley reported that BookFair brought in \$63,270, seven to eight thousand less than last year. Lucy is hopeful that additional money will be coming in from Stamps. Both income and expenses are down for the fiscal year.

## **Membership**

Katarina Hamilton reported that AAFSW now has 513 paying members. **Action:** Katarina will check with Debbi and give Lesley a list of people who have not renewed their membership.

## **SOSA**

- Cathy Salvaterra reported that Kelly Midura, Creative Director, will put together a slide show to be playing in the anteroom of the Ben Franklin Room at the SOSA program and that Kelly has also done an exceptional job of putting the SOSA information on our Website, which Cathy has been sending out.
- Francesca Kelly will perform at the program and will also cover the event for the FSJ.
- Cathy requested that Board members who could volunteer to greet the winners and Francesca Kelly on the day of the program contact her after the meeting. Winners have been asked to arrive at 9:20 and the greeters would need to be at the Department by 9:15.
- Cathy reported that Sara Genton is on target with the SOSA On-line Publication Project. The document lists all SOSA winners since 1990 and Sara will select two or three winners from each bureau to feature. She is coming up with statistics about repeat projects all over the world, looking for patterns.
- Cathy's SOSA report is attached.

## **Public Relations**

Lesley Dorman has written to VP-Elect Joe Biden and will try to contact Warren Christopher at the State Transition Team. She will also contact Roxanne Roberts at the Post with regard to the SOSA Award.

## **Housing Office**

Lesley Dorman reported that while they have a good team working in the office, they need new volunteers. When the A-100 class came around recently, they gave out membership brochures.

### **Media and Livelines**

Katy Koch reported that no information had been received from Kelly Midura.

### **Programs**

- Sheila Switzer, who will be the new Programs Chair, reported that she had met with Barbara Gordon and that Barbara will contact Joe Biden, Michelle Obama, or the new Secretary of State.
- **Action:** It was decided to offer honorary membership to Joan Biden and Michelle Obama.
- **Action:** Sheila requested business cards with the AAFSW logo.
- Robin very much enjoyed the luncheon that was given for her at Sheila's house.

### **Foreign-Born Spouses' Group**

Sheila Switzer reported that the FBS Christmas party will be held in the Community Room on December 13.

### **Liaison to AFSA/Congress**

Patty Ryan reported that Ann La Porta attended the last AFSA meeting (report attached) and that locality pay will not be going anywhere in the present lame-duck Congress. Senator Coburn from Oklahoma has a hold on pay comparability. She also reported that AFSA is doing a survey of officers. **Action:** The Board discussed having a survey on Livelines but decided instead to have an open-ended question directed to spouses and members of household about what they would like AAFSW to discuss with the new administration. Information gathered will be used by the Forum Committee.

### **Forum**

Ann La Porta has spoken with John Naland and Faye will talk about job-sharing with Judy Ikels and HR.

### **New Business**

- Faye handed out copies of the State announcement of Foreign Affairs Community Service Day (attached). **Action:** Cathy will email SOSA information to relevant people.
- Faye asked Board members to consider whether they will be staying on for the next two-year term. This will be discussed at the next Board meeting.
- Faye reported that there will be no Tragan Award this year. There were two nominations but they did not meet the criteria set out for the award.

The meeting was adjourned at 12:55 pm.

Respectfully submitted,

Barbara Ratigan, Secretary

**Next Board Meeting: Tuesday, January 13, 2009, at 10:30 am.**