

AAFSW
Board of Directors Meeting
January 13, 2009

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Barbara Ratigan, Secretary
Marguerite Anderson, Senior Living
Lesley Dorman, Public Relations/Housing
Judy Felt, Forum/President Emerita
Ann La Porta, Legislative/AFSA Liaison
Patty Ryan, Legislative/AFSA Liaison

Board Members Absent

Katy Koch, 2nd Vice President
Mette Beecroft, BookFair/State Liaison
Katarina Hamilton, Membership
Cathy Salvaterra, SOSA
Sheila Switzer, Programs
Terri Williams, President Emerita

President Faye Barnes called the meeting to order at 10:35. The Secretary's report for the meeting of November 12 was adopted as corrected.

President's Report

- Faye thanked First Vice President Elaine Neumann for speaking to the January A-100 class.
- With regard to the Forum, Ann LaPorta and Faye will be meeting with FLO on January 14 to discuss Forum issues.
- Because of large amounts of spam, Webmistress Kelly Midura is arranging for a new web host.
- Faye will check with Kelly about her future interest in the Media Director position. A job description for the Media Director is needed.
- A USAID alumni group used AAFSW's facility for their initial meeting. The Board needs to start thinking about the parameters for sharing this space.
- Lesley Dorman will try to get Virginia Moore, AAFSW's longtime Archivist, to attend the February Board meeting so that her long service to the organization can be recognized.
- Faye is unable to attend the Foreign Affairs Council meeting at DACOR Bacon on January 26. Ann LaPorta said that she might be able to attend; if she cannot, Anna Dworken volunteered to go.
- Relatives of a deceased member asked about placing an obituary in the Global Link. However, it has been the long-standing policy of AAFSW not to place obituaries in the Global Link except for Board members.

Treasurer's Report

- Lucy Whitley reported that both investments and income are down. However, the signs that BookRoom manager Robin Jones has placed in Foggy Bottom seem to be helping sales in BookPlace.
- Anna Dworken reported on BookFair (notes attached). Income from Stamps was down 20% and for the whole BookFair, receipts were down \$9013, or 12.49%. In 2008, the

profit from BookFair/BookRoom appears to be about \$16,600, well down from about \$24,520 in 2007.

- A name change for BookFair was discussed. The Board will wait for a recommendation from the “name-change committee” but it was the sense of the Board that Art&BookFair’09 would be a good choice.
- **Action:** Faye will speak to Robin about signing her contract and also about increasing sales at BookPlace.
- Lucy said that broadband is needed in both the office and BookRoom.

Public Relations

Lesley Dorman reported that she contacted every radio and TV station in the Metro area about BookFair’08.

Housing

Lesley Dorman reported that when Kelly changed the hosting site, it caused problems with the email in the Housing Office. **Action:** Kelly will need to be contacted to set up the email.

Legislative/AFSA

Ann La Porta reported on the January 7 AFSA meeting and her notes are attached. Ann also gave a summary of AFSA Vice President Steve Kashkett’s article in the January 2009 issue of the Foreign Service Journal about the “wish list” of priority items that AFSA submitted to the Director General in 2006 and their present status. About half of the list applied to families.

Forum

Discussion of the Forum was deferred until after the close of the Board meeting.

New Business

- It was decided that AAFSW will write a letter to the new Secretary of State about family concerns.
- Lucy requested and received permission to purchase thank you “goodies” for the volunteers in the BookRoom and the Housing Office and for the staff at Randolph Towers. The cost will not exceed \$50 total.

The meeting was adjourned at 12:20 pm.

Respectfully submitted,

Barbara Ratigan
Secretary

Next Board Meeting: Tuesday, February 10, and 10:30 am at 4001 N. 9th Street, Arlington.

AAFSW
Board of Directors Meeting
February 10, 2009

Board Members Present

Faye Barnes, President
Katy Koch, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Barbara Ratigan, Secretary
Mette Beecroft, BookFair/State Liaison
Lesley Dorman, Public Relations/Housing
Judy Felt, Forum/President Emerita
Ann La Porta, Legislative/AFSA Liaison
Cathy Salvaterra, SOSA
Sheila Switzer, Programs

Board Members Absent

Elaine Neumann, 1st Vice President
Marguerite Anderson, Senior Living
Katarina Hamilton, Membership
Patty Ryan, Legislative/AFSA Liaison
Terri Williams, President Emerita

AAFSW Member Present

Jewell Fenzi, Oral History

President Faye Barnes called the meeting to order at 10:35. The Secretary's report for the meeting of January 13 was adopted as corrected.

President's Report

- Faye reported that Robin Jones, BookRoom Manager, has agreed to sign her contract.
- Faye spoke with Kelly Midura, Creative Director/Media Director/Global Link editor, who would like to stay in her present position although she is not certain at the moment as to what her future holds. The Board discussed the position and what work should be required and decided to hold off on any decisions until Kelly informs us about her plans.
- The family member inquiring about placing an obituary in the Global Link was informed of AAFSW's policy of not publishing obituaries except for present and former Board members. DACOR Bacon's Newsletter was suggested as an alternative.
- The next steps for organizing the Forum were discussed. Ann La Porta's notes on the Forum meeting of January 24 were sent to the Board and will be published in the March Global Link. There will be an additional article in the Foreign Service Journal in the AFSA News section and Ann will contact Bert Curtis about putting the notes on LiveLines. What to focus the Forum on was discussed; central funding for overseas jobs seemed to be the most promising topic. **Action:** Faye will talk with FLO and Katie Hokenson about this topic. Faye suggested that we might be able to arrange live digital video conferencing through the State Department to take place at the Forum and mini overseas Forums were also suggested.
- At the Foreign Affairs Council meeting that Faye attended, she spoke on AAFSW's work on the Forum.
- Faye requested that Board member submit to her by June reports on what had been done over the year.
- Faye told the Board that she would be out of the country from February 25 to April 1.

Treasurer's Report

- Lucy Whitley reported that income in BookPlace was down in January compared to December. Robin continues to put up signs in Foggy Bottom. **Action:** Faye will have a meeting with Robin to discuss a business plan for BookPlace to increase sales.
- Lucy told the Board that it looks like AAFSW will need a Business License in DC. It will be \$300 for two years and we may need someone who lives in DC to be our registered agent. We may also need a Business License in Virginia (\$85).

Membership

Faye, reporting for Katarina Hamilton, said that we have ten new members.

Programs

- Sheila Switzer reported that the March program will be a panel discussion in conjunction with the Women's Democratic Club of DC. Jewel Fenzi is helping to coordinate the arrangements and advertising the meeting in the WDC's newsletter. Advertising all of our programs to the WDC was discussed.
- The April program will be a musical and Sheila thanked Mette Beecroft for her help in making the arrangements at State.
- Sheila reported that she will work to make AAFSW more visible at FSI and continue to encourage foreign-born spouses to become members.

Oral History

- Jewel Fenzi reported that she now has someone who will help her with Oral History and who will eventually take over the project.
- Jewel said that she has asked June Byrne Spenser, a founder of AAFSW, to attend the March program as her guest. Jewel passed around a picture of the original Board and it was decided to run the picture in the April Global Link.

SOSA

- Cathy Salvaterra's report is attached.
- Cathy noted that January's State had a two page article on the SOSA awards and that Francesca Kelly is arranging for an article in the April issue of the FSJ.
- An accounting is going out to the Green Foundation and the Foundation has already indicated that they will be sending \$10,000 for 2009 upon receipt of the letter.
- Cathy reported on Sarah Genton's progress on the SOSA publication. The next step will be to build a marketing strategy for the publication.
- The luncheon following the SOSA awards presentation was discussed. There are several problems, including the limiting of guests. **Action:** Cathy, Faye and Mette Beecroft will meeting to discuss alternatives to a luncheon, perhaps a reception following the awards ceremony.

Public Relations

The Board approved the purchase of a plaque to list the winners of the Dorman Award. **Action:** Lesley Dorman will work with Office Manager Margaret Teich to purchase the plaque.

Housing

Lesley Dorman reported that the housing office is doing well. She will get a new supply of AAFSW pens to give to visitors.

AFSA Liaison

- Ann La Porta's report on the AFSA meeting of February 4 is attached.
- Neither Ann nor Patty Ryan can attend the AFSA March 4 monthly meeting and Ann requested that if anyone were interested in attending to please contact her. The meeting is at the State Plaza Hotel from 12 – 1:30.

BookFair

- The Board voted to approve Mette Beecroft's proposal to change the name of BookFair to Art&BookFair, recognizing the increased importance of Art Corner to the success of BookFair.
- Robin and others have been working on brochures to increase the outreach for art objects for BookFair.
- AAFSW will also advertise four times a year for art in the DACOR Bacon Newsletter.
- **Action:** Mette will meet with Richard Livingston about the Stamp Corner.
- **Action:** Barbara Ratigan will meet with Robin about the approved \$10 fee for pick-ups.
- The decision of whom to ask to be AAFSW's Honorary President was tabled for discussion at a future meeting.

State Liaison

- Faye thanked Mette Beecroft for delivering the letter to Secretary of State Clinton. AAFSW received a lovely response from the Secretary that was passed around for all Board members to read. AAFSW's letter and the Secretary's response are attached. **Action:** Mette will call and get AAFSW on a list to meet with the Secretary.
- Mette has talked with Chris Fernandez about AAFSW presence at Foreign Affairs Day.
- Mette reported on the very successful town hall meeting that Secretary Clinton held at the Department.

New Business

- Lucy reported that she has delivered cookies to the volunteers in the BookRoom and Housing Office and to the staff of Randolph Towers.
- Lesley said that she will give Virginia Moore her gift from AAFSW. The Board voted to give honorary membership to both Virginia Moore and Barbara Gordon for their long and excellent service to AAFSW.

The meeting was adjourned at 1:30 pm.

Respectfully submitted,

Barbara Ratigan

Secretary

Next Board Meeting: Tuesday, March 10, at 10:30 am at 4001 N. 9th Street, Arlington.

AAFSW Board of Director's Meeting

March 10, 2009

Board Members Present

Elaine Neumann, 1st Vice President
Katy Koch, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Barbara Ratigan, Secretary
Lesley Dorman, Public Relations/Housing
Judy Felt, Forum/President Emerita
Katarina Hamilton, Membership
Ann La Porta, Legislative/AFSA Liaison
Sheila Switzer, Programs
Terri Williams, President Emerita

Board Members Absent

Faye Barnes, President
Marguerite Anderson, Senior Living
Mette Beecroft, BookFair/State Liaison
Cathy Salvaterra, SOSA
Patty Ryan, Legislative/AFSA Liaison

Vice President Elaine Neumann called the meeting to order at 10:35. The Secretary's report for the meeting of February 10 was adopted as corrected.

President's Report

- The slate of officers for the coming election is in place with everyone staying in their present position except for the 1st and 2nd Vice Presidents. Lisa Wilkinson has said that she would be happy to serve as 2nd Vice President. There was a discussion about the position of 1st Vice President and the requirement by the AAFSW Constitution that at least one member of the elected Board be an active member or the spouse of an active member of the Foreign Service. **Action:** Ann La Porta will send the names of the people who attended the Forum meeting, with their emails, to Elaine who will see if any of the attendees would be interested in being on the Board. **Action:** Terri Williams will put a notice on Livelines asking if anyone is interested in being on the Board, giving Elaine's email as a contact.
- The Board discussed eliminating, or making inactive, various committees such as Medical Evacuee Support and CLO Association.
- Katarina Hamilton said that she would not be continuing with membership.
- Brynn Gelband, Playgroup Chair, has joined AAFSW.
- There has been Congressional interest in unaccompanied tours after Kelly Midura's article in the Foreign Service Journal.
- The Board decided that a better description of AAFSW is needed in the "US Department of State Information for Foreign Service Personnel." **Action:** Elaine will work on the article and send it on to Margaret.

Treasurer's Report

- Lucy Whitley, Anna Dworken, and Faye Barnes met with Robin Jones, Book Room Manager. Robin has signed her contract. Robin will report to Faye and be considered a full-time employee.

- Robin Jones will get a stamp made, thanking donors for their monetary donation to BookFair for pickups, to be stamped on their receipt.
- Robin has created an excellent pamphlet asking for books and art for Art&BookFair. Robin said that no maps for BookPlace could be put on the book drops in the Department but she might be able to place a holder for the pamphlets on the bins.
- Robin suggested that a form be made up that she could fill out each month that would include information on volunteers, pickups, factors affecting sales, and income and expenses.
- Robin's request that AAFSW purchase a car for pick ups was discussed.
- The auditors have finished their review and Lucy gave out copies of the report.

Membership

- Katarina Hamilton reported that we now have 546 members.
- The Board discussed whether associate members should get the password for the Members Only Section of the website. A decision was not made.
- The Board decided not to offer associate memberships to the membership of the National Women's Democratic Club.

Programs

- Sheila Switzer reported that the March program has 140 paid people and a waiting list from the National Women's Democratic Club and 35 people signed up from AAFSW. Sheila has been working on the logistics of taking care of this many people.
- Sheila reported that the April program will be a string musical recital.
- Sheila continues to work on getting all of the members of the Foreign Born Spouse group to join AAFSW.

SOSA

- Cathy Salvaterra's report is attached. Cathy's report states that the thank you letter to Ambassador Green of the Green Family Foundation was sent out in mid-February. The Foundation's \$10,000 donation for 2009 has been deposited. Donation request letters were sent to former Secretaries of State at the end of February.
- Sarah Genton is finishing the individual write-ups for the selected geographic SOSA winners over the past 18 years and upon completion of the entire SOSA document will submit the publication for AAFSW review.

Public Relations

- Lesley Dorman reported that she took Virginia Moore to lunch and gave her the gift certificate from AAFSW, recognizing Virginia's many years of work for AAFSW. Elaine read Virginia's thank you note to the Board.
- Lesley reported that Marian Sanger died. Lesley will send a note to the family.
- June Byrne Spenser is out of the hospital.

Housing

- Lesley Dorman reported that the Housing Office is busy and that they are perhaps doing more with real estate people. She reported that there are a lot of places for rent and that rents do seem to be coming down.
- Lesley will raise again the idea of asking real estate people for donations with the volunteers.

Media and Livelines

It was reported that whatever Kelly did to get rid of all the spam that was coming with the aafsw email seems to be working.

Liaison to AFSA/Congress

Anna Dworken attended the March 4 AFSA meeting. Her report is attached.

Forum

Ann La Porta reported that an announcement about the Forum will appear in the March Foreign Service Journal under AFSA News. At present, central funding for overseas positions and getting information out to spouses seem to be the most popular topics for the Forum. Terri Williams reported that the Defense Department gets a lot of information out to its spouses. Also, there does seem to be Congressional interest in unaccompanied tours. The next step will be to discuss the Forum topics with Faye Barnes, President.

New Business

The Board discussed adding to the membership form a place to request the Global Link by email. The Global Link is already sent to the CLO's by email. **Action:** Katarina will talk to Office Manager Margaret Teich about this.

The meeting was adjourned at 1:00.

Respectfully submitted,

Barbara Ratigan,
Secretary

Next Board Meeting: Tuesday, April 14 at 10:30 am at 4001 N. 9th St., Arlington.

AAFSW Board of Directors Meeting

April 14, 2009

Board Members Present

Faye Barnes, President
Katy Koch, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Barbara Ratigan, Secretary
Mette Beecroft, A&BFair/State Liaison
Lesley Dorman, Public Relations/Housing
Judy Felt, Forum/President Emerita
Katarina Hamilton, Membership

Ann La Porta, Legislative/AFSA Liaison
Patty Ryan, Legislative/AFSA Liaison
Cathy Salvaterra, SOSA
Sheila Switzer, Programs

Board Members Absent

Elaine Neumann, 1st Vice President
Marguerite Anderson, Senior Living
Terri Williams, President Emerita

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

President's Report

- It was decided that the Program Chair, the Office Manager and the nametag-ticket volunteer will have the option of either free entrance to the 8th Floor Programs or paid parking. **Action:** Faye will write up this decision to be a part of AAFSW's Policies and Guidelines.
- At present, a minimum of 54-58 paying participants is needed for the Program to break even. Sheila Switzer, Programs, suggested that either the Program should have no refreshments or the fee should be raised to \$20. **Action:** Mette Beecroft will check with Janet Freer to see if we are required to have a caterer for our programs. The Board discussed having only three Programs a year and charging \$20 for outside guests.
- The summer and September Global Links will have articles informing members that as of October, the Global Link will be sent by email. Members who want a paper copy will be able to request that they receive their copies by regular mail. Faye emphasized that the Board should take the lead in receiving their copies electronically.
- Mette, Faye, Sheila, Elaine Neumann and Katy Koch will man the AAFSW table on Foreign Affairs Day, Friday, May 1, starting at 7:45, for one to two hour shifts. **Action:** Mette will talk to Chris Hernandez about getting badges for the volunteers that need them.
- Cathy Salvaterra suggested that we need a back-up list of volunteers that could be called on for special one-time events.
- Jen Dinoia, the website advertising person, has resigned. Faye said that the Board should consider whether this should be a commission position, as it is now, or a volunteer position. **Action:** Lucy Whitley will talk to Creative Director Kelly Midura about writing up the position for Livelines.
- Elaine has agreed to continue to as 1st Vice President until a replacement is found. **Action:** Barbara Ratigan will talk to a possible candidate to see if she might be interested in the position.
- On March 5, Mette spoke to the A100 class and spouses and on March 21 attended the Interagency Roundtable and spoke on AAFSW and the Forum.

SOSA

- Cathy Salvaterra reported that there was an article on SOSA in the April Foreign Service Journal and that the cable requesting nominations would go to FLO at the end of April.
- The response to the request for donations to the SOSA fund sent to former Secretaries of State has been weak. It was decided to send a second round of letters. The suggestion was made to approach foundations associated with the Foreign Service.
- Because of the poor response, Cathy proposed that the award be reduced to \$2500 from \$3000. The Board voted to reduce the SOSA award to \$2500 for the 2009 cycle.
- Cathy forwarded the comments of the readers of the Africa section of the SOSA publication to Sarah Genton and requested volunteers to read and comment on future sections. Cathy will send the historical section to former SOSA chairs to read.
- Cathy's report is attached.

State Liaison

- Mette Beecroft said that she is working on getting the six dates for Programs approved. The process has changed. First, Management must sign off; next, the Director General's office. Then final approval is given by Operations.
- There was a problem with the April program. Janet Freer said that "music can't be a program by itself" on the 8th Floor. Mette went back to Shirley Beard who said that AAFSW could do it since they had done it in the past.
- The SOSA program on the 8th Floor was discussed. It was decided to extend the program to 1:00 in order to accommodate a longer social/refreshment period which could include the winners and all of their guests, instead of a luncheon that restricts the number of guests.
- Mette has been attending Foreign Affairs Day meetings. The new flyers requesting donations for Art&BookFair will be placed in the packets given to the attendees and additional flyers will be on our table.

Art&BookFair

- Monthly meetings to prepare for Art&BookFair will start in May.
- Mette and Barbara met with Richard Livingston to talk about streamlining the Stamp Corner to reduce the floor space needed for display. Richard agreed to selling or auctioning supplies and the older stamp albums, etc. Lesley Dorman, Katarina Hamilton, Lucy and Barbara volunteered to man a table at the National Philatelic Exhibitions of Washington (NAPEX) in McLean on June 5, 6 and 7.

Programs

- Sheila Switzer thanked Mette and Office Manager Margaret Teich for all of their help arranging the March program. Robin and Charlotte from the BookRoom were also a big help. Sheila said that the podium is too high and that a stool is needed. **Action:** Sheila will mention this to Margaret who makes up the list for the Department.
- The May program will be provided by the Hungarian Embassy.

Foreign-Born Spouse Group

- Troella Tyznik and Huda Karaman are now co-chairs of the Foreign-Born Spouse Group.

Volunteer Lunch

Faye reported that Elaine Neumann has again offered to hold the Volunteer Lunch at her house.

Action: Faye will tell Elaine that the Board voted to hold the lunch on June 9.

Treasurer

Lucy Whitley reported that everything, except for dues, is down. **Action:** Mette will get an article about donating to Art&BookFair to the Women's National Democratic Club.

Membership

- Katarina Hamilton reported that we have six new members for a total of 552. She feels that in the future we will do more with Membership by email, such as the "Oops" letters.
- It was the sense of the Board that Members of Household can be AAFSW members. The Bylaws will need to be changed to make this clear.

Public Relations

- Lesley Dorman said that she will check with FLO to see if she can get a copy for AAFSW of the tape made of the 30th Anniversary of FLO celebration that was held on the 8th Floor.
- Lesley continues to send letters to the spouses of Foreign Service Officers who have died.

Housing

Lesley Dorman reported that a house advertised at the Housing Office sold. She would like to get this information in the Global Link.

AFSA Liaison

Ann La Porta reported on the AFSA elections. Her report is attached.

Forum

- Ann La Porta reported that there was an article on the Forum in the Foreign Service Journal and one in the Global Link.
- Faye is looking into the regulations on maternity leave.
- Ann would like to get the group that refers to themselves as the 'uppity spouses' on the online discussion group of Foreign Service parents active with the Forum.

The meeting was adjourned at 1:15 pm.

Respectfully submitted,

Barbara Ratigan,
Secretary

Next Board Meeting: Tuesday, May 12, 2009, at 10:30 am at 4001 N. 9th St., Arlington.

Draft
AAFSW Board of Directors Meeting
May 12, 2009

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st Vice President
Katy Koch, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Barbara Ratigan, Secretary
Mette Beecroft, A&BFair/State Liaison
Lesley Dorman, Public Relations/Housing
Katarina Hamilton, Membership

Ann La Porta, Legislative/AFSA Liaison
Patty Ryan, Legislative/AFSA Liaison
Cathy Salvaterra, SOSA
Sheila Switzer, Programs

Board Members Absent

Marguerite Anderson, Senior Living
Judy Felt, Forum/President Emerita
Terri Williams, President Emerita

President Faye Barnes called the meeting to order at 10:35. The Secretary's report for the meeting of April 14 was adopted as corrected.

President's Report

- The policy on complimentary admission to and parking for three individuals at the Department for AFSW programs was discussed and Faye will revise the draft wording.
- Faye reminded the Board that job descriptions and written reports are due at the June meeting. Any changes from duties listed in General Information and Duties for Board Members and Committee Chairs found in the AAFSW Policy Guidelines should be noted. This is especially important if the Board member is being succeeded. Office Manager Margaret Teich will send out current information to all Board members.
- Faye will write a letter to Deputy Secretary Jack Lew outlining our concerns with regard to central funding for overseas positions for family members and requesting a meeting. We have had no response from the Secretary of State to our letter requesting a meeting.
- **Action:** Faye will ask Lisa Carty, wife of Bill Burns, Assistant Secretary for Political Affairs, to be the AAFSW Honorary President.
- **Action:** Faye will contact a person who has been suggested as a possible Vice President by Melissa Hess.
- Ideas submitted by Melissa Hess for broadening AAFSW's appeal to members were discussed. (Melissa's notes are attached.) **Action:** Faye will talk to Melissa and another suggested volunteer about setting up a spousal mentoring program and concerns about space at FSI for a speakers' series.

Volunteer Luncheon

The Volunteer Luncheon will be held on June 9 at Vice President Elaine Neumann's house. The Board Meeting will start at 10:30 and break for the luncheon at noon. Elaine requested specific help for the luncheon. (Her notes are attached.) Sheila and Katy volunteered to arrive early

(9:00 – 9:30) to set up; Ann and Faye volunteered for kitchen duty; Barbara, outside clean up; and Lucy, coordinator for the pot-luck. Each Board member will bring a dish to serve 12.

State Liaison

- Mette Beecroft reported that we have six days for the coming year confirmed for programs on the 8th Floor.
- No outside laptops can be brought into the State Department. However, Jackie Pridgen from the Employees Services Center may have an upgraded laptop that we can use for our Programs.
- Mette reported that a caterer must be used whenever we have a Program on the 8th Floor. Also, there is no possibility of serving just coffee and tea. **Action:** Mette will check with Janet Freer to see if it would be possible to have a Program on the 8th Floor with no refreshments at all.
- Rather than providing lunch at Dacor Bacon House for the winners and a few select guests, Cathy Salvaterra proposed serving refreshments to all the winners and guests in the Benjamin Franklin Room after the December SOSA Awards Program. There will be no refreshments provided before the program. **Action:** Mette will request an extra hour for the December Program.

Art&BookFair

- The first planning meeting for Art&BookFair has been held. The event will run from Friday, October 16, to Sunday, October 25. A Volunteer Coordinator is needed.
- Lesley Dorman mentioned that she had heard praise for Robin for making the extra effort to find a special book for a customer.

Programs

- Sheila Switzer reported that 51 people have signed up for the May program.
- The June program will be a visit to the Tea House on the grounds of the Japanese Embassy. There will be the usual charge of \$15 for the Program. The Program will be limited to 40 participants who must be AAFSW members (no guests). Carpooling from the office will be organized.
- A tour of the Freer Gallery offered by a speaker earlier in the year was discussed. **Action:** Sheila will look into arranging this for July.

Treasurer's Report

- It was suggested that Adult Education Loans be removed from the options to which members can donate. The Board agreed.
- The Board agreed to hold on to the donations raised for Spousal Fellowships for a year since FLO does not need the money this year. Using the money to fund business start-ups, which FLO cannot fund with appropriated funds, was discussed.
- Lucy requested that everyone get any outstanding vouchers in by June 30.

Membership

- Katarina Hamilton reported that we have seven new members and three returning for a total of 562.

- Kelly Midura has suggested putting membership data on line. The Board was not in favor of this. The directory with home addresses, emails and phone numbers is already on line for members who can access with a password.
- Reminders to members to renew are being sent out on line with the hope that it will be easier for people to renew their membership on line.

SOSA

- There has been no response as yet to a second letter sent asking for donations from Secretaries of State Baker and Shultz.
- Due to various circumstances, work on the on line SOSA publication has slowed down for the moment.

Public Relations

Lesley Dorman described the decision process and work that she is doing procuring the plaque for the Dorman Award. The Board gave its approval to continue.

Housing

- Lesley Dorman reported that the Housing Office is doing well.
- **Action:** Updated housing information should be sent to Kelly Midura for the Website. Information on this service should be posted on Livelines including that we have listings on the Website and in the Housing Office of pet-friendly, per-diem housing options in the DC area.

Media and Livelines

Katy Koch informed the Board that Kelly Midura's daughter has received the AAFSW Merit Scholarship.

AFSA Liaison

Patty Ryan reported on the recent AFSA meeting at which the locality comparability pay gap and a "leave bank" were discussed.

Forum

Ann La Porta reported that Dawn McKeever would like to host a mini-Forum in Athens. She contacted Ann wanting to know if she could do this, since she has now become the CLO. The answer from the Board was yes.

The meeting was adjourned at 12:45 pm.

Respectfully submitted,

Barbara Ratigan
Secretary

Next Board Meeting: Tuesday, June 9, at 10:30 am at 4832 Arlington Blvd., Arlington, at Elaine Neumann's house preceding the Volunteer Luncheon.

Draft
AAFSW Board of Directors Meeting
June 9, 2009

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st Vice President
Katy Koch, 2nd Vice President
Lucy Whitley, Treasurer
Barbara Ratigan, Secretary
Mette Beecroft, A&BFair/State Liaison
Judy Felt, Forum/President Emerita
Katarina Hamilton, Membership
Ann La Porta, Legislative/AFSA Liaison
Patty Ryan, Legislative/AFSA Liaison
Sheila Switzer, Programs

Board Members Absent

Anna Dworken, Assistant Treasurer
Marguerite Anderson, Senior Living
Lesley Dorman, Public Relations/Housing
Cathy Salvaterra, SOSA
Terri Williams, President Emerita

Members Present

Margaret Teich, Office Manager
Debbi Miller

President Faye Barnes called the meeting to order at 10:35 with a break at noon for the Volunteer Lunch. The meeting was held at the home of Vice President Elaine Neumann.

It was moved to adopt the Secretary's report for the meeting of May 12.

President's Report

- There will be no program planned in October 2010 because of conflicts with Art&BookFair.
- In June 2010 the BookRoom will be closed for the Volunteer Lunch.
- Faye welcomed new Membership Chair Debbi Miller and thanked Katarina Hamilton for her excellent work with Membership during the past two years.
- Faye requested that Board Members send their end-of-year reports by email to the office. Office Manager Margaret Teich will then send them on to Faye and also to Webmistress Kelly Midura to be archived electronically. The office will retain a paper copy.
- Robin Jones is organizing an art exhibit for Foreign Service spouse and member Jeanne Weaver at the State Department on Monday and Tuesday June 22 and 23. Debbi Miller will attend to give out membership forms. Sheila Switzer will be there on Monday and some of the time on Tuesday and will give out information on Art&BookFair'09. Faye will attend on Tuesday. Ann La Porta volunteered for Tuesday and Barbara Ratigan said that she would escort her.
- Faye reported on progress on a mentoring program and a quarterly set of programs, both suggested by Melissa Hess, to be sponsored by AAFSW. Faye spoke to Pat Scofield who is now retired. OBC does not do mentoring of spouses. Pat suggested that returned CLO's might be interested in mentoring.
- Sheila Switzer said that she will talk with Mette Beecroft about arranging for the Bangladeshi dancers to perform in the auditorium with refreshments to follow. The

musical program scheduled for the 8th Floor in April was cancelled and the Bangladeshi performance would be a make up for April.

- Faye spoke with Robin about the movers putting out books the Tuesday and Wednesday before BookFair'08. Robin said that the movers are paid for a block of time and that their putting out the books did not incur an additional expense. If the volunteers are to put out the books on Tuesday and Wednesday before Art&BookFair'09, Robin said that she definitely needs a Volunteer Coordinator to supervise. Faye stated that she thinks it would be useful to have a Volunteer Coordinator for AAFSW year round.
- The summer office hours until the end of August will be 10:30 to 2:30 Tuesday, Wednesday, Thursday.
- Lisa Carty, former Foreign Service Officer and spouse of Undersecretary/Political William Burns, has agreed to be the AAFSW Honorary President. Faye and Mette will be having lunch with Lisa. **Action:** Faye will submit a bio and photo of Lisa to the Global Link.

Art&BookFair

- Mette Beecroft handed out a list of where publicity for Art&BookFair appears and how much it costs. (Attached.) Decreasing the publicity costs for Art&BookFair was discussed. Mette will limit paid publicity to the Washington Post, Express and the five area Currents, eliminating others that have not been productive but are expensive. Mette requested ideas for additional locations for publicity and volunteers to post publicity at designated locations.
- Information about Art&BookFair will be put on the Website, a flyer will be included with the September Global Link and the flyer will be sent out electronically with the October Global Link.
- Mette updated last year's flyer, saving money. Also, printing the flyer "in house" saves money.

SOSA

- December 8 will be the date for the SOSA Awards Program on the 8th Floor; it was decided not to wait any longer to see if the Secretary could attend. **Action:** Cathy Salvaterra will submit an Action Memo through FLO to the Secretary requesting her to present the awards.

Programs

- Sheila Switzer reported that 65 people attended the May program and that the program netted \$40.
- Forty people have signed up for the June 16th tour of the Tea House at the Japanese Embassy. This is for members only and the AAFSW charge is \$15.
- Kathy Siegler of the Freer is offering a tour at the museum and a room for lunch afterwards to AAFSW on July 15th. **Action:** Sheila will make the arrangements for the outing and the office manager will send out an email notice to members.
- The September 22nd program will be the Ukrainian pianists who were cancelled in April.
- The speaker at the October program will be the Egyptian Ambassador.

Membership

- Katarina Hamilton reported that membership is 580, up from 562.
- Pros and cons of giving a year's membership to the members of the A100 class were discussed but no decision was reached.

Treasurer's Report

- Lucy Whitley, Treasurer, presented a balanced budget prepared by her and Assistant Treasurer Anna Dworken to the Board for the fiscal year ending June 30, 2010. There will be no increases in salaries and the amount budgeted for Art&BookFair'09 expenses has been decreased. Ways to cut other AAFSW expenses were discussed. Several adjustments were made to the budget and it was approved by the Board. The adjusted budget is attached.

AFSA Liaison

- Ann La Porta's Report of the AFSA Meeting of June 3 is attached.

Forum

- Ann La Porta reported that she has been talking with Kelly Midura about the concerns voiced in the yahoo group FSParent. A main concern is problems with jobs overseas in the Eligible Family Member program.
- **Action:** Faye will draft a letter to the new Director General designate Nancy Powell addressing EFM positions and how central funding, a cost neutral move, can assist with improving the EFM employment picture for USG employment. **Action:** Faye will speak with Vens McCoy of HR/OE about possible impediments and how to garner support.
- **Action:** Judy and Ann will try to arrange a meeting during the summer with spouses interested in employment issues.

The meeting was adjourned at 3:25.

Respectfully submitted,

Barbara Ratigan
Secretary

Next Board Meeting: Bastille Day, July 14, 10:30 am, at 4001 N. 9th St., Arlington.

AAFSW Board of Directors Meeting

July 14, 2009

Board Members Present

Faye Barnes, President
Lisa Wilkinson, 2nd Vice-President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Debbi Miller, Membership
Judy Felt, Forum/President Emerita
Mette Beecroft, Boofair/State Liaison
Ann LaPorta, AFSA Liaison
Patty Ryan, AFSA Liaison
Lesley Dorman, Public Relations

Board Members Absent

Elaine Neumann, 1st Vice-President
Barbara Ratigan, Secretary
Terri Williams, President Emerita
Cathy Salvaterra, SOSA
Marguerite Anderson, Senior Living
Sheila Switzer, Programs

The meeting was called to order at 10:30, and the minutes were accepted as submitted.

There was a brief discussion of the recent tragedies affecting several members, including Melissa Hess, Pat Schofield, and Vanya Huth.

President's Report

- Faye thanked Elaine in absentia for the use of her house for the Volunteer Lunch, and noted that a critical volunteer, Bert Curtis, the Livelines Moderator, had been omitted. The Board discussed ways to avoid future such oversights.
- The mentoring initiative has temporarily lost its two biggest promoters in Melissa and Pat, and nobody has stepped forward to be the Volunteer Coordinator. There are several possibilities for sharing the responsibilities of Art&BookFair Volunteer Coordinator, notably B.J. Harrick and Barbara Pringle. Mette suggested we ask all possible helpers to attend the Art&BookFair planning meetings with Robin. Those meeting dates are July 16, August 13, September 17, and October 8.
- The Art Exhibit at Main State by Jeanie Weaver was not useful as a membership event.

Art&Book Fair

- There was some confusion about publicity posters designed by Jean Weaver versus those already prepared and paid for. Mette described the four types currently ready, and undertook to clear up any lack of communication about the new poster.
- Lesley mentioned the missing chair that Robin borrowed from the Housing Office last year, and asked that an ultimatum be given for its return.
- The costs of movers and tent rental were discussed, as well as the need for a signed (and negotiated) contract before the event. Anna and Lucy will confer with Robin.
- Publicity is proceeding well, with three months of mention in both the Foreign Service Journal and State Magazine. Barbara Ratigan will handle DACOR publicity. Through Marion Rondon we have the possibility of Yahoo mention and also SDFCU

participation in Art&BookFair publicity, and Debbi suggested we have them mail out bookmarks in their September statements. Mette is negotiating with the *Washington Post* for a better deal, and will use a number of *Current* local papers. She has already distributed publicity at the Inter-Agency Round Table, and will use Craig's List at the appropriate time. Ideas were discussed to enlist NPR in publicity.

- The change of name may be a liability with regard to internet searches, and Kelly needs to be brought into the discussion.
- Lisa Carty has agreed to open Art&BookFair, and a note has been sent to thank her.

Programs

Yesterday thirty-three members and guests went to the Sackler Gallery to have a guided tour of "The Tsars and the East". Debbi will write an article and Sheila will submit photos. The Bangladesh dancers have been scheduled for November 6 in the Dean Acheson Auditorium with refreshments in the nearby Delegates Lounge. Care needs to be taken to warn them that we can again be pre-empted, and to forestall any diplomatic misunderstanding.

Forum Report: meeting with FLO

- There were maternity/paternity leave discussions, including mandatory medical evacuations of foreign-born spouses and families with toddlers. Action: FLO director will discuss with Dr. Tom Yun, Director of MED.
- The issue of spousal intra-net access remains, and needs a champion. Sharepoint is not the answer, and HR and IRM must be considered. FLO will reissue a cable affirming Intranet access granted to EFMs about 6-7 years ago in the context of the change effected by same sex partners moving from MOH status to EFM status. This cable will remind posts that EFMs can have access to the Intranet at post.
- The inequity of benefits available to unmarried heterosexual partners vs. those newly granted to unmarried homosexual partners is another topic on the table.
- Ann LaPorta will submit her report separately with all the details of the discussion of spousal employment (ICASS, EPA, GEI, additional weight allowances, etc.)

Membership

Eight welcome letters have been sent out in the last month, and Debbi announced her intention to send future letters by email whenever possible. Renewal reminders have been sent to those whose membership expires this year, except in the case of 91 members who do not have a known valid email address. Debbi is editing the paper renewal form, and those 91 renewal notices will be sent out in July.

Treasurer's Report

Income is slightly down, expenses are holding firm. Lucy would like those who renew their memberships online to be offered a more obvious opportunity to make donations, similar to what is shown on the paper renewal form. Debbi will discuss this with Kelly. It is time to renew employment contracts.

SOSA (*submitted by Cathy Salvaterra via email*)

- “Former Secretary James Baker did send a \$5000 donation.
- “The action request memo for the Secretary to present the 2009 SOSA and Tragen Awards was sent through channels at the beginning of July. As of last week, the memo had cleared the DG's Office and was en route to the Secretary's Office. I stay in close contact with FLO as to the status of the memo.
- “The SOSA and Tragen reminder cable will go out at the end of July. I will also advertise the cable distribution through the CLO network and Livelines.
- “At the end of the month, I will also ask FLO to announce the September 11 award deadline at the Regional Executive Directors (REDs) Meeting and will also ask Faye to request that the REDs send out an in-house reminder to COMs.
- “SOSA Publication Project - Due to personal reasons and the requirements of the CLO position in Madrid, Sarah Genton continues to work on the project and hopes to have the entire on-line document ready for review before the end of the year. I am completely comfortable with this timeline and feel that it ties in well with the 20th anniversary of the establishment of SOSA in 2010.”

Former S/S George Shultz sent a \$2,000.00 donation to SOSA

Public Relations and Housing

Lesley would like to be kept in the loop about NPR publicity for Art&BookFair. She also urged that we continue to provide paper copies of the Global Link for the Housing Office. Faye mentioned that Antoinette Almaguer may wish to volunteer there.

Media & Livelines

Faye explained to Lisa that her primary task is to act as Board liaison with Kelly, and encouraged Lisa to be in touch with Kelly soon. The Livelines Coordinator is now employed at the department so the possibility of the need for a new Livelines coordinator was mentioned.

There being no new business, the meeting was adjourned at 12:35 in favor of a celebration of the new and beautiful plaque for the Lesley Dorman Award. Refreshments added to the gaiety of this official presentation.

Submitted by Debbi Miller

AAFSW Board of Directors Meeting
September 15, 2009

Board Members Present

Faye Barnes, President
 Lisa Wilkinson, 2nd Vice President
 Lucy Whitley, Treasurer
 Barbara Ratigan, Secretary
 Marguerite Anderson, Senior Living
 Mette Beecroft, Art&BookFair/State Liaison
 Lesley Dorman, Public Relations/Housing
 Judy Felt, Forum/President Emerita
 Debbi Miller, Membership
 Cathy Salvaterra, SOSA
 Sheila Switzer, Programs

Board Members Absent

Elaine Neumann, 1st Vice President
 Anna Dworken, Assistant Treasurer
 Ann La Porta, AFSA Liaison
 Patty Ryan, AFSA Liaison
 Terri Williams, President Emerita

The meeting was called to order at 10:35. Barbara Ratigan thanked Debbi Miller for doing the minutes for the July 14 meeting. The minutes were adopted as corrected.

President's Report

- Faye Barnes began by noting the successful and innovative programming during the summer, thanks to Sheila Switzer, Programs.
- Looking ahead to 2010 and ways for AAFSW to celebrate its 50th Anniversary, a committee consisting of Debbi Miller, Lesley Dorman, Ann LaPorta, Mette Beecroft, and Marguerite Anderson will meet after Art&BookFair to discuss plans. A spring program on the 8th Floor was one suggestion.
- The November program will be provided by the Bangladesh Embassy. They will also provide refreshments. AAFSW will consider adding additional food. There will be the normal \$15 charge for the event.
- With regard to MED policy re Medevac for pregnancy (a Forum issue), Eva Groening posted relevant information on Livelines showing that leaving an overseas post is not required by the regulations; it is recommended. An excerpt will be posted on the Website. (Information attached.) When Faye makes a courtesy call on the new Director General Nancy Powell, time permitting she will talk with her informally about this issue.
- Office Manager Margaret Teich will be on vacation in late October/early November. Debbi Miller will fill in at the office.
- With regard to Art&BookFair and H1N1, it was decided not to purchase insurance to cover expenses if the Fair is cancelled.

Art&BookFair

- Mette Beecroft reported on the Art&BookFair meeting held on September 10th. She urged Board members to take and distribute the "outside" publicity. Lucy Whitley is planning to hand out flyers at the Foggy Bottom Metro on September 26 and asked for volunteers to help. Any Board members who have not yet signed up to volunteer were

urged to contact B.J. Herrick directly by email. B.J. and Judy Felt will be coordinating with Robin Jones, BookRoom Manager.

- Publicity expenses this year will be approximately \$2000 less than last year. This has been accomplished by eliminating paid advertising that was not productive. However, other avenues for publicity have been pursued. BookFair information is up on the Website and will be placed on BookSaleFinder and many other venues.
- Mette reported that 25,000 announcements about the Fair went out in SDFCU statements, free of charge. **Action:** To thank the SDFCU for this great help, we will invite them to a future AAFSW event and will recognize them in the Global Link.

State Liaison

Mette Beecroft reported that Global Publishing has contacted us about the \$594 check that we stopped payment on over a year ago because they did not supply the work that was paid for. Mette replied to Global Publishing in August and has not yet heard from them.

Programs

- Sheila Switzer thanked Mette Beecroft for all of her help setting up the September program. She thanked Lesley Dorman and Lisa Wilkinson for calling people about the program since it was not advertised in the Global Link. Fifty-five people have signed up. She recommended setting up a telephone tree for help with this kind of emergency in the future. (**Action:** TBD)
- Ambassador Capricia Marshall, Chief of Protocol, has agreed to be our speaker in March. Sheila asked Faye to invite her to Art&BookFair and to become a member.
- For the program on November 6, AAFSW will provide coffee and tea, cups, plates and napkins. The Bangladesh Embassy will provide food.
- **Action:** Sheila asked if Mette could look into seeing if an easel could be put up in the Department with a poster advertising the program with the Egyptian ambassador on October 20. Mette will post a department notice and requested an electronic copy of the information.

Membership

- Debbi Miller reported that she attended the July A-100 program for spouses and gave out membership brochures and that she will also attend the program in September.
- For those members who have not renewed their membership, reminder emails have been sent and the 55 members that we do not have an email address for have been called.
- In the past six weeks welcome letters have been sent by email to about 12 new members. Debbi is pleased that she has been receiving responses to the letters.

Treasurer's Report

- Lucy Whitley reported that while we have cut back on expenses, income for the last fiscal year was down for BookFair, BookRoom, Membership and Contributions.
- Lucy reported that the McDonald shares donated by Pam Pelletreau for the Professional Development Fellowships (PDF) will earn about \$38 this year (\$2/share). It was the sense of the Board to keep the dividend with AAFSW in the operating fund and at another time to revisit the PDF fund use.
- The contracts for Margaret Teich and Kelly Midura were discussed. Kelly will be going overseas in the summer of 2010.

SOSA

- Cathy Salvaterra reported that 27 nominations have been received for the SOSA Awards with all six bureaus covered. She is in the process of setting up the selections committee meetings.
- Secretary Clinton has agreed to present the awards at the program on December 8. If she is unable to make the program, her office will designate an alternate.
- Cathy asked Lesley Dorman to help with publicity as she did last year. We also hope to receive publicity through the Director General's office. **Action:** Mette will look up the wording that AAFSW is sponsored by the DG's office and will give it to Cathy.
- Sarah Genton is resuming work on the SOSA publication project and hopes to have the first draft completed by Dec. 1. Cathy said that she needs an editing committee and Debbi and Mette volunteered. Cathy would also like suggestions of people outside the Board who would like to edit. Cathy's report is attached.

Forum

Judy Felt suggested that the Forum might be tied in with the 50th Anniversary with the goal being to get more people involved. The medical evacuation issue with regard to pregnancy seems to be settled.

AFSA Liaison

Ann LaPorta's report of the September 2 meeting is attached.

Housing Office

Lesley Dorman reported that there seems to be renewed interest in the Housing Office. Lesley related how the office works and Debbi said that she would talk up the Housing Office when she meets with the A-100 classes. **Action:** Faye requested that Lesley compile some statistics for the Board such as the number of people who visit the office and the number of phone calls and inquiries. Also, we should think about an annual update of the Housing List.

Public Relations

Lesley Dorman reported that she tries to keep in touch with people who can help us and wants to be included and informed of the public relation activities of others on the Board.

Media and Livelines

- Lisa Wilkinson reported that Bert Curtis, our Livelines moderator, is now working fulltime. Maybe one of her assistants will have to take over for her but as of now she is continuing with the work. There are just under 3000 users of Livelines.
- Kelly Midura submitted a long statistical report on the Website and reported total visits of 13,251 in August.

There was no new business and the meeting was adjourned at 1:05.

Respectfully submitted,

Barbara Ratigan, Secretary

The next Board Meeting will take place on October 13, 2009.

Board of Directors Meeting

October 13, 2009

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st Vice President
Lisa Wilkinson, 2nd Vice President
Lucy Whitley, Treasurer
Barbara Ratigan, Secretary
Mette Beecroft, Art&BookFair/State Liaison
Lesley Dorman, Public Relations/Housing
Debbi Miller, Membership
Ann LaPorta, AFSA Liaison
Patty Ryan, AFSA Liaison
Cathy Salvaterra, SOSA
Sheila Switzer, Programs

Board Members Absent

Anna Dworken, Assistant Treasurer
Marguerite Anderson, Senior Living
Judy Felt, Forum/President Emerita
Terri Williams, President Emerita

The meeting was called to order at 10:35 and the minutes of the September 15 meeting were approved.

President's Report

- Because of Art&BookFair in October, it was moved that the Board Meeting in October take place in the week before Columbus Day weekend and that there be no 8th Floor Program in October with instead an 8th Floor Program early in November. The motion was passed with one vote opposed.
- President Faye Barnes reported on her courtesy call with Director General Nancy Powell. Because it was a short meeting she did not get to discuss concerns about the MED policy on pregnancy and birth abroad. (Faye's notes are attached.) Powell suggested that AAFSW apply to the Cox Foundation for funds to update the information in the Housing Office to make it searchable on line. She also suggested that we approach Louis Ariega about buying Realities 2 for Human Resources. She was surprised that we have over 3000 people signed up with Livelines and would like to have Human Resources help with answering questions. Powell said that she hopes to attend the SOSA Awards program in December.
- AAFSW is responsible for hosting the next Foreign Affairs Council meeting which is in January. The Board discussed arrangements for the meeting, including holding the luncheon at Randolph Towers.
- Kelly Midura, Creative Director, has suggested that AAFSW purchase a camera to take pictures for the Global Link of the 8th Floor Programs. **Action:** Faye will ask Kelly to do research on what kind of a camera we would need and Faye and Mette Beecroft will research whether we can get the official State Department photographer to come to our programs.
- For Forum/50th Anniversary of AAFSW, Melissa Hess has suggested that there be a panel discussion on the financial situation of Foreign Service employees and spouses, comparing the US Foreign Service with other Foreign Services.
- Faye will be making a courtesy call on AFSA, the date to be determined.

State Liaison

- Mette Beecroft reported that the SOSA letters are ready to be delivered to the Secretary for signing.
- Mette has arranged for an easel with information about the October program featuring the Egyptian ambassador to be displayed at the Department.

Art&BookFair

- Mette Beecroft reported that the last Art&BookFair planning meeting was held on October 8th and that everything is basically under control and that at this point a “desperate serenity” sets in. DG Nancy Powell will open the Art&BookFair and Mette will send her a truncated briefing check list (TBCL).
- Lucy Whitley said that she had been able to put a notice about Art&BookFair on the WETA website. Lucy also gave out fliers for our Fair at the Bookfair on the Mall.
- We have received permission to use a private lap top in the entrance foyer of the State Department building to collect email addresses.
- Mette reported that B.J.Harrick says that she has been able to get enough volunteers. She has sent an email letter to the new volunteers describing what they should expect and what the volunteer duties are. Copies of the letter will also be available in the Volunteer Room during the Fair. B.J. requested that we all be helpful and welcoming to anyone who is new.

Programs

- Sheila Switzer reported that everything is under control for the October Program and she thanked Mette for her help. Debbi Miller has agreed to lead in the singing of Happy Birthday to the Egyptian ambassador, the speaker.
- Sheila will let the Bangladesh Embassy know at the end of October how many people will be attending the Program on November 6. **Action:** Debbi Miller will check with Office Manger Margaret Teich about making arrangements for coffee, tea, etc., and Mette will contact the Mexican and Bangladesh desks about the Program.
- The April program will commemorate Mothers’ Day and the May program will celebrate AAFSW’s 50th anniversary.

Membership

- Debbi Miller reported that the membership renewal period has ended. There were 254 renewals, and 58 members who did not renew received their last Global Link in October and were then suspended.
- There have been 15 new or returning members since the last Board meeting.
- Debbi will attend the next A-100 spouse event at FSI on October 29th.
- For fiscal planning purposes, it was decided to send out the renewal letters for next year in early June.

Treasurer's Report

Lucy Whitley stated that all information has now been sent to the auditor. She said that our finances, like the economy, seem to have stabilized.

SOSA

Cathy Salvaterra reported that congratulatory emails were sent to the SOSA winners on September 25. All six winners will be at the Awards Program. Cathy is now working on the Briefing Checklist for the Secretary and will send it to FLO next week. Cathy's report is attached.

Forum

- Ann LaPorta reported that Francesca Kelly contacted the FSParent Yahoo group and found that the letter they had planned to send to the Secretary has not yet been written. After talking with AAFSW, they feel that they should do more research.
- AFSA State Representative Daniel Hirsch has started "advisory groups," one of which is a family group. **Action:** Faye will contact an AAFSW family member to join the family group.

Public Relations

Lesley Dorman reported that she has been working on Art&BookFair publicity and has contacted every radio and TV station. She has also been sending out information, including to the Library of Congress and the Department of Agriculture.

Housing

Lesley Dorman reported that the Housing Office is doing well, that the place is busy, that the volunteers are working hard, and that the office is used a lot by real estate people. The office has now been ordered to record all calls made outside of the 202 area code, including the time of the call.

Media and Livelines

Lisa Wilkinson reported that there were 13,251 visits to our web site in August and 16,035 in September. Six hundred ninety-six visits came from searches for State Department Art&BookFair.

AFSA Liaison

Ann LaPorta's report on the October 7 AFSA meeting is attached.

There was no New Business and the meeting was adjourned at 1:05.

Respectfully submitted,

Barbara Ratigan, Secretary

The next Board Meeting will take place on November 10 at 10:30 am.

**AAFSW Board Meeting
November 10, 2009**

10:30 am

1. Minutes of October meeting

2. President's Report –

**Acknowledgements: Art& BookFair, and Debbi for filling in for Margaret
Update on use of Community Room**

**For Decision: Special Spousal Fellowship for AAFSW 50th anniversary
Change of portfolio: Medevac support to Unaccompanied
Tours?**

3. Department Liaison Report & Art &BookFair Chair Report - Mette Beecroft

4. Treasurer's Report – Lucy Whitley/Anna Dworkin

**BookFair report
Decision on Adult Education Loans**

5. Program Update- Sheila Switzer

6. Membership Report –Debbi Miller

7. SOSA – Cathy Salvaterra

**8. Forum Report – Judy Felt/Ann La Porta
Forum ideas for 50th anniversary**

9. Public Relations – Lesley Dorman

10. Housing Office - Lesley Dorman

11. Media and Livelines – Lisa Wilkinson

12. Liaison to AFSA- Patty Ryan/Ann La Porta

13. New Business

Happy Holidays and best wishes for 2010

Next Meeting January 12, 2010, location tbd

