

**AAFSW**  
Board of Directors Meeting  
January 16, 2007

**Board Members Present:**

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

**Committee Members Present:**

Marguerite Anderson  
Ann LaPorta, AFSA

**Board Members Absent:**

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

**AAFSW Staff:**

Debbi Miller, Office Manager

The meeting began at 10:40 AM.

**Treasurer's Report**

The Finance Committee met on January 11. Raises for employees were discussed, as well as the possibility of selling Collector's Corner books online to give them a wider audience. After discussion, the Board voted to give a 3% raise to Robin. The review from the auditor is in and available for review. Ask Lucy if you would like to see it. The bill for the Arlington tax came to \$109.

**Book Fair**

The committee met January 9. Robin has said she wants no publicity about asking people in the Department for books or art objects. The next meeting will be February 9. Margaret Bender has agreed to be the Volunteer Coordinator for next year's Book Fair.

**Volunteer Luncheon**

Marguerite is willing to host; Elaine is also available to host. It will probably take place in May.

**Programs**

Barbara is putting together a program with 4 female ambassadors to the United States, including those from Colombia, the Democratic Republic of the Congo, and Bulgaria. The next program will be on March 20.

## **Membership**

We welcomed Katarina Hamilton to her new role as Membership Chairman.

## **SOSA**

It went very well. We received very good publicity in the Washington Post. The Board congratulated Debbi and the other AAFSW musicians for the excellent music and the way it complemented the awards. We will need a new chairman for next year.

## **State Department & AFSA**

Mette gave an update on the Services Corridor's possible move. Plans were announced in November to move Transportation to the fourth floor and then on to an outside location. Letters were sent from Mette and Judy to the U/S for Management, the DG, the FLO and to AFSA protesting the idea. The DG, FLO and AFSA contacted them in agreement. The DAS for Operations in "A" Bureau asked Mette for a list of services that are received there – it amounts to over 21. Transportation alone gets 4,000 walk-ins per year. The fourth floor space will be ready in early February.

Ann LaPorta: We need to let our members know what we are doing for them. Perhaps we should put Mette's memo in the newsletter. The last AFSA meeting revealed that we now have 800 people in unaccompanied tours, about 15% of the Foreign Service. AFSA Executive Director Susan Reardon is leaving.

## **Housing Office:**

Things are going well.

## **President's Report**

We should consider asking DG Staple's wife to serve as honorary president. Lesley will look into it. FLO Director Ann Greenberg will come to our February meeting.

The Board thanked Connie Griffin for her service as Secretary, as this was her last Board meeting to take minutes.

Meeting was adjourned at 12:30 PM.

Respectfully submitted,

Connie Griffin  
AAFSW Secretary

**AAFSW**  
**Board of Directors Meeting**  
February 20, 2007

**Board Members Present:**

Judy Felt, President  
Mette Beecroft, President Emerita  
Terri Williams, President Emerita  
Katarina Hamilton, Membership  
Lucy Whitley, Treasurer  
Margaret Teich, Asst. Treasurer  
Ann LaPorta, AFSA

**Members Absent:**

Elaine Neumann, 1<sup>st</sup> Vice President  
Sandy Taylor, 2<sup>nd</sup> Vice President  
Barbara Gordon, Programs  
Lesley Dorman, Public Relations  
Patty Ryan, AFSA Liaison  
Marguerite Anderson, Senior Living

**AAFSW Staff:**

Debbi Miller, Office Manager

The board meeting was postponed to the 20<sup>th</sup> of February due to inclement weather. Unfortunately, FLO Director Ann Greenberg (scheduled to come to the February meeting) was unable to attend. Ms. Greenberg will attend the March meeting. The meeting began at 10:30 AM and the January 2007 minutes were accepted.

**Treasurer's Report:**

The moving expenses for BookFair 06 were finally received in the office. The delay was caused by an incorrect mailing address the company had on file for the office. Lucy reported a BookFair profit of \$48,534 and final bookfair report of income and expenses was distributed. The Bookfair Committee continues to meet; the next meeting is scheduled for Friday, February 23, 2007.

**Programs:**

Reservation dates to reserve the 8<sup>th</sup> floor for AAFSW's 07-08 Program season will be submitted to the Department by Mette. The dates are: September 18; October 23; December 4; March 18, 2008; April 15, 2008; and May 20, 2008.

Debbi reported that the March 2007 program would be a panel consisting of four female ambassadors to the US: those from Colombia, Malaysia, Bulgaria, and the Democratic Republic of the Congo.

**Membership:**

Katarina is working on revising the membership letters. The issue of "requiring Livelines members to be AAFSW members" is being reviewed by the chairperson. Because Board attendance was slim, this issue will be pursued at a later meeting.

Debbi reported that the stock of membership brochures is low and the office will be out of brochures by May. So far no further progress has been reported on the new brochures.

### **State Department & AFSA:**

Mette continues to give updates on the Services Corridor's possible move out of Main State. Mette reported that Ambassador Negroponte's Executive Assistant, Ms. Virginia Bennett, is seeking to clarify what these plans are. So far the transportation office has no definite moving dates and is still working out of boxes.

### **SOSA:**

The board is seeking a new chairperson for SOSA.

Thanks to Terri's patience, persistence and follow-up procedures in contacting the Green Family Foundation, the office received a \$10,000 donation from the foundation for 2006. The foundation has agreed to support SOSA by giving donations every spring. The appropriate thank-you note was sent to the foundation.

### **AFSA/Media**

The newsletter is experiencing an ongoing problem with timely production and distribution. Procedures should be established to avoid this in the future.

Ann La Porta was asked by the board to write an article highlighting AAFSW advocacy issues to be published in an upcoming issue.

### **President's Report:**

Judy reported that FSYP has to write a memo of understanding (MOU), because of its relationship with the FLO. AAFSW is obliged to do the same and Judy will follow-up on this issue. Judy promised to forward two new websites, developed by Association for Diplomatic Studies and Training (ADST), to the Board members by email. One is an impending website on the history of diplomacy and the other is a new Library of Congress website which includes the ADST oral histories, including spouse histories.

Meeting was adjourned at noon.

Respectfully submitted,

Margaret Teich  
Asst. Treasurer

**AAFSW**  
**Board of Directors Meeting**  
March 13, 2007

**Board Members Present:**

Judy Felt, President  
Mette Beecroft, President Emerita  
Terri Williams, President Emerita  
Elaine Neumann, 1<sup>st</sup> Vice President  
Lesley Dorman, Public Relations  
Katarina Hamilton, Membership  
Patty Ryan, Legislative/AFSA Liaison  
Lucy Whitley, Treasurer  
Margaret Teich, Asst. Treasurer  
Marguerite Anderson, Senior Living

**Members Absent:**

Sandy Taylor, 2<sup>nd</sup> Vice President  
Ann La Porta, AFSA Liaison  
Barbara Gordon, Programs

**AAFSW Staff:**

Debbi Miller, Office Manager

The FLO Director, Ann Greenberg was scheduled to meet with us, but was unable to attend. Ms. Greenberg will attend the April meeting.

The meeting began at 10:30 AM. The February 2007 minutes were accepted as amended.

**Treasurer's Report:**

Lucy reported that expenses are down and that dividends are up. The office received a check from the Green Foundation for 2007; the President will send a thank you letter.

**BookFair:**

Robin and Diane Bodeen are in charge of soliciting donations for book, art and other collectibles. Robin reported that she is not getting the caliber of donated books, and art & collectibles that she had in the past. She is looking at other sources for donations.

Robin, Sheila Switzer and Margaret Bender are designing a larger 2007 BookFair posters that will depict an art theme. The next BookFair meeting is scheduled for April 5<sup>th</sup> at 11:30 am. A combined Volunteer luncheon and Board transition luncheon will be held on June 12. At the luncheon, the new board and volunteers can meet.

**Programs:**

Debbi informed the board (and Barbara Gordon by telephone) that the Colombian Ambassador cannot participate in the March program after all. The April program date was changed from the 17<sup>th</sup> to the 24<sup>th</sup> because the Secretary of State requires the Benjamin Franklin Room on the 17th. At this time, there is no speaker for the April program. The May program is still scheduled for the 15<sup>th</sup>.

**Housing Office:**

Lesley Dorman reported that things are going well.

### **Membership:**

Susan Lee and Kim Furnish are working on the new membership brochures. The board looked at a previous draft for the new brochures. After some discussion, the Board listed final changes and edits. These will be forwarded by Debbi via email to Kim and Susan.

### **Nominating Committee:**

Elaine reported the nominations for the new board:

President	Faye Barnes
1 <sup>st</sup> VP	Elaine Neumann (one year only)
Treasurer	Lucy Whitley
Ass't Treasurer	Margaret Teich

The committee is still looking for candidates to fill the 2<sup>nd</sup> VP and Secretary positions. The March/April Global Link will contain a brief bio of the nominees as well as voting ballots. A big thank you was given to the members of the nominating committee for their hard work.

### **State Department & AFSA:**

Mette reported that Transportation was recently moved to the 4<sup>th</sup> floor. State management plans to eventually move the entire services corridor to the SA 1 building (Columbia Plaza). AFSA, as well as AAFSW, are against this move. What strategies can AAFSW use to block this move? Town meetings, forum, letters to the newspaper are few strategies offered. Elaine Neumann will be meeting with Mrs. Negroponte and will attempt to solicit her support on behalf of AAFSW.

May 4<sup>th</sup> is Foreign Affairs Day. AAFSW plans to have a table; setup is 8am. May 3<sup>rd</sup> is the day AFSA goes to the Hill for courtesy calls. AAFSW members are welcome to join the group.

**SOSA:** The board is still seeking a new chairperson for SOSA.

### **Media Director's Report:**

Ann La Porta has written her article highlighting AAFSW advocacy issues. The board will review the draft and send any comments/recommendation to Ann.

### **Other Reports, New Business:**

Sharon Maybarduk has completed her questionnaire and will submit it to the membership. Debbi wants to order new AAFSW pens and passed around samples for the board to decide the preferred color. The majority approved the flag-like design.

The meeting was adjourned at noon.

Respectfully submitted,

Margaret Teich, Asst. Treasurer

*AAFSW*  
**Board of Directors Meeting**  
April 10, 2007

**Board Members Present:**

Judy Felt, President  
Mette Beecroft, President Emerita  
Terri Williams, President Emerita  
Lesley Dorman, Public Relations  
Katarina Hamilton, Membership  
Ann La Porta, AFSA Liaison  
Patty Ryan, Legislative/AFSA Liaison  
Lucy Whitley, Treasurer  
Marguerite Anderson, Senior Living

**Members Absent:**

Elaine Neumann, 1<sup>st</sup> Vice President  
Sandy Taylor, 2<sup>nd</sup> Vice President  
Barbara Gordon, Programs  
Margaret Teich, Asst. Treasurer

**AAFSW Staff:**

Debbi Miller, Office Manager

The meeting began at 10:35 AM. The FLO Director, Ann Greenberg, was present, and most of the meeting was spent in dialogue with her.

Ann Greenberg began by reporting that the former FLO Directors will meet next week, and that Mrs. Negrofonte plans to visit FLO monthly. There followed a long discussion of the politics and players in the proposed move of all the services offices to the State annex at Columbia Plaza, the starting date of which depends on appropriations. Mette Beecroft bewailed the loss of ease in discussion due to the new location of the transportation offices.

The 30<sup>th</sup> anniversary of FLO is next year, and a steering committee to organize the celebration is being formed; AAFSW members are welcome to participate on that committee.

FLO was represented at the Families in Global Transition Conference, and learned that the private sector faces much the same issues as we do. FLO was considering an online marketplace for spouses to advertise their businesses and services, but upon learning that AAFSW already does that, Ann asked for a small written notice about our Market Place, which would then be printed in their FLO-CLO connection for distribution worldwide. Ann also requested a paragraph on our Foreign-Born Spouse group, to be used by FLO's naturalization specialist. Debbi will write and submit both. AAFSW has filed a memo of understanding with FLO.

Ann reported that the Department of State budget is now included in the security budget along with NSA and the Department of Defense, rather than with the other foreign affairs agencies. Nonetheless, FLO currently has no program funds for unaccompanied tour support (training and preparation for families). They do have a group called "Home Front US" which is for separated families by invitation only, and a program to award medals to kids who have a parent away from home on an unaccompanied tour. Debbi

suggested posting a message on Livelines about FLO's resources for unaccompanied tours. Judy asked for guidance from FLO concerning what they would like AAFSW to do. Lesley Dorman suggested contacting the Washington Post to write an article about the Department's contradictory policies of enforcing unaccompanied and dangerous assignments while reducing support and respect for families.

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

Lucy reported that expenses are down and that dividends are up. However, BookRoom income is down. Nonetheless, we are better off than this time last year. The amount of our scholarship donations to AFSA was discussed.

### **BookFair:**

The BookFair committee met on April 5<sup>th</sup> and discussed publicity and donation request strategies. They hope to prepare a packet for Foreign Affairs Day which will include the new membership brochures, a Robin-approved request for donations, and our new pens. The next meeting will be April 30<sup>th</sup>.

### **Foreign Affairs Day:**

We need volunteers to man the table and display until about 1:00 PM on May 4.

### **Housing Office:**

Lesley Dorman reported that things are going well. People really like the pens.

### **Volunteer Luncheon:**

Judy will do the invitations, and asked Housing and BookFair to submit complete lists of volunteers as soon as possible. The event will take place on June 12, at the home of Marguerite Anderson, and will include the changeover of Board officers.

### **Programs:**

Debbi reported for Barbara Gordon that we are all set for April 24<sup>th</sup> and May 15<sup>th</sup>, with speakers Ambassador Neumann (Afghanistan) and Dr. Necia Harkless (Nubian Kingdoms) respectively.

### **Membership:**

Katarina suggested some final edits for the brochure, and the Board agreed: to keep the royal blue color and shiny stock, to use our former logo (AAFSW in italics with a flag on the W) at the top of the front page, and to make room for Clements and photo credits. The Board agreed that it is time to move ahead to the actual printing.

### **Nominating Committee:**

We still need a Secretary, but all other Board positions have been filled. Judy commended the committee on their excellent work and esprit de corps.

**S.O.S.A:**

It is time to update and send out the cable soliciting nominations. Terri is in contact with FLO and DACOR, and is seriously looking to hand off the leadership.

**AFSA:**

Ann La Porta went to the last AFSA meeting, where the hottest issue was the arm-twisting that is going on in the Department to get people to go to Iraq and Afghanistan PRTs.

**Other Reports, New Business:**

Lesley Dorman would like us to consider donating to a particular Boys & Girls Club in DC. She will do some research on it with Paul Schwartzman, the reporter whose article in the Washington Post covered the proposed closing of a branch we once supported.

AAFSW will be represented on the selection board for the Avis Bohlen Award by Mette Beecroft.

We are still in need of a scholarship person.

The March minutes were approved as amended.

The meeting was adjourned at 1:00 PM .

Respectfully submitted,

Debbi Miller  
Frantic Scribbler

**AAFSW**  
Board of Directors Meeting  
May 8, 2007

**Board Members Present:**

Judy Felt, President  
Mette Beecroft, President Emerita  
Terri Williams, President Emerita  
Lucy Whitley, Treasurer  
Margaret Teich, Asst. Treasurer  
Katarina Hamilton, Membership  
Patty Ryan, Legislative/AFSA Liaison  
Ann LaPorta, AFSA  
Lesley Dorman, Public Relations

**Members Absent:**

Elaine Neumann, 1<sup>st</sup> Vice President  
Sandy Taylor, 2<sup>nd</sup> Vice President  
Barbara Gordon, Programs  
Marguerite Anderson, Senior Living

**AAFSW Staff:**

Debbi Miller, Office Manager

The meeting began at 10:35 AM and both the March and April 2007 minutes were accepted as amended.

**State Department & AFSA:**

The moving of the service corridor offices (FLO, EE center) continues to be in a state of flux, especially since the recent resignation of the Randall Tobias, Undersecretary of Management.

**Treasurer's Report:**

Lucy reported that the organization is in better shape this time than last year because dividends and capital gains have increased. We are on track to break even this fiscal year. SOSA has an estimated \$10,000 excess for this year.

Book Place is closed since Robin Jones is on vacation during the first two weeks of May. The office doesn't have a key/access to Book Place when Robin is away. We were told that Security Office has a key.

The finance committee met recently and discussed investigating other mutual funds investments, involving fees and commissions. Whether it is worth the change has to be investigated further. The finance committee also discussed the question of raises versus bonuses for contract employees. This decision is being postponed until the committee has the final figures for the fiscal year.

**BookFair:**

Robin and Sheila Switzer presented an excellent poster advertising BookFair. Robin continues to develop and solicit donations for BookFair from outside sources and prefers not to solicit donations from the FS community. The possibility of having a vendor's alley is still under discussion. Robin also suggested having dedicated cashiers during

BookFair. Stamp corner is continuing and should be present during BookFair. The next meeting of the BookFair committee will be June 4<sup>th</sup> at 11am in the cafeteria.

It was suggested perhaps BookFair be posted on the website earlier than previous years. Then one can click on the icon and receive more details regarding the sale of books.

**Programs:**

Barbara Gordon is out of the county. Mette stated that the State Dept has confirmed the following dates for our use of the Benjamin Franklin Room:

Sept. 18, <b>2007</b>	March 18, <b>2008</b>
Oct. 23	April 15
Dec. 4	May 20

**Membership:**

Katarina reported that she and Debbi would prepare the renewal reminder letters and the “Please Come Back” letters next week.

**SOSA:**

The first cable announcing the award is complete and will be sent out by State soon.

**Nominating Committee:**

The committee is still looking for a volunteer to fill the Secretary position. Debbi reported that the office received 35 votes in the election of the new board. The majority approved the slate with no “write ins”.

**AFSA, COLEAD:**

On Foreign Affairs Day, AAFSW had a table in the State Dept. where brochures and pens were distributed. Judy said there was a lot of interest and good visibility for the organization. Judy also attended AFSA’s Hill Day. The issues discussed included unaccompanied tours and the Foreign Affairs budget. Overall it was a good day, but slightly discouraging since people outside the DC area were not represented. Also, Judy said they talked with aides of congressmen rather than the actual members. However, it was important for AAFSW to be present, not only to develop contacts, but to highlight the spousal issues in the Foreign Service.

Patty reported that, as there are over 700 unaccompanied one-year positions, the Department has to find 2,000 employees during one normal three-year tour cycle. There are rules changes being made that affect employees along with morale, such as:

Employee may no longer “remain in place” the extra year needed to allow the dependent child to graduate from high school; no tour extensions are being granted for employees in “good posts”; employee can remain in US for only five years, instead of six. Exceptions can only be granted by the DG. Previous hardship service may not be considered in employee’s selection for the next assignment.

**Housing Office:**

Lesley reported that the office is well staffed with volunteers and running smoothly, and that the pens are very popular.

**Other Business:**

The Volunteer Appreciation Luncheon date was changed to June 7<sup>th</sup> because of scheduling conflicts. The venue will be Elaine Neumann's home. Although 40-50 invitations are normally sent out, usually fewer (30 or so) attend. Over 90 names are on the list to be invited this year.

Next year's board meeting dates were confirmed:

July 17, <b>2007</b>	Jan 8, <b>2008</b>
Aug - no meeting	Feb 12,
Sept 11	Mar 11
Oct 9	Apr 8
Nov 13	May 13
Dec - no meeting	June 10

The meeting was adjourned at noon.

Respectfully submitted,

Margaret Teich  
Asst. Treasurer

**AAFSW**  
Board of Directors Meeting  
June 7, 2007

**Board Members Present:**

Faye Barnes, President  
Judy Felt, President Emerita  
Terri Williams, President Emerita  
Mette Beecroft, President Emerita  
Elaine Neumann, 1<sup>st</sup> Vice President  
Katy Koch, 2<sup>nd</sup> Vice President  
Lucy Whitley, Treasurer  
Margaret Teich, Asst. Treasurer  
Katarina Hamilton, Membership

Barbara Gordon, Programs  
Patty Ryan, Legislative/AFSA Liaison  
Ann La Porta, Legislative/AFSA Liaison

**Members Absent:**

Lesley Dorman, Public Relations  
Marguerite Anderson, Senior Living

**AAFSW Staff Present:**

Debbi Miller, Office Manager

The meeting began at 1:45 PM in the home of Elaine Neumann, the first meeting of the new 2007 Board. The May 2007 minutes were accepted as amended.

**State Department Issues; BookFair:**

Mette reported that several high level personnel changes within the State Department may affect the proposed move of the Service Corridor to SA-1, including the FLO. There have not been any final decisions and money will be an issue. Mette will keep the Board informed as the process moves forward.

Mette reported that the BookFair Committee met on June 4, discussing publicity, volunteers, the Art Corner and the cocktail party (“Vernissage”) that will take place the night before the opening. The summer Global Link (GL) will have the volunteer form and an article about the BookFair. A second form will be in the September issue. Debbi noted that the post cards sent to those who filled out labels are ordered. Mette has the labels that people signed last year, so the cards are ready to send out in August and September. The next BookFair meeting is July 16 in the State Department cafeteria at 11 am. The BookFair is now displayed on the home page of the website with information for the public and the FS community.

**Treasurer’s Report:**

Lucy reported that revenue and expenses for the organization will be about even for this fiscal year. She noted that Debbi Miller, the Office Manager, and Susan Lee, the GL Production Manager, are leaving this summer and that the job announcements have been advertised with a June 22 deadline. The rest of the summer contracts will be renewed. Robin turns 65 years of age this year and we must work with her to decide how to handle her medical benefits now that she is eligible for Medicare. It was agreed to discuss the options with her. The next Finance Committee meeting will be June 26, 10:30 AM at the office. The budget for next year will be prepared for approval at the Board meeting in July.

**Membership:**

Katarina reported that the new membership brochures had been delivered to the office, and copies were handed out to the Board members present. She and Debbi prepared the annual

reminder letters and the “Please Come Back” letters, and have sent out over 500 letters (with personal data sheets) via bulk mail.

### **Programs:**

Barbara Gordon discussed ideas for programs in the fall, including former Defense Secretary Cohen and his wife, who recently wrote a book about their marriage. Faye suggested former CIA Director George Tenet’s wife Stephanie might make an interesting speaker. Barbara said that she welcomes this and any other suggestions.

### **SOSA:**

Terri is no longer SOSA Chair, but discussed the importance of finding a new Chair. Things are on track; the first cable has been sent worldwide. Ideas for possible new chairs were discussed.

### **AFSA:**

Ann La Porta reported that she attended the AFSA meeting last week. Among the items discussed were the ongoing negotiations between the Department and AFSA regarding new personnel rules, including a 5 year maximum assignment in Washington which replaces a six year maximum. The possible waivers for this 5 year rule (medical, educational, child custody, etc.) and the effect on tandem couples are issues. Also the new rules regarding ‘fair share’ (hardship posts) bidding are of concern to AFSA. The Department is offering to work with those who are caught in the middle when the changes regarding bidding and service in hardship posts are implemented. The Director General, George Staples, is working with AFSA regarding their concerns with the new rules.

Ann noted that our role on the Education Committee, especially our participation in the Scholarships program is important. Our Chair from last year had to recuse herself and could not participate, but we have a new Scholarship Chair, Carolyn Connell.

We discussed the Foreign Affairs Council report to the Department of State, which was reported in the press last week. AAFSW is a member of the Council. Some of the issues presented in the report this year were covered in the Washington Post and the New York Times.

### **Other Business:**

The “Foster Pet” idea that was proposed by Nan Leininger of the FLO was discussed. Some personnel have no one to take care of their pets when they serve in hardship posts. Nan thought AAFSW might be able to help. No one had heard of any movement forward, but we agreed to check on it. We decided that we would cooperate on an informal level, perhaps facilitating the formation of a Yahoo group and Judy offered to check the status with Nan.

Meeting was adjourned at 2:45 pm.

Respectfully submitted,

Judy Felt  
President Emerita

**AAFSW**  
Board of Directors Meeting  
July 17, 2007

**Board Members Present**

Faye Barnes, President  
Judy Felt, President Emerita  
Terri Williams, President Emerita  
Elaine Neumann, 1<sup>st</sup> Vice President  
Lucy Whitley, Treasurer  
Margaret Teich, Asst. Treasurer  
Lesley Dorman, Public Relations  
Barbara Gordon, Programs  
Katarina Hamilton, Membership

**Members Absent**

Mette Beecroft, BookFair/President Emerita  
Katy Koch, 2<sup>nd</sup> Vice President  
Marguerite Anderson, Senior Living  
Ann La Porta, Legislative/AFSA Liaison  
Patty Ryan, Legislative/AFSA Liaison

**AAFSW Staff**

Debbi Miller, Office Manager

The meeting began at 10:15 am. The minutes of the June 2007 meeting were approved.

**Board Vacancies**

The SOSA Chair position is still open. Faye Barnes has a short list of people she will contact about filling the position. The position of Secretary will be advertised in the summer Global Link. Barbara Ratigan served as interim Secretary during this meeting.

**Office Manager**

Five applications for the office manager position were received. Two applicants subsequently took other employment. The three remaining applicants will be interviewed after the Board Meeting, two in person, one by phone.

**BookFair**

Judy Felt delivered BookFair postcard labels from Mette Beecroft to the office. Lesley Dorman will be contacting radio stations about BookFair. Lucy Whitley reported that the Vernissage has had a name change. The Thursday evening event before the opening of BookFair will be called a Wine and Cheese. Letters announcing the Wine and Cheese will be sent to Washington embassies, and the BookFair Committee is discussing ways to advertise and sell tickets to interested State Department employees. The cost of a ticket is \$10.

**Treasurer's Report**

Lucy presented to the Board a balanced budget for the fiscal year ending June 30, 2008. In fiscal year 2007, despite lower than expected income from BookRoom and BookFair, there was only a \$2,266.00 deficit, and AAFSW's investments increased by over \$16,000. The budget (attached) of \$143,100 for both income and expenses was approved.

Lucy reported that Terry Walsh, a member of the Finance Committee, has recommended moving our investments in order to increase investment income and growth while keeping the same degree of risk. Lucy has consulted with our broker who also felt that the move would be

beneficial. The Board authorized Lucy to make changes in AAFSW's investments. Lucy is also considering putting the SOSA and Money Market funds in CDs to increase interest income.

### **Membership**

Katarina Hamilton will place a reminder for membership renewal in the September Global Link. It will include information for renewing online.

### **Programs**

Barbara Gordon reported that the speaker for the September program will confirm by July 26<sup>th</sup>.

The October program will be a promotion for *Realities of Foreign Service Life, Volume 2* that AAFSW is supporting. Employees of the State Department will be invited to attend. The cost of the program to AAFSW was discussed. Terri Williams and Faye will contact Patricia Linderman to see if the expenses for the October program could be reimbursed through full book royalties to AAFSW as other expenses for promotion and publishing of the book are.

Faye will send information about the October meeting to Barbara Gordon for Barbara to include in her Program information in the September Global Link.

### **Global Link Production Manager**

The Board considered Kelly Midura's application to be the Global Link Production Manager and her daughter's interest in the mailing job. (Letter attached.) Kelly is presently AAFSW's Webmaster. The Board authorized Faye and Lucy to offer Kelly \$7200 a year (\$600 a month) for the combined positions of Webmaster and GL Production Manager. This amount includes a raise from \$280 to \$300 a month for the Webmaster position, \$2700 for the Global Link Production position, and \$900 for the mailing work.

### **Legislative/AFSA**

Ann La Porta submitted an email report (attached) to the Board on the status of the Amicus Curiae brief in the case of Laurence Flannery.

The meeting adjourned at 12:10 pm.

Respectfully submitted,

Barbara Ratigan  
Interim Secretary

**AAFSW**  
Board of Directors Meeting  
September 11, 2007

**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  
Lesley Dorman, Public Relations  
Barbara Gordon, Programs  
Katarina Hamilton, Membership  
Ann La Porta, Legislative/AFSA Liaison  
Cathy Salvaterra, SOSA

**Members Absent**

Mette Beecroft, BookFair/President Emerita  
Judy Felt, President Emerita  
Terri Williams, President Emerita  
Marguerite Anderson, Senior Living  
Patty Ryan, Legislative/AFSA Liaison

**AAFSW Staff Present**

Margaret Teich, Office Manager

The meeting began at 10:35 am.

**President's Report**

Faye Barnes introduced the new SOSA Chair, Cathy Salvaterra, and welcomed back Margaret Teich to her former position as office manager. Margaret has resigned from the office of Assistant Treasurer and that Board position is now vacant.

Faye reported on her meeting with Diana Negrofonte, AAFSW's Honorary President, who will speak at our October 23<sup>rd</sup> meeting on the 8<sup>th</sup> Floor. Faye asked Margaret to send a copy of *Realities of Foreign Service Life, Volume 2* to Mrs. Negrofonte. Mrs. Negrofonte is interested in providing more support to those Foreign Service families separated by unaccompanied tours. Faye suggested that this might also be an area for AAFSW involvement.

**Minutes**

The minutes of the July 17, 2007, meeting were approved as corrected. Barbara Ratigan has accepted the position of Secretary.

**BookFair**

Faye reported on the progress of BookFair'07 planning from notes provided by Mette Beecroft (attached). The next BookFair meeting will be on September 26<sup>th</sup>. Lesley Dorman reported that she has been in touch with radio and television stations regarding publicity.

**Foreign Service Nationals Emergency Relief Fund**

Faye reported that Mette forwarded a Department notice from the office of Donna Bordley requesting donations for the FSN Emergency Relief Fund. We have given in the past. It was decided to consider this request after the financial results of BookFair'07 are known. Providing publicity for this Fund in the Global Link and on Livelines was discussed.

### **Treasurer's Report**

Lucy Whitley reported that AAFSW has received a request for support from the Foreign Service Youth Foundation. A \$2000 donation was approved. A letter will be sent saying that we will consider increasing our donation after the financial results of BookFair'07 are known. The letter will also request a financial statement from the FSYP.

Lucy informed the Board that our office lease will be up in a year.

### **Programs**

Barbara Gordon reported a low number of members signing up for the September program and requested that the Board work to get more people to attend. The October program, the launch of *Realities of Foreign Service Life, Volume 2*, will be free for all AAFSW members and \$15 for guests. Faye will talk to Patricia Linderman to see if costs for the program can be reimbursed from promotional expenses for the book.

### **Membership**

Katarina Hamilton reported that a reminder for membership renewal submitted for the September Global Link was not published. It will appear in the October issue. An inquiry about membership has been received from a contract employee's spouse. She will be put in contact with the Foreign Born Spouse Group and informed about our Associate Memberships.

### **SOSA**

Cathy Salvaterra reported that she met with Terri Williams and Margaret Teich and has been going over Terri's notes and the SOSA files. So far, only three nominations for the awards have been received. Cathy's report, including actions taken to solicit more nominations, logistics for the December awards program, and the September/October timeline is attached. An invitation to Laura Bush to attend the December program was discussed.

### **Housing Office, Public Relations**

Lesley Dorman reported that the Housing Office desk is well covered and that people in the department are appreciative of this service. She reported that Marguerite Anderson has been hospitalized. Lesley is in touch with Marguerite's family.

### **Media and Livelines**

According to Kelly Midura, Web Master, our Website had 24,000 visitors in August. Katie Koch has agreed to be the Board's liaison to the Media Director. A letter has been received from the Foreign Service Journal requesting that AAFSW place an ad in the FSJ's education issue. This will be looked into.

### **Legislative/AFSA**

Ann La Porta's report is attached. She asked if the following items should be publicized in the Global Link: FLO's Comprehensive List of Support for those Employees with their Families on Unaccompanied Tours; changes in tax rules affecting spouses employed on the local economy abroad; changes in the Educational Travel Allowance; and the SNAP program. The Board

agreed that this information should be in both the Global Link and on the Website, providing information for AAFSW's younger members, especially those overseas, with AAFSW taking an advocacy approach to these issues.

**New Business**

Faye will attend an event on October 16<sup>th</sup> at OBC for *Realities of Foreign Service Life, Volume 2*, but is not able to go to the FSYP Welcome Back Party on October 23<sup>rd</sup>. She has asked to be on the agenda with regard to the PIT "buyback" program at the October 19<sup>th</sup> meeting of the Interagency Roundtable. The deadline for applications for the PIT "buyback" is August 31, 2008.

A replacement for our Archivist Virginia Moore is needed. Faye is considering several possibilities.

Faye will ask at FSI about office space for AAFSW.

The meeting was adjourned at 1:15 pm.

Respectfully submitted,

Barbara Ratigan  
Secretary

**AAFSW**  
Board of Directors Meeting  
October 9, 2007

**Board Members Present**

Faye Barnes, 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  
Judy Felt, Forum/President Emerita  
Barbara Gordon, Programs  
Katarina Hamilton, Membership

Patty Ryan, Legislative/AFSA Liaison  
Cathy Salvaterra, SOSA

**Board Members Absent**

Elaine Neumann, 1<sup>st</sup> Vice President  
Terri Williams, President Emerita  
Marguerite Anderson, Senior Living  
Ann La Porta, Legislative/AFSA Liaison

**AAFSW Members Present**

Carolyn Connell, Scholarships

The meeting began at 10:35 am.

**President's Report**

Faye Barnes reported that she has completed her courtesy calls and has also met with the Director General. At the visit to FLO, Ann Greenberg spoke with Faye about the funding of the fellowships/scholarships awarded to spouses to be used for career and professional advancement. The program has been supported by funds from FLO and the Cox Foundation for three years, but the Cox Foundation commitment to this popular program is for three years only. Since FLO is not able to solicit outside funding, Ann asked if AAFSW would be willing to take on this task. She emphasized that there would be no administrative work for AAFSW. **Action required:** Faye will get back to Ann that the consensus of the Board is that this is a worthwhile project and that perhaps AAFSW can solicit additional funding from Cox and contact the Green Foundation.

Faye spoke to Ruth Whiteside about space for AAFSW at FSI. The answer was "no" but Faye will continue to look for possible accommodations there.

Faye has received a proposal from Jeff Porter and Terri Williams for an Interactive Talkcast (attached).

**Minutes**

The minutes of the September 11, 2007, meeting were approved as corrected.

**State Liaison**

Mette Beecroft reported that she is working on getting the SOSA certificates signed by the Secretary of State. She has also arranged for the Delegates Lounge and the Loy Henderson Auditorium to be used for our October 23<sup>rd</sup> program as the 8<sup>th</sup> Floor rooms will not be available to us.

## **BookFair**

Mette Beecroft reported that the final BookFair'07 meeting was held on September 26<sup>th</sup> and that final preparations are in place. Lesley Dorman has been delivering our bookmarks to bookstores and to US government offices and has made calls and sent information to the radio stations in the area.

## **Treasurer's Report**

Lucy Whitley reported that our investments are doing well, up \$17,000 from this time last year. At their meeting in early October, the Finance Committee members discussed moving all of our capital into several mutual funds for maximum growth and income. This will be discussed further at the November meeting.

Making a request to members for donations of money and stocks was discussed. **Action required:** It was moved and approved that a well-crafted letter requesting donations, written by Faye Barnes and on AAFSW stationery, be sent to all members,

## **Membership**

Katarina Hamilton reported that the "Oops" letter will be going out to all members who have not renewed their membership. She also reported that new members are coming in all the time, especially from the A100 classes.

## **Programs**

Barbara Gordon is very upset about the low number of members, 20 to 30 only, signing up for the programs. If the programs are to continue, she said, more people must come. **Action required:** It was decided that in the January Global Link there will be (1) a survey to find out what the obstacles are to attending the programs and (2) an article suggesting various options to deal with the parking problem.

## **SOSA**

Cathy Salvaterra reported that there are now 23 nominations for the SOSA Awards, the increase mainly the result of a personal pitch from Faye to the Regional Directors and to the Director General who sent out a notice about the program. Selection meetings have been scheduled with the Bureaus on October 11<sup>th</sup>. Cathy asked anyone with comments or suggestions about the December awards program to get in touch with her. Cathy's report is attached.

Cathy spoke about compiling SOSA nominations into a pamphlet to be used for marketing the SOSA program to ambassadors and the A100 classes. It was agreed that putting the pamphlet together would be a paid undertaking, perhaps financed by a grant. **Action required:** After December, Cathy, Mette, Faye and others interested will write a grant proposal that SOSA nominations be compiled in a pamphlet that would be used for public relations and to promote volunteerism.

## **Housing Office, Public Relations**

Lesley Dorman announced that the Dorman Award this year will go to Judy Felt for her continual commitment to and work for AAFSW over the years. It was decided to also show our

appreciation to Virginia Moore, our long-time archivist, who is retiring from that position this year. **Action required:** A gift and a strong letter of appreciation acknowledging her service to AAFSW will be given to Virginia at an 8<sup>th</sup> Floor program.

Lesley was not pleased with the article and picture in State Magazine about the FLO office. Faye suggested that there be an article in Global Link commemorating the 30<sup>th</sup> anniversary of the founding of FLO and OBC.

Lesley reported that the Housing Office is doing well.

### **Media and Livelines**

Katy Koch is now the Board's liaison to the Media Director. If anyone has questions about the Global Link or the Website, Katy requests that they get in touch with her.

### **Legislative/AFSA**

Patty Ryan reported that in the past children of AFSA board members could not apply for AFSA scholarships. AFSA has now decided that the "fire wall" between the Board and the nominating committee is strong enough to avoid any problems and that the children of AFSA board members can now compete for AFSA scholarships.

### **New Business**

Carolyn Connell, Scholarships, was introduced to the Board. **Action required:** Judy Felt will put Carolyn in touch with Lori Dec at AFSA.

Judy Felt will be looking into having a Forum on some of the issues facing the Foreign Service today. She will also investigate fundraising possibilities.

The meeting was adjourned at 12:45 pm.

Respectfully submitted,

Barbara Ratigan  
Secretary

**Next Board Meeting: Tuesday, November 13, 2007 @ 10:30 am.**

**AAFSW**  
Board of Directors Meeting  
November 13, 2007

**Board Members Present**

Faye Barnes, 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  
Judy Felt, Forum/President Emerita  
Barbara Gordon, Programs  
Katarina Hamilton, Membership

Patty Ryan, Legislative/AFSA Liaison  
Cathy Salvaterra, SOSA

**Board Members Absent**

Elaine Neumann, 1<sup>st</sup> Vice President  
Terri Williams, President Emerita  
Marguerite Anderson, Senior Living  
Ann La Porta, Legislative/AFSA Liaison

**AAFSW Members Present**

Sheila Switzer, Foreign-Born Spouses

The meeting began at 10:35 am.

**President's Report**

The Program survey planned for the January Global Link will be delayed until February. Faye Barnes requested a listing of previous programs and attendance records from Margaret Teich, Office Manager. Katy, Katarina, Judy, Lesley, and Barbara Gordon volunteered to work on the survey with Faye.

Faye reported that she has written the first draft of the fundraiser letter that will be sent to members and friends of AAFSW. She also reported that Ann Greenberg is leaving FLO and will be entering the A100 class.

Faye presented an engraved silver bowl to President Emerita Judy Felt and gave a heartfelt thank you to her for keeping AAFSW moving forward and active during her term as President.

**Minutes**

The minutes of the October 9, 2007, meeting were approved as corrected.

**State Liaison**

Mette Beecroft reported we will have to provide Security with the date of birth and one other form of identification for those attending the Programs on the 8<sup>th</sup> Floor. She stated that it is illegal for us to ask for Social Security numbers unless we tell people how we are using them. She also reported that the SOSA Certificates are next in line on the Secretary's desk for signing.

**BookFair**

Mette Beecroft reported that a "lessons learned" meeting will probably be done by email as it is difficult to get everyone together. Margaret Bender is sending out thank you letters to the volunteers, Mette to Security and Real Property, and Faye to Robin and Diana Negroponte.

### **Treasurer's Report**

Lucy Whitley reported that the gross receipts from BookFair'07 were \$71,400. All bills have not been received and the accounts have not been reconciled, but it looks like the profit from BookFair'07 will be around \$50,000. A full report will be given in February. Two copies of Realities were sold at BookFair.

### **Membership**

Katarina Hamilton reported that AAFSW memberships have been given to the SOSA winners. It was decided that these memberships should go through June '09. A member reported that she had not been receiving the Global Link. It was decided to give her a membership for another year, to talk to Kelly Midura about any mailing problems, and to contact the member in December to see if she was receiving her Global Link. Sheila Switzer said that she is talking to the Foreign-Born Spouse group about AAFSW membership and that people are signing up.

Katarina reported that 177 "Oops" letters were sent out and that 23 members responded. Two letters were returned; no associate members have responded. An attempt was made to send the "Oops" letters by bulk mail but it was not possible as the minimum number for bulk mail is 200 and the letters could not be added to the Global Link mailing. Since September, there have been 14 new members, mostly from the A100 class.

### **Programs**

Photos of and reports on the Programs for the Global Link were discussed. **Action required:** Faye will contact June Carmichael to see if she would like to be in charge of this and Sheila said that she would ask at the Foreign-Born Spouse group to see if anyone was interested. Lesley will check into recordings of the Programs.

Barbara Gordon is working on ideas for the March and April programs including a program on Turkey, an invitation to the new ambassador from Mexico and a program with Robert Duvall.

### **SOSA**

Cathy Salvaterra asked Barbara Gordon to open the SOSA program in December. Kathy's report is attached. Sheila, Mette and Faye all volunteered to be at the Department by 9:15 to greet the award winners and their guests downstairs and to take them to the elevators and to be available for Kathy to turn to when she needs help. Email invitations will be sent to the Bureau Directors and an open invitation will be sent to State Department employees. Secretary Baker will not be coming to the program; we have not heard from Ambassador Green. Deputy Secretary Negroponte will present the SOSA award. The monetary award this year is \$2500. Brenda Greenberg, press officer for the Director General's office, is working on outside publicity for the event and it was noted that "the Department needs some good publicity."

### **Housing Office**

Lesley Dorman reported that Jane Owens has said that she will volunteer in the Housing Office. Lesley said that she could use a few more volunteers.

### **Legislative/AFSA**

Patty Ryan reported that the Foreign Service is getting beaten up on the Web and received a lot of negative publicity from the open meeting at the Department. Patty passed out copies of Steve Kashkett's article "Support for Separated Families" that appeared in the October Foreign Service Journal (attached). Ways for AAFSW to influence the Department to "step up to the plate" for Foreign Service families were discussed, including contacting AFSA for suggestions about what AAFSW might do. A core group of Ann La Porta, Patty, Judy and Faye will work to refine ideas for action.

### **Forum**

Following on the previous discussion, topics suggested for the Forum included "Support for Families" and "Directed Assignments." Judy Felt suggested that we might consider doing a "cyber space" forum instead of having an actual physical gathering.

### **New Business**

Faye said that in early 2008 we will look into the restructuring of positions in the media area of AAFSW.

Lesley suggested that a letter be sent to our landlord about the condition of the bathroom in the building. Cathy suggested that perhaps a letter signed by all the tenants could be sent.

Lucy reported that the Finance Committee will discuss Robin's contract at their next meeting and that Faye and Lucy will present a new contract to Robin by the end of December.

Sheila reported that the Foreign-Born Spouse Group is having a Christmas party on December 8<sup>th</sup>. Sheila asked Faye to speak. Everyone is welcome.

The meeting was adjourned at 1:15 pm.

Respectfully submitted,

Barbara Ratigan  
Secretary

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