

**AAFSW Board Meeting
January 12, 2010**

Happy New Year!

- 1. Minutes of November meeting**
- 2. President's Report –**
 - **Congrats to Cathy, for a successful SOSA program and to Mette and Sheila for well deserved awards.**
 - **SOSA history: question re change in award criteria**
 - **Spousal Fellowship timing glitch with FLO**
 - **AAFSW staff changes**
 - **FAC luncheon hosted by AAFSW 1/19/10. Help?**
 - **AAFSW's 50th year planning**
- 3. Forum Report – Judy Felt/Ann La Porta**
Meeting with Melissa Hess to discuss Forum ideas for 50th anniversary
- 4. SOSA – Cathy Salvaterra**
- 5. Program Update- Sheila Switzer**
- 6. Membership Report –Debbi Miller**
- 7. Treasurer's Report – Lucy Whitley/Anna Dworkin**
- 8. Liaison to AFSA- Patty Ryan/Ann La Porta**
- 9. Public Relations – Lesley Dorman**
- 10. Housing Office - Lesley Dorman**
- 11. Media and Livelines – Lisa Wilkinson**
- 12. New business**

Next Meeting February 9, 2010, location tbd

Board of Directors Meeting

March 9, 2010

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st Vice President
Lisa Wilkinson, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Barbara Ratigan, Secretary
Marguerite Anderson, Senior Living
Mette Beecroft, Art&BookFair/State Liaison
Lesley Dorman, Public Relations/Housing
Judy Felt, Forum/President Emerita
Ann La Porta, AFSA Liaison
Sheila Switzer, Programs

Board Members Absent

Debbi Miller, Membership
Patty Ryan, AFSA Liaison
Cathy Salvaterra, SOSA
Terri Williams, President Emerita

President Faye Barnes called the meeting to order at 10:40 am. The meeting took place at Quincy Plaza, 3900 Fairfax Drive, since renovations are taking place at Randolph Towers. The minutes of the January 12th meeting were approved as corrected. The February Board Meeting was cancelled because of snow.

President's Report

- Faye praised Ann La Porta for her work with the Haiti evacuees and thanked Sheila Switzer for her help with the Foreign Affairs Council luncheon.
- **Action:** In response to letter from a member, Faye will contact Anne Kauzlarich to see if Anne knows when the SOSA Award went from recognizing just spouses to recognizing embassy employees and family members.
- Information on the Spousal Fellowships is publicized in the Global Link and on Livelines and a State cable has been sent out.
- Faye's notes of her meeting with AFSA President Susan Johnson on January 20th are attached. Faye was accompanied by Patty Ryan and Ann La Porta. At the meeting Ms. Johnson brought up the fact that DACOR, AFSA and AAFSW all need increased membership. She is considering putting forth a proposal whereby there would be a reduced membership fee for FSO's and their families if they joined DACOR, AFSA and AAFSW at the same time.
- Webmistress Kelly Midura will be in Washington area for one more year and will continue in her position as Creative Director.
- Office Manager Margaret Teich will resign in June and a "tickler" is in the Global Link about the coming vacancy. **Action:** Lucy Whitley will send out a copy of the Office Manager contract to Board members for comment. The position will be advertised at a later date.
- The FSYF administrative person is leaving and Faye has made inquiries as to whether the FSYF might be interested in combining some of their admin functions with AAFSW.
- Faye will be meeting with AAFSW member Donna Ayerst about reviving the CLO Association.

- AAFSW's 50th Anniversary Program was discussed. Faye reported that Sheila Switzer has recruited two people to work on the writing of the program. **Action:** A tentative date of Wednesday, March 24, was set to hold a separate meeting to discuss the Program. Faye, Sheila, Mette and Lesley will meet at the office at 10:30. **It was moved and approved that members and their guests will not be charged to attend the program.** There will be a limit of two guests per member. **Action:** Faye asked Board Members to send to the office by March 31 the names of people who should be invited, people who have helped AAFSW. **Action:** Mette Beecroft will provide the 40th Anniversary guest list for reference. **Action:** Lesley Dorman will see if the FLO office has the film about packing that Lesley made several years ago. **Action:** Sheila and Elaine Neumann will be in charge of getting the vintage clothing cleaned.

Forum

Saturday, September 25, was selected as the date for the Forum. FSI and Oakwood were discussed as venues. **Action:** Sheila Switzer will check with Oakwood. Judy Felt has contacted the military spouse group. The Forum will focus on young and mid-level spouses in planning for their financial futures.

Programs

Sheila Switzer reported that there will be three speakers, not four, at the March program. Everything is ready to go.

State Liaison

- Mette Beecroft reported that Foreign Affairs Day is May 7. AAFSW will have a display table and will give out information. Faye, Anna, Mette, Elaine, Judy and Barbara volunteered to man the table. **Action:** Faye will speak with Kelly about something to commemorate our 50th Anniversary.
- Mette and Faye are on a panel to select this year's Avis Bohlen award winner.

Treasurer's Report

- The Treasurer's Report for February/March 2010 is attached. Also attached is a copy of the budget for this year (until 6/30/10) with actual expenses for the beginning of the year and projected numbers for the entire year. A deficit of \$3500 is projected for this year. This deficit could be closed if book sales return to last year's level.
- Negotiations continue on the Book Manager's contract. **Action:** Faye will meet with Robin Jones to discuss the contract.
- **It was moved and approved to continue to donate \$500 to the Diplomatic Reception Rooms.**
- **It was moved and approved to donate \$500 to the Foreign Service Nationals Relief Fund to use as it sees fit.** Mette Beecroft recently gave \$500 to the Fund in the name of AAFSW for Haiti.
- Lucy reported that AFSA is now charging 5% of the donated scholarship money as an administrative fee. This means that of the \$8800 we are giving to AFSA, \$8360 will go to scholarships and \$440 will go to AFSA.

- Lucy reported that our financial advisor suggested that we sell donated stocks, the Davis Fund and other stock to rebalance our investments. It was decided to sell the donated stocks and not to change our other investments at this time.
- Anna Dworken presented the financial reports on Art&BookFair 2009 and BookPlace 2009 and a financial report on income and expenses of BookFair and BookRoom Combined. (Reports attached.) Because of increased income and lower expenses for BookFair, the profit for AAFSW from BookFair and BookRoom combined for the 2009 year increased by 35.94% to \$27,102.

AFSA Liaison

Ann La Porta's reports on the AFSA meetings of February 3 and March 3 are attached. Of note for AAFSW, FSI has created an on-line English language course for Foreign Born Spouses. Ann has contacted Kelly Midura about putting this information in the Global Link.

Public Relations

Lesley Dorman reported on the death of Lucille Noel.

Housing

- Lesley Dorman reported that she was able to do quite a bit of the Housing Office work from home while the government was closed. The Global Link, membership forms, cards, Shuttle brochures, etc., are available even when no one is in the office.
- There is now a real estate listing site geared toward US government employees, contractors and the US military in the DC area – www.clearedneighbors.com.

SOSA

Cathy Salvaterra sent her report by email.

- We have already received the annual \$10,000 donation from the Green Family Foundation.
- Francesca Kelly has written an article on the 2009 SOSA Awards for the April issue of the FSJ Newsletter.
- The SOSA Publication Project is back on track. Sarah Genton has sent the AF and EUR sections for review. Anna Dworken and Mette Beecroft have graciously agreed to serve on the editing committee. If anyone else would be interested in helping with the editing, please get in touch with Cathy.

Media and Livelines

Lisa Wilkinson reported on her communications with Bert Curtis, Livelines, and Kelly Midura.

- Bert reported that approximately 75 new subscribers were approved for Livelines in January and that Jen Dinoia is starting to help as back-up moderator.
- Kelly reported, "We had 18,625 visitors to the site, with 1,760 downloads of the Global Link."

The meeting was adjourned at 1:25 pm.

Respectfully submitted, Barbara Ratigan, Secretary

Board of Directors Meeting
April 13, 2010

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st Vice President
Lisa Wilkinson, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Barbara Ratigan, Secretary
Marguerite Anderson, Senior Living
Mette Beecroft, Art&BookFair/State Liaison
Lesley Dorman, Public Relations/Housing
Judy Felt, Forum/President Emerita
Ann La Porta, AFSA Liaison
Debbi Miller, Membership
Patty Ryan, AFSA Liaison
Sheila Switzer, Programs

Board Members Absent

Cathy Salvaterra, SOSA
Terri Williams, President Emerita

President Faye Barnes called the meeting to order at 10:40 am. The meeting took place at Quincy Plaza, 3900 Fairfax Drive, since renovations are taking place at Randolph Towers. The minutes of the March 9 meeting were approved as corrected.

President's Report

- The last day to submit applications for the Spousal Fellowships was April 9. We have received 16 applications. Katie Hokenson, Patty Ryan, Faye Barnes and someone from the FLO office designated by Leslie Teixeira will read the applications. **Action:** Faye will send the applications and the criteria for deciding on the winners to the readers.
- We have been informed that the 8th Floor cannot be used for putting on a play, our program for AAFSW's 50th Anniversary. We have requested the Dean Acheson Auditorium for June 4. If the Auditorium is not available on the 4th or the 8th, we will request a date in September.
- The volunteer luncheon in June is on hold until we find out about the date of the 50th Anniversary Program.
- With regard to Board positions, Mette Beecroft said that this would be her last year as Art&BookFair Chair and Faye said that she would be leaving the Board at the end of her term.
- Faye met with AAFSW member Donna Ayerst about reviving the CLO Association. It will be called CLOs to Home.

AAFSW 50th Anniversary Program

- Debbi Miller has scanned about 100 photos that record AAFSW's history; there will be a slide show at the 50th Anniversary Program. She has also sent about 20 of the pictures to Webmistress Kelly Midura for the Website. Debbi needs original or digital photos of the Foreign-Born Spouse Group and the French Group. **Action:** Sheila Switzer will send a

disk to Debbi of the FBS Group and will call Christel McDonald of the French Group. Debbi asked Board members to call her if they think that something additional should be included.

- Faye suggested that we solicit commemorations that we would then be able to publish. **Action:** Lesley will contact Barbara Bush about writing a commemoration; Faye will talk with Lesley and others about additional people who might be contacted.
- Barbara Ratigan will work on providing a logo item to be given away at the program. Five hundred items for about \$1 each will be ordered; extras can be used by Debbi Miller, Membership.

Treasurer's Report

- Lucy Whitley reported that the Office Manager's contract has been sent to Faye and will be sent to Board members this month for comment. Six applications have already been received. The position has been advertised on Livelines and in the Global Link.
- The BookRoom brought in \$2500 in March. The BookRoom also received a donation of \$200 in recognition of the excellent help one of our book donors received from BookRoom Manager Robin Jones.
- Donated stocks were sold and other changes made in our investments to balance our portfolio, as discussed with Board and Finance Committee members and with our financial advisor.
- Lucy reported that we have purchased a laptop for \$400; the computer that we were using for financial data was dying. It might be necessary to buy a new financial program for \$130.
- Lucy reported that it looks like we can save about \$600 a year on BookFair and BookPlace expenses by switching to Wells Fargo for our charge sales. **Action:** Lucy will check with Robin to get her opinion on this change and we will also need to get something in writing from Wells Fargo.
- AAFSW's investments are up 38% over this time last year.

State Liaison

- Mette Beecroft reported that she and Faye have been reading the nominations for the Avis Bohlen Award.
- Everything is in place for Foreign Affairs Day on May 7. Mette has asked Robin Jones for Art&BookFair donation information to be given out on that day.
- Mette will be retiring from the State Department in June 2011. At that time she will resign her position as State Liaison to the Board.

Programs

Everything is in place for the April musical program. **Action:** Sheila Switzer will contact the McLean Chorus to see if they would like to bring (paying) guests to the program. If the 50th Anniversary program is held in September, the planned September program may be switched to this May or June.

Foreign-Born Spouse Group

Sheila Switzer reported that the chairs of the FBS Group have resigned. Replacements are being considered.

Forum

Because of logistical concerns, Judy Felt and Ann La Porta have decided that the Forum will take place early next year instead of in September. Judy Felt reported that she attended a seminar at OBC on financial planning. She also will contact the Senior Living Foundation to find out what kinds of problems older people are having and what lessons they have for us.

Membership

Debbi Miller reported that since November 19, she has sent out 49 letters welcoming new members. She is now gearing up for the renewals and for a membership drive and will put a membership push on Livelines in June.

Media and Livelines

Lisa Wilkinson reported that Kelly Midura, Webmistress, wrote: We had 22,107 visits to our website in March—this figure has been steadily going up for months now. The April GL was viewed or downloaded 1,958 times—this figure is also going up every month.

AFSA Liaison

Ann La Porta's minutes of the AFSA meeting on April 7 are attached. Ann commented that, contrary to the stated MED policy in their cable to posts, AFSA still is under the mistaken impression that pregnant employees (and EFM's) must be medevaced to the US to give birth. The meeting followed a program at the AFSA building – a dialog with John Negroponte and Skip Gnehm that was reported on in the Washington Post on April 8.

SOSA

- An article by Francesca Kelly on the December SOSA program appeared in the April Foreign Service Journal.
- Faye Barnes asked the Board members to think about whether AAFSW should charge an administrative fee for managing the SOSA program.

Public Relations

- Lesley Dorman also reported on the Washington Post article on the discussion held by AFSA on April 7 on the challenges facing Foreign Service Officers.
- Ann La Porta was commended for her piece in the FSJ about Livelines volunteers providing help to embassy families being evacuated from Haiti.

Housing

Lesley Dorman reported that many real estate people use the Housing Office. It was suggested that real estate agents might be interested in advertising on our website. **Action:** The AAFSW office will provide information on pricing to Lesley.

The meeting was adjourned at 1:40 pm.

Respectfully submitted,
Barbara Ratigan, Secretary

The next meeting will take place on May 11, 2010.

Board of Directors Meeting

May 11, 2010

Board Members Present

Faye Barnes, 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
Patty Ryan, AFSA Liaison

Board Members Absent

Elaine Neumann, 1st Vice President
Lisa Wilkinson, 2nd Vice President
Anna Dworken, Assistant Treasurer
Ann La Porta, AFSA Liaison
Cathy Salvaterra, SOSA
Sheila Switzer, Programs
Terri Williams, President Emerita

President Faye Barnes opened the meeting at 10:40 am. The meeting took place at Quincy Plaza, 3900 Fairfax Drive, since renovations are taking place at Randolph Towers.

50th Anniversary Program

- Faye thanked Debbi Miller for her work on the historical AAFSW photos and for agreeing to direct the musical play for the 50th Anniversary Program. Debbi said that Robert Lovato is designing signs for the play, including signs indicating the decades. Debbi suggested that Sheila Switzer display signs during the play, dressed in appropriate clothes for each decade. Debbi still needs several men for the play, and a stage manager.
- It was decided to have a corsage for June Byrne Spenser (Faye will pin it on) and to have the other original members of AAFSW in the audience stand and be recognized.
- One hundred postcard invitations have been ordered and any additions to the invitation list should be given to Margaret Teich, Office Manager, by Tuesday, May 18.
- Logo luggage tags have been ordered by Barbara Ratigan. Two volunteers are needed to distribute the luggage tags as the audience leaves the auditorium at the end of the program. Patty Ryan and Mette Beecroft will be greeters as the guests enter the auditorium.
- Lesley Dorman will ask Ray Leki to participate as an actor in the program.
- Mette will check into bringing outside drinks and a cake into the Department and will check with Margaret who has been in touch with the State Department caterers.

President's Report

- It was decided to have the Volunteer Luncheon in September, date and venue to be determined.
- Faye reported that she had met with Robin Jones, BookRoom manager. Faye and Lucy Whitley will meet with Robin at the AAFSW office on the 18th.
- Faye will be going with Patty Ryan to a meeting this afternoon to select the Spousal Fellowship winners. Faye will write a letter to the winners and to those who applied but were not selected.
- Faye suggested that an oral history be done on the BookFair. Faye will look into finding someone to do one.

State Liaison

- Under Secretary of State for Political Affairs William Burns will open our 50th anniversary event. Mette Beecroft will check into providing him with talking points.
- Mette thanked the volunteers who manned the AAFSW table at Foreign Affairs Day and reported that people liked the pens that we gave out. Brochures were handed out to those interested in donating to the Art&BookFair.
- Mette will nail down a date for the SOSA Award Program in the Benjamin Franklin Room on the 8th Floor. The five other dates for programs have been confirmed.
- Mette and Debbi will be doing a walk-through on May 17 for the 50th Anniversary Program.

Art&BookFair

- The first Art&BookFair meeting will be held on May 13.
- Mette has talked with Diane Bodeen, head of the Art Corner, to give her a heads-up about a possible change in the dates of Art&BookFair.

Treasurer's Report

- Lucy Whitley reported that income is down and that things will be tight for the rest of the fiscal year. The Finance Committee worked on the budget at its last meeting. **Action:** Lucy will send the budget to Board members.
- The Finance Committee recommended capping the salary for the Office Manager at \$15 per hour. About 20 applications for the position have been received. Not all are spouses or AAFSW members.
- Shortening Art&BookFair was discussed. Faye and Lucy will discuss with Robin her plans for being involved with Art&BookFair this year. **The Board voted to continue Art&BookFair for ten days if we can.** The vote was seven for with one abstention.

Membership

- Debbi Miller will be meeting with the A-100 spouses on Thursday. Debbi will invite the A-100 class and spouses to our 50th Anniversary Program.
- Debbi will be sending out membership renewal notices the third week of June.
- Debbi will attend a Foreign-Born Spouse Group meeting to encourage membership in AAFSW.

SOSA

Faye Barnes reported that the cable requesting nominations for the SOSA Awards has been sent out.

AFSA Liaison

- Patty Ryan reported that she and Carolyn Connell, Scholarships, attended the AFSA scholarship event. **Action:** Patty will give Debbi Miller the names of the parents of the AAFSW merit scholarship winner as the parents are not AAFSW members.
- Patty reported that AFSA is keeping track of paid parental leave legislation, benefits for domestic partners, and how Health Care Reform might impact the Foreign Service.

Public Relations

- Lesley Dorman suggested that the Board invite various people to come to the Board meetings to speak on topics of interest, such as a representative from the FLO Office, Ray Leki from the TC, or Paula Jakub from the Senior Living Foundation.
- Lesley reported that longtime AAFSW member and faithful BookFair volunteer Viola Keskinen has moved to Florida.
- **Action:** Lesley will contact the Vance Family Foundation about making a donation to AAFSW.

Housing

Lesley Dorman reported that the Housing Office is doing well. It is getting more and more requests from real estate people. **Action:** Lesley will look into informing real estate agents that they can advertise on the AAFSW website. Debbi will mail Lesley our previous rates.

Media and Livelines

Lisa Wilkinson provided information from Kelly Midura, Creative Director, on visitors to our Website. Kelly reported 18,480 visitors in April. This included 1,729 downloads of the Global Link. Both numbers are down from the previous month.

Forum

Judy Felt spoke to Diana Rooney in the FLO Office who is excited about AAFSW plans for a financial seminar for FS spouses. Judy is thinking about organizing an event during the summer.

The minutes of the April 13th meeting were accepted as corrected. The meeting was adjourned at 12:50 pm.

Respectfully submitted,

Barbara Ratigan, Secretary

The next meeting will take place on June 8, 2011.

Board of Directors Meeting

June 8, 2010

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Mette Beecroft, Art&BookFair/State Liaison
Lesley Dorman, Public Relations/Housing
Sheila Switzer, Programs
Judy Felt, Forum/President Emerita
Debbi Miller, Membership
Patty Ryan, AFSA Liaison
Cathy Salvaterra, SOSA

Board Members Absent

Lisa Wilkinson, 2nd Vice President
Barbara Ratigan, Secretary
Ann La Porta, AFSA Liaison
Marguerite Anderson, Senior Living
Terri Williams, President Emerita

President Faye Barnes opened the meeting at 10:35 am. The meeting took place at Quincy Plaza, 3900 Fairfax Drive, since renovations are taking place at Randolph Towers.

The minutes of the May 11, 2010, board meeting were approved as corrected.

President's Report

50th Anniversary Program

Faye thanked everyone involved in the successful program. Some things “fell through the cracks” however.

- The invitation stated that the program would begin at 10 but it did not begin until 10:30.
- There should have been publicity in the department announcing the program.
- There were not enough program folders, and there were typos in the program.
- There were some catering /clean-up glitches - there should have been a food committee.
- There should have been one person to be overall coordinator, probably Faye.

But the following were great: the photo montage shown beforehand which really helped make the delay palatable, the play itself: congrats on Debbi Miller's amazing talent for staging and detail, and the wonderful talents of the cast, congrats to the witty writers, and to Sheila Switzer and her lovely parade of decade attire.

We need to get a gift for Patricia Lindermann to thank her for creating the play.

Thanks also to Robert Lovato who made the excellent decade signs and only charged us for the materials. We may try to sell them, perhaps in the BookRoom.

Elaine Neumann donated the cost of having the clothing dry cleaned.

Debbi Miller is working on getting non-members in the cast to join AAFSW.

The first version of the DVD of the play was too dark. The new version will be available next week. When Mette Beecroft receives it she will get it to Debbi who wants to edit it.

We will have luggage tags, the DVD, and CDs of pictures of AAFSW's history. These could be used as gifts to encourage memberships.

Mette was asked if guests really needed the "escort required" badges for programs held in the Acheson Auditorium since they are not required for eighth floor programs. She said they were.

Other

- Spousal Development Fellowship winners – Faye Barnes sent out a report on the 5 winners. It is also available online. Kelly Midura is getting photos of the winners. All applicants are being asked to keep AAFSW updated on their businesses.
- Robin Jones stated at a May 18, 2010 meeting with Faye and Lucy Whitley that she wishes to terminate her employment. The women in the Art Corner, especially Dianne Bodeen, want Robin to stay through Art&BookFair'10. Dianne has written a description of Robin's job.
- A new person will have to be hired for this position, probably Brian Neumann. The finance committee will meet on June 16 to write a contract for him. The board approved giving the finance committee authority to determine the terms of the contract. We hope to have more volunteers to help Brian, and we will need a volunteer coordinator for the BookRoom.
- It is hoped that Robin will do a procedures manual before she leaves and that there will be a 2 week overlap between Robin and Brian. The finance committee will decide on an honorarium for Robin.

Programs

- There will be a program on July 20 at the Society of the Cincinnati Museum at 11:30. It is free.
- No program in August.
- Program dates for next year are 9/21 (possibly the 28th – Mette will check), 11/9, 12/2 (SOSA), and (in 2011) 3/15, 4/19, and 5/17.
- Sheila would like to have a luncheon to thank the play participants on July 15.

Art&BookFair

- The hours on opening day will change from 2 - 5 pm to 11 am - 4 pm.
- Mette is submitting publicity to those publications with “inflexible” due dates.

Treasurer’s Report

- Lucy Whitley presented the budget for fiscal year 2011 (attachment #3). Debbi questioned why we were spending money on investment advisor fees. This will be discussed at the finance committee meeting. The budget was approved by the board.
- Faye stated that in light of our tight budget we should try to get a volunteer public relations person instead of expanding the duties and pay of the Media Director.
- The new office manager will be offered \$14/hr.

Membership

Debbi will be working on the membership renewal letters now that the play is over. There are 6 new members.

SOSA

- The announcement went out April 30, and is also posted on the website. A notice was posted on Livelines. A separate announcement is sent to CLOs worldwide. A short article will appear in the Summer Global Link, and Cathy has prepared the action memo requesting the participation of the Secretary.
- We have received three nominations so far: Mumbai, Sofia, and Athens. The date for the Award ceremony has been changed to December 2, 2010.
- Sara Genton’s work on the book about SOSA is progressing well. She has been given a deadline for completion.
- This December is the 20th anniversary for SOSA.

AFSA Liaison

- Patty Ryan reported that not much was happening with AFSA.
- She reported that the National Council for International Visitors reviewed AFSA’s book and wondered if they would review Realities. Margaret Teich will mail them a copy.
- Patty proposed exchanging information with them including recipes for their cookbook.

Public Relations/Housing

Lesley Dorman said that not much was going on vis a vis public relations.

Lesley reported that the Housing Office is busy. Debbi will look up our rates for advertising on our website so that Lesley can ask real estate companies if they want to advertise there.

Media and Livelines

Lisa Wilkinson submitted her report via email: 13765 visitors to the website in May, with 236 downloads of the May Global Link.

Forum

Judy Felt reported that she will start planning a Forum for next year.

New Business

- Faye will call candidates for the Office Manager position, inform them of the salary, and see if they are still interested.
- A farewell luncheon will be planned for Margaret Teich.
- Something should also be done for Robin Jones's departure.
- The *State Magazine* article on Oral History did not mention AASFW.
- Mary Bowen will be taking over Oral History from Jewell Fenzi
- Nancy Longmyer will represent AAFSW at a meeting to be held by the FLO on divorce issues. Faye Barnes will also attend.

The meeting was adjourned at 1 pm.

Respectfully submitted,

Lucy M. Whitley

The next meeting will take place on July 13, 2011.

Board of Directors Meeting

July 13, 2010

Board Members Present

Faye Barnes, President
Lisa Wilkinson, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Marguerite Anderson, Senior Living
Mette Beecroft, Art&BookFair/State Liaison
Lesley Dorman, Public Relations/Housing
Judy Felt, Forum/President Emerita
Ann La Porta, AFSA Liaison
Debbi Miller, Membership

Board Members Absent

Elaine Neumann, 1st Vice President
Sheila Switzer, Programs
Terri Williams, President Emerita
Barbara Ratigan, Secretary
Patty Ryan, AFSA Liaison
Cathy Salvaterra, SOSA

President Faye Barnes opened the meeting at 10:35 am. The meeting took place at Quincy Plaza, 3900 Fairfax Drive, since renovations are ongoing at Randolph Towers.

President's Report

Faye thanked Anna Dworken for hosting the lovely luncheon to say farewell to Margaret Teich. Faye reported that Barbara Radwan-Wiehe has resigned as office manager, and that Tatiana Schafer has been selected to replace her. Debbi Miller has been filling in at the office since July 8, and will begin training Tatiana on July 21.

The transition from Robin Jones to Brian Neumann seems to be going well, as Robin is being very helpful and cooperative. It appears Brian cannot work on Tuesdays, a problem that was not foreseen. He is in real need of people to price books now. The Board voted to give Robin a \$1500 separation honorarium, a certificate of appreciation, a lifetime membership in AAFSW, and to terminate her employment as of July 15, 2010 but to continue her health insurance through July 31, 2010.

We are still in communication with FSI about repeating the 50th Anniversary play, hopefully on August 9th. We may do it in their sound stage. The Board voted to give Patricia Linderman a 2-year free membership to thank her for writing the play.

Mary Bowen will apparently NOT be taking over Oral History from Jewell Fenzi, so we are still looking for a volunteer for that, and for the archives.

Faye and Nancy Longmyer represented AAFSW at a FLO meeting on divorce issues.

The Volunteer Appreciation Luncheon will be held on September 14th, and Debbi will look into the possibility of having it at Quincy Plaza. Failing that, Marguerite Anderson offered her home in Chevy Chase, MD, as a venue. Board members are asked to submit

a list of volunteers to the new office manager, so that no one is left out when the invitations are sent.

Treasurer's Report

Lucy requested that all Board members send in their estimates of volunteer hours donated (including travel time) by August 31st. She reported that the Financial Committee discussed writing 7 weeks of leave into the next Office Manager contract as a cost-saving measure. The Board agreed to continue paying a financial advisor. We will have a slight raise in office rent beginning in August. Brian Neumann has signed a six-month contract and will be paid once a month in the middle of the month. His intentions and attitude are very good, and Lucy and Anna hope that the concerns about his hours and schedule can be worked out over the next few months.

Programs

- There are 18 people signed up for the program on July 20 at the Society of the Cincinnati Museum at 11:30.
- The Board voted to reduce the number of programs to four per year, as a cost-saving measure. The program dates for the coming year are 9/21, 12/2 (SOSA), 3/15, and 5/17. The September 21st program will be an enactment of women in history.
- Sheila will hold a luncheon to thank the play participants on July 15.

Art&BookFair

Mette reported that we are adjusting well to the imposed change of dates. New postcards and bookcards need to be ordered, but the only publicity already sent was to DACOR and a few periodicals. Letters will be sent to correct those submissions. Faye suggested we use "Columbus Day – Come Make a Discovery!" as a slogan to emphasize and publicize our additional open-to-the-public day. Lots of information that was formerly closely held is being passed on to Brian and getting organized and codified for future use. BJ Harrick and Anne Kauzlarich will be the BookFair volunteer coordinators. There is an urgent need for book pricers right away. Mette will look into getting Department notices about BookFair placed on the Intranet, and will ask Kelly to put a sign about BookPlace on the website.

Membership

Debbi has sent out all the membership renewal emails and letters for those whose membership expires this year. Next week she will send out emails and letters for those who expired in 2009. She is sending a photo CD of the 50th Anniversary Slideshow to all new members and to all members who renew for 2 years or more; so far she has mailed out 22 CDs. We currently have just under 600 active members. The Board requested

that each member of the cast and each member of the Board be given a photo CD as well. The discussion of reduction of membership dues was tabled until January.

SOSA

Cathy submitted this report by email:

I submitted SOSA/Tragen reminder cable to FLO for ALDAC distribution, and posted a reminder blurb in summer issue of the Global Link. I met with Faye and Sarah Genton on June 24 to discuss the status of the on-line publication. Remaining chapters are to be completed and submitted for review/edit by August 1. Goal is to have the publication finalized and uploaded by the end of September, and a special hardback edition distributed at the December 2 awards program. I contacted the Secretary's Office to inquire if she would be willing to pen the Forward to the publication. Robert Russo of the Secretary's staff is checking with the legal department and will get back to me. I am continuing to coordinate all the edits (from the edit committee) to the chapters that Sarah has already submitted.

AFSA Liaison

Ann submitted the latest AFSA report via email. She suggested that some of the items in the AFSA news might be interesting for our members and might be published in the Global Link. For example, dependent children up to age 26 will be covered in the Foreign Service Protective Association Benefits Plan as of January 2011, even though the Health Care Law mandates that such children be covered in their parents' plan as of September 2010. The AFSA Awards will be held Friday, July 16th. Sarah Genton won the Juanita Guess Award for the best CLO.

Public Relations

Lesley has sent the appropriate condolence letters re Molly Beyer and Marlene Eagleburger. She reported the sudden death of Susan Donnelly. We received a wonderful letter from June Byrne Spencer concerning the 50th Anniversary celebration, which should be shared with the play cast and placed in the September Global Link.

Housing

Lesley reported that the Housing Office remains very busy. Debbi sent Lesley our rates for advertising on our website, so that Lesley will be prepared if real estate companies want to advertise there.

Media and Livelines

Lisa Wilkinson submitted the following report: Livelines has 3781 members as of July 11, with 14 more pending. The website had 17,081 visits in June. The most popular page was the RSS feed (with 7324 hits), followed by the thrift shopping page, the blogs page, and the overseas posts research page. The summer edition Global Link will be more expensive to print and mail because of the extra pages for the 50th anniversary.

The Board voted to look into the logistics of charging a one-time fee of \$10.00 for Livelines users who are not AAFSW members – in effect, we would create a special category of AAFSW membership: lifetime Livelines access only.

Forum

Judy Felt reported that she has an outline for a one-day Forum that would run 9:00AM to 3:00PM with time for a brown-bag lunch. She was hoping to schedule it for a Saturday in April. Another possibility is to use the Benjamin Franklin room on the April date we have already reserved for a program. This forum will be on Financial Planning for Foreign Service Spouses. Judy is talking to the following people about being on the panel: Diana Rooney (crisis management program specialist), Joe Prentiss (SDFCU), and Debbie Thompson. She would like to also organize an “Open Forum” in January or February, where members could come and talk about whatever issues they found important. However, she’s gotten no response about this idea.

New Business

Debbi mentioned a call from the UN in Geneva from Filip Borkowy, who will be visiting Washington, D.C. (and FLO) and would like to meet with AAFSW. His office is trying to create a strong global association for UN spouses/partners, along the lines of what we have created for the US Foreign Service. Faye will try to meet with him.

The minutes of the June Board meeting were approved as amended. The meeting adjourned at 1:00 PM.

Respectfully submitted,

Debbi Miller

The next meeting will take place on September 14, 2010.

Board of Directors Meeting
September 14, 2010

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st Vice President
Lisa Wilkinson, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Barbara Ratigan, Secretary
Mette Beecroft, Art&BookFair/State Liaison
Ann La Porta, AFSA Liaison
Debbi Miller, Membership
Cathy Salvaterra, SOSA
Sheila Switzer, Programs

Board Members Absent

Marguerite Anderson, Senior Living
Lesley Dorman, Public Relation/Housing
Judy Felt, Forum/President Emerita
Patty Ryan, AFSA Liaison
Terri Williams, President Emerita

AAFSW Members Present

Donna Scharpf, FSYF Liaison

President Faye Barnes opened the meeting which took place before the start of the Volunteer Appreciation Lunch at Vice President Elaine Neumann's house. The Secretary's Report was approved as corrected.

President's Report

- Faye thanked Elaine for hosting the luncheon for volunteers and Barbara Ratigan for coordinating the food donations from Board members. She introduced Donna Scharpf to the Board; Donna will be the new AAFSW Liaison to the Foreign Service Youth Foundation.
- The cost of re-recording the 50th Anniversary play at FSI on August 9th was \$1300. Faye requested money from the Cox Foundation to be used to pay for the re-recording and received from them the promise of a grant of \$1500. However, the sound again was not consistently good and editing needs to be done (and paid for). The Cox Foundation does not want to turn over the money until a useable product is available. Debbi Miller, who directed the play, thinks that a product can be produced and is working on it. Under Secretary for Management Pat Kennedy will do an introduction.
- Jewel Fenzi will be training new volunteers for the Oral History Project on September 23.
- The Senior Living Foundation Forum, September 16, is fully booked.
- Faye will not be able to attend the ADST meeting; she will try to attend the Foreign Affairs Council meeting. She asked anyone wishing to attend these meetings to call her.
- The Board agreed not to meet in October because of setting up for Art&BookFair.

Art&BookFair

- Mette Beecroft reported on the preparations for Art&BookFair. Lisa Carty will open the Art&BookFair; the Combined Federal Campaign will not be using the Exhibit Hall at all; and Anne Kauzlarich is trying to find out how soon the pads to protect the exhibits in the Hall can go up. September 16 is the date of the first walk through with Candace Newman who will bring the State Department people who will be involved in the set up.

- With regard to paid publicity, we will advertise on booksalefinders.com and have exposure in four different places in the Washington Post and eight exposures in the Current papers. The total cost of this publicity is \$4,112.50. Donna Sharpf will put information on the many list serves that she belongs to. Mette will send out Department notices and put flyers in the 72 elevator slides and will also check on using FLO's bulletin boards. Many other outlets are also being covered.
- Anne Kauzlarich and B.J. Harrick have been recruiting volunteers and a request for volunteers has been sent to the FSYP. Faye will touch base with Bernadette Powers about what the FSYP volunteers will do and that an adult will need to supervise these volunteers.
- Mort Dworken and Jack Felt will provide rides on the public days to the Metro and other close locations. Security has approved having the cars outside the C Street entrance.
- Walkie-talkies can be used during Art&BookFair; we must provide our own.
- While Brian Neumann, BookRoom Manager, is new to the job, he is doing very well.
- Lucy Whitley said that she will go to the Book Fair on the Mall on September 25 to hand out flyers. Ann La Porta volunteered to help.

Treasurer's Report

- Lucy Whitley reported that there have been a few little tweaks to the budget for 2010-2011 but for the most part, we are on track. As for 2009-2010, expenses exceeded income by about \$1000. However, as there was a \$200 deposit that will be returned and \$850 that was paid in June instead of July to the Creative Director, we were very close to being on budget.
- Our financial advisor has suggested that sometime in the future we sell some of our stocks and buy more Templeton Global Bond Funds. The Board had no objections.
- The checking account is low and when we do sell some stocks, we may want to hold out a few thousand dollars to tide us over until after Art&BookFair. Lucy may also hold off on the donation to the FSYP until October.

Programs

- Faye Barnes thanked Sheila Switzer for hosting the cast party for the 50th Anniversary play.
- Sheila reported that about 20 people have signed up for the September 21 program. Only two Board members have signed up so far; Sheila strongly encouraged more to do so.
- Sheila is organizing a Halloween party for October. There will be no November program.
- Faye has asked Sheila to try some different programs since we are not getting a good response from members to programs on the 8th Floor. Sheila has contacted embassies to see if she might be able to arrange visits for us to see their exhibits.

SOSA

- Cathy Salvaterra reported that the deadline for nominations for the SOSA Awards was last Friday and that 22 nominations have been received. A few more might have come in over the weekend. So far, there are no nominations from NEA.
- The SOSA program has been bumped to December 2. We do not yet know who from the Department will present the awards; Secretary Clinton is not available this year. Debbi Miller has graciously agreed to perform at the ceremony. This will be the 20th Anniversary of the SOSA Awards; Cathy is planning to include former SOSA Chairs and the five original SOSA winners in the program.

- Cathy has received the final chapter of the SOSA publication from Sarah Genton. Cathy thanked Faye Barnes and Anna and Mort Dworken for their wonderful work on the editing committee. Secretary Clinton has written the forward. The publication may be uploaded to the AAFSW website by the beginning of October. There will also be 100 print copies and some will be available at the December program. Cathy is developing a strategic plan to publicize this 20th anniversary on-line publication.
- Cathy's SOSA Update Report is attached.

Membership

- Debbi Miller reported that as of August 1, she had sent out about 200 oops letters and made about 100 phone calls. She is also going back a year to contact lapsed members. She has sent out 60-65 of the AAFSW photo CD's to new and returning members. Debbi has made 90 CD's and plans to make 100 more.

Media and Livelines

- Kelly Midura reported to Lisa Wilkinson that our Website had 19,062 visitors in August. The CLO copy of the Summer Global Link was accessed 913 times and the member copy was accessed 905 times. There are 50 monthly active users of our Facebook page.
- Bert Schoen-Curtis reported to Lisa that the new moderator of Livelines is Jen Dinoia.

AFSA Liaison

- John Naland is back in the country.
- MED will now be reaching out to those who have served in high-stress postings instead of waiting for employees to come to them.
- Ann La Porta's AFSA Meeting Reports for August and September are attached.

Forum

There will be an Open Forum on January 29 at Quincy Plaza. On April 7 or 14 a Financial Forum is planned.

New Business

- Faye Barnes reported that a former FSO has asked AAFSW to sign on with regard to a shipping problem that some posts have with FedEx and FedEx Express. **Action:** Faye will consult with Susan Johnson, AFSA President.
- Donna Scharpf reported that there will be an FSYP "welcome back" picnic on Sunday, September 19, and that she will mention the Art&BookFair, AAFSW, and the volunteer opportunity on the Mall with Lucy.

The meeting was adjourned at 12:30 pm.

Respectfully submitted,

Barbara Ratigan, Secretary

The next Board meeting will take place on November 9 at 10:30, place to be determined.

AAFSW Board of Directors Meeting

November 9, 2010

Board Members Present

Faye Barnes, President
Lisa Wilkinson, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant 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
Patty Ryan, AFSA Liaison
Sheila Switzer, Programs

Board Members Absent

Elaine Neumann, 1st Vice President
Ann La Porta, AFSA Liaison
Cathy Salvaterra, SOSA
Terri Williams, President Emerita

Employees Present

Brian Neumann, BookRoom Manager

President Faye Barnes opened the meeting at 10:40 am. The Secretary's Report of September 14 was approved as corrected. There was no Board Meeting in October.

President's Report

- Faye reported on her meeting with AFSA.
 1. AFSA is doing a survey on pets in the Foreign Service.
 2. State is trying to bring in employees laterally, and while this sounds good on the surface, it has been tried twice before and failed miserably. AFSA does not think that this is a good idea. State is doing this because they are short about 800 mid-level Officers.
 3. AFSA will give us money to bring the Housing Office online, making it more responsive and contemporary.
 4. AFSA is interested in helping with promoting the online SOSA publication. **Action:** Faye will talk with the Director General about printing the publication in-house.
- FLO contacted Faye, upset that our website has a link to a State cable about SOSA. It was the sense of the Board that this was not a problem.
- Faye will probably not be able to attend the Interagency Meeting on November 22.
- No Oral History training took place in September. When Faye is no longer President, she will take on the Oral History project and will be trained.
- There will be an Art&BookFair meeting at 10:30 at Randolph Towers on November 16. Vibes are positive about continuing and the decision about the future will be made at that meeting, including how many days it will take place, if it takes place. Faye asked that those who would not be at the meeting to send her their thoughts.
- Kelly Midura will be starting German language training in January. She will resign as Webmistress but would like to remain as Creative Director and Global Link editor. The motion to keep Kelly as Creative Director and editor of the Global Link as outlined in her proposal at a salary of \$500 per month was passed by the Board with two opposed.
- John Heyn is still editing the 50th Anniversary video. He is doing this work at no charge. We did not get money from Cox for the re-taping.

- Bert Curtis will be filling in for Jen Denoia while Jen recovers from surgery.
- **Action:** Debbi Miller will contact Kelly Midura about recruiting on Facebook and Livelines for a volunteer to be a coordinator for the Housing Office. Lesley Dorman will contact Margaret Teich and will get back to Faye.

Programs

Sheila Switzer reported that the Halloween party was a success with many young people attending. Sheila is planning a Valentine's Day party. **Action:** Sheila will contact Office Manager Tatiana Schafer about reserving the Community Room at Randolph Towers for the event. Sheila is also looking into programs at embassies.

State Liaison

Mette Beecroft reported that the SOSA certificates have been signed by the Secretary and that she will take care of Cathy Salvaterra's work order for SOSA. She also reported that the Dorman Award certificate is done, printed by the Department, free.

Art&BookFair

Mette Beecroft reported on ART&BookFair'10 which took place in October. Mette praised Anne Kauzlarich for her work on logistics and B.J. Harrick for her work getting volunteers. She said that Brian Neumann was impressive and professional in how he dealt with everything that came his way. Security worked well; the bill is \$4767. Mette said that obviously we have some thinking to do but we did learn that Columbus Day weekend is not a good weekend for the Fair. In fact, it is the weekend when Metro's ridership is lowest. We did very well, had fun and learned new skills. There was great support from the Department from the electricians and telephone and pole people. Mette is putting together a large list of contacts and will be happy to serve as a consultant for future Fairs. The Board thanked Mette for the great work that she has done for Art&BookFair.

Brian Neumann reported that a lot goes into Art&BookFair behind the scene and that there needs to be a lot of lead time for the set up. Brian is willing to stay on in his position for next year. He said that he really needs a pick-up person for Maryland.

Treasurer's Report

- Lucy Whitley reported that the Finance Committee met earlier in the month and that the general feeling was that we can't stop having Art&BookFair until we have something to take its place. Even with lower profits this year, we will go ahead with the usual expenses and donations and will draw on the large capital gains of last year.
- Lucy said that 35-40% of the gross from Art&BookFair came from the Art Corner and that we need someone to be in charge. **Action:** Debbi will put a notice on Livelines that anyone interested in being in charge of the Art Corner should get in touch with Faye.
- Brian said that the credit card machines worked well during Art&BookFair. Brian said that he would change the broken lock on one of the storage rooms.
- **Action:** The Board agreed that a letter requesting donations be sent out as we did a few years ago. Debbi will put a shortened version of the letter on Livelines and will check with Kelly about a link.
- Lucy said that in case of evacuation from the Department, we need a better sign in procedure for volunteers during the year in BookRoom.

- Faye thanked Lucy for getting the computer in the office straightened out and up and running again.

Forum

Judy Felt reported that an Open Forum will be held on Saturday, January 29th. Judy will check with Tatiana to see if it can be held in the Community Room at Randolph Towers. A Forum on finances is planned for May.

Public Relations

Lesley Dorman reported that Steve Low died; Lesley will send a note to his wife. Lesley asked that she be notified if any Board member becomes aware of a situation that she should respond to. Lesley said that AAFSW needs some good printed stationery and will talk to Tatiana about ordering some. The Dorman Award this year will go to Anne Kauzlarich. The Tragen Award will go to Mari O'Connor.

Housing Office

Lesley Dorman reported that there are eight volunteers in the Housing Office. The commitment is to come in twice a month. The Office is open every day and works well even when it is not staffed.

AFSA Liaison

Patty Ryan reported that AFSA is working on housing problems. Housing is based now solely on family size and representational duties and does not take into consideration length of service. [Ann La Porta's report on the AFSA meeting of November 3 is attached.](#)

Membership

Debbi Miller reported that we now have 483 members; 218 members have not renewed and have been suspended. Debbi has sent follow-up emails and has made over 100 phone calls. She will continue to make phone calls but is discouraged. Debbi asked the Board about some members whose phones have been disconnected. She has sent out about 100 photo CD's to new and returning members.

Media and Livelines

Lisa Wilkinson said that Jen Denoia sent an email saying that that Livelines had 47 new members in September and 46 in October for a total as of 10/31/2010 of 3967. Lisa reported that Kelly Midura emailed that there were 18,045 visitors to our Website in October. There were 1504 downloads of the FLO Global Link and 408 downloads by AAFSW members. After Kelly sent a notice to Livelines, our Facebook page acquired over 100 new fans, for a total of 323 fans as of November 1.

New Business

- Anna Dworken reported that there is now a plaque in the Department for family members killed overseas.
- Brian Neumann's upcoming contract was discussed.

The meeting was adjourned at 1:45 pm.

Respectfully submitted,
Barbara Ratigan, Secretary