

AAFSW Board of Directors Meeting
January 11, 2011

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st VP
Lisa Wilkinson, 2nd VP
Lucy Whitley, Treasurer
Anna Dworken, Assist. Treasurer
Debbi Miller, Membership
Sheila Switzer, Programs
Cathy Salvaterra, SOSA

Board Members Absent

Terri Williams, President Emerita
Judy Felt, Forum/ President Emerita
Ann La Porta, AFSA Liaison
Mette Beecroft, Art&BookFair/State Liaison
Patty Ryan, AFSA Liaison
Barbara Ratigan, Secretary
Marguerite Anderson, Senior Living
Lesley Dorman, Public Relations/Housing

Employees Present

Barbara Reioux, Office Manager

President Faye Barnes opened the meeting at 10:35 am. The Secretary's report of November 9, 2010 was corrected and approved. 1st Cathy Salvaterra, 2nd Debbi Miller

President's Report

- Faye introduced our new Office Manager Barbara Reioux to the board. Barbara brings a number of skills to her new job and will be an asset to AAFSW.
- Faye asked the 2nd VP to convene the Nominating Committee listing several positions needing to be filled this year: Pres., 1st VP, Treasurer, Assist. Treasurer, Secretary, SOSA, etc.
- 50th Anniversary Video: We have one! Debbi Miller had a copy and was able to tease the board with short snippets. The board decided to let Debbi purchase the necessary supplies to create 100 copies. They will be sold for \$6.00 each. Debbi will sell copies to the play's writers and cast at cost.
- Faye suggested asking for a computer to show the video on Foreign Affairs Day. Action taken: Board approved and Faye will ask.
- Families in Global Transition will be here in DC this year, Ann Copeland leading the 2 day program. Joanne Grady will speak as well as Faye.
- Faye asked Jennifer Ludlum, who was interviewed for the Office Manager position, to be our photographer. She has done photography in the past.

Programs – Sheila Switzer

- Sheila is working to finalize this year's programs.
 - Feb 17th – Tea Ceremony.
 - March 15th – Recognition of Women at the Democratic Woman's Organization building in DC. Rosemary Segero will participate in this discussion.
 - April 12th and May meetings on the 8th Floor have not been completely set but will be the Indian Ambassador and the Iraqi Ambassador.
 - June event outside of State is still undecided but many ideas were put to the board with no decision made.

Treasurer's Report – Lucy Whitley, Anna Dworken
BookRoom contact

- Lucy reports that the investments are doing well.
- She stated that 10% of all royalties from *Realities* after publishing costs were recaptured will go to each of the two of the three editors, according to the original agreement.
- The flood in Bookplace does not seem to have caused too much damage. Five boxes of books were partially damaged, walls were wet, etc. The construction company involved has done a fairly good job of drying things out. They will pay for lost sales, damaged books and any extra labor caused by the flood, i.e., Brian's extra time.
- Brian has signed a year contract at \$16 per hour with supporting documentation. October is set at \$2,600 rather than at an hourly rate.
- Lucy asked if she could buy cookies for Valentine's Day to be given to the BookPlace and Housing volunteers and to the front desk at Randolph Towers. Action taken by board: approved.

Membership – Debbi Miller

- Paid membership is now over 500, and that's good.
- Debbi asked if she could give the Luggage Tags left over from the 50th anniversary to the A-100 class. Action taken by board: Approved for after pens are used up and CD's are passed out.
- She is also looking for more AAFSW pens.

Forum – Ann La Porta/ Judy Felt (absent, no report)

Public Relations and Housing Office update – Lesley Dorman (absent, no report)

Liaison to AFSA – Patty Ryan/Ann La Porta (absent, no report)

SOSA – Cathy Salvaterra

- Bookmarks were passed around and appreciated; 100 went to FLO, 100 to the Employees Service Center and 100 to OBC. The SOSA display and website are excellent.
- Cathy suggested putting up the SOSA display for the Forum and on Foreign Affairs Day. For the latter a second table will be necessary for the display. Action: Faye will ask for a second table. (Usually Mette does this since she is the Liaison)
- The SOSA Chair will work with the President to complete the items on the Strategic Plan to publicize the 20th Anniversary on-line publication.
- Brenda Greenburg had a reporter scheduled for publicity but that fell through at the last minute. We did get publicity for the two employees who were winners in Government Executive Magazine.
- Cathy's SOSA report and budget is attached.

Media and Livelines - Lisa Wilkinson

- Lisa said that *Livelines* has been very helpful in the past for advertising jobs or volunteer work available through AAFSW, etc.

- Kelly reports
 - 17,763 web visits in December including 538 downloads of the member's copy of the Global Link
 - 348 downloads of the CLO Global Link
 - 440 visits to SOSA page
 - Facebook has 336 fans and we add a few every month.

- Bert reports
 - 60 new Livelines members in December, which is normally a quiet month
 - a total of 4079 Livelines members
 - 41,000+ messages overall since the beginning of Livelines.

New Items

Aleksander Blagoevski who was an applicant for the Office Manager position has volunteered to work with AAFSW to develop a marketing and outreach plan. The committee members who will work with Aleks will be Debbi Miller, Kelly Midura, Donna Ayerst and Faye Barnes.

The meeting was adjourned at 12:02 pm.

Respectfully submitted,
Elaine Neumann, stand-in Secretary

AAFSW Board of Directors Meeting

February 8, 2011

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
Donna Ayerst, CLO Alumni Association
Mette Beecroft, Art&BookFair/State Liaison
Lesley Dorman, Public Relations/Housing
Judy Felt, Forum/President Emerita

Ann La Porta, AFSA Liaison
Debbi Miller, Membership
Cathy Salvaterra, SOSA
Sheila Switzer, Programs
Terri Williams, President Emerita

Board Members Absent

Elaine Neumann, 1st Vice President
Patty Ryan, AFSA Liaison
Donna Scharpf, FSYF Liaison

President Faye Barnes opened the meeting at 10:45 am. The Secretary's report, submitted by Elaine Neumann for the January 11 meeting, was approved as corrected.

President's Report

- Faye introduced Donna Ayerst to the Board. Donna is the head of the Former CLO Association and is also taking over the Life after the Foreign Service (LAFS) course at FSI from Terri Williams.
- Faye described the real estate scramble that is taking place at the Department with Patricia Pitterelli, State Accommodations Office, wishing to trade places with BookPlace because more storage space is needed for equipment used by her office. Faye will be working with the Department to try to preserve our location.
- Faye reported on the recent AAFSW Marketing Committee meeting. Committee members Debbi Miller, Donna Ayerst, Kelly Midura and Faye met with Aleksander Blagoevski. The committee decided to require all new participants of Livelines to first become members of AAFSW, with the goals of increasing AAFSW membership by 50% and of relieving the Livelines moderator of the task of checking eligibility. The Board, however, decided to leave in place the decision of the July Board meeting to charge a one-time \$10 fee for lifetime access to Livelines. (All AAFSW members do not have to pay the fee and present Liveline participants are grandfathered in.)
- The Marketing Committee also suggested that there be more programs and events to appeal to younger members. At Kelly's suggestion, a program has been arranged for March 26 at which Becky Grappo will speak on Foreign Service parenting and 3rd culture kids. This will be an open meeting for anyone who wants to come. **Action:** Faye will look into having the program at Oakwood. Sherry Mestan Bochantin has also volunteered to speak at a program open to non-members, planned around a time that she is in town. This is all part of an information service that AAFSW is offering to the Foreign Service community.
- Cairo Evacuation Update. Ann La Porta reported that they have been meeting about 30% of the evacuees at the airport. Ann has asked families at Oakwood to sponsor people and

Sarah Goforth has put together information on homeschooling in Northern Virginia. Ann has put together an information sheet titled "AAFSW (Associates of the American Foreign Service Worldwide) Evacuation Network Here to Help You" (attached) to be given to evacuees listing the help that the Network can provide from meeting planes to babysitting and arranging play dates. Whether foreign-born spouses can stay in their home country will be decided by the Department on a case-by-case basis. Sheila Switzer has volunteered to be a liaison with the Foreign Born Spouse Group to provide language help. Ann will be going to the Town Hall Meeting and will meet with evacuees. She will also be doing the same for the Abidjan evacuees.

Programs

Sheila Switzer reported that 12 people have signed up for the Japanese Tea Ceremony on February 17. Jewel Fenzi is in charge of arrangements for the March program which will be a joint program with and at the headquarters of the Women's National Democratic Club; Sheila is counting on Faye to do the introductions. Sheila is planning a program in May with either the Iraqi or Russian ambassador.

State Liaison

- Mette Beecroft said that she is checking on the 8th Floor program dates for next year. They are September 20, 2011, December 6, 2011, March 20, 2012, and May 22, 2012.
- Mette is working to get the dates for Art&BookFair in the Exhibit Hall confirmed in writing; she is also working to get permission to put up the SOSA display in the Exhibit Hall but has not yet gotten a response.
- Mette will not be available on Foreign Affairs Day, Friday, May 6, but will go to the planning meetings and will ask about having two extra tables, one for our SOSA display and one for a computer to show our 50th Anniversary DVD. Cathy Salvaterra suggested that perhaps the SOSA display in the Exhibit Hall could coincide with Foreign Affairs Day.

Treasurer's Report

- Lucy Whitley reported that BookPlace is doing well; although we were only open 18 days in January, we made \$3100. We also received a check for \$149 from ABE Books in January. The BookPlace shelves are full and Brian Neumann, BookRoom Manager, reported that from July through December, we averaged 232 sales a month and average monthly totals of \$2890. Brian is now being paid hourly.
- Royalties for Realities II have now been straightened out and are under control. We have received a total of \$8000 and made a profit of \$4600. The book is selling well on the internet. We still have 115 copies in the office available for sale at \$12; Debbi offered to take the books when she speaks to the A-100 classes.
- Under the terms of our DC Business License we can solicit for donations from nonmembers. This means that we can do charitable solicitation on Livelines.
- Lucy said that we still need people to do book pick-ups in Maryland. Debbi said that she forwarded several names to Brian and will send them again.
- **It was moved and seconded that the AAFSW Merit Scholarship be restricted in 2012 to an AAFSW family member. The motion passed with three opposed.**

- With regard to scholarships for 2012, Lucy said that since AFSA wants to know the amount that we will be giving earlier and earlier, she suggested that we change the dates used to decide our donation total to the calendar year. The Board approved this change.

Forum

Ann La Porta reported on the Open Forum held January 29. Nineteen people attended and questions and comments had also come in through Livelines. Topics included support for single people in the Foreign Service, larger shipping allowances for families and senior officers, spousal employment and an electronic bulletin board for advertising available housing.

Membership

- Debbi Miller reported that we have 517 active members and 210 suspended. The Foreign Born Spouse Group has 34 members and 64 nonmembers. Debbi goes to all the A-100 classes and suggested that we look at setting up a mentoring program for new hires. This could be virtual mentoring, one-on-one. **Action:** Debbi will put a notice in the Global Link asking for mentors.
- Debbi reported that the Cox Foundation will look at our DVD of the 50th Anniversary production. **The Board approved giving John Heyn \$300 for his work on the DVD if money from Cox comes through.**

Housing

- Lesley Dorman reported that two volunteers have resigned from the Housing Office and that Jane Owens is coming on board.
- **Action:** The Board asked Lesley to provide some statistics on sales and rentals and the number of visitors to the Housing Office for the next meeting.

Public Relations

- Lesley Dorman reported that some members are upset that they do not receive a paper copy of the Global Link and Membership Directory.
- Lesley requested a list of people who have not renewed their membership. **Action:** Debbi will send a list to Lesley.

AFSA Liaison

- Ann La Porta's "Points from AFSA Board Meetings of 12/10, 01/12 and 2/2" is attached.
- Ann reported that due to pressure from Congress, State will be evacuating pets as of February 9 and will be looking for homes for the evacuated pets.
- At the February meeting Ann asked AFSA President Sue Johnson about the possibility of legislation allowing paid maternity/paternity leave. The general consensus was "not with this Congress."

Media and Livelines

- Lisa Wilkinson reported that Kelly Midura, Creative Director, will be making some changes to the Website before she hands it over to the new webmaster. There were 19,747 visits to our site in January. This included 617 downloads of the CLO copy of the Global Link and 763 of the member copy. For Facebook, we added a few fans for a total

of 345. Kelly also indicated that as a perk of membership, there will now be a space for members to advertise their businesses and services in the Global Link.

- Jen Denoia reported to Lisa that as of January 31 there were 4,114 members of Livelines with 63 new members in January.

CLO Alumni Association

Donna Ayerst reported that 13-15 former CLOs met at her house in December and discussed how to re-activate the Association. Their proposal is to provide the services of an on-line CLO in DC and Donna has created a website called CLOs to Home. The concept is that the DC metropolitan area will be broken down into neighborhoods and the website will give information specific to those neighborhoods.

SOSA

Cathy Salvaterra reported that she has sent donation requests to the Green Family Foundation and former Secretaries (Baker, Schultz, Powell), finalized SOSA 2010 files for the office and created a 20th anniversary SOSA on-line publication file for the office which includes a copy of the publication as well as the CD from Sarah Genton. Cathy would like the Department to publicize the SOSA publication site. **Action:** Cathy will draft something for Faye to send to the Department.

Foreign Service Youth Foundation Liaison

Donna Scharpf sent her report by email. The FSYF teen night for Cairo evacuees will be on February 26 at the Falls Church Community Center. There will also be a crepe-making session at a restaurant in Georgetown on February 27. Donna plans to attend both events with her daughter.

The meeting adjourned at 1:30 pm.

Respectfully submitted,

Barbara Ratigan, Secretary

AAFSW Board of Directors Meeting

March 8, 2011

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, Treasurer
Mette Beecroft, Art&BookFair/State Liaison
Lesley Dorman, Public Relation/Housing
Judy Felt, Forum/President Emerita
Debbi Miller, Membership
Patty Ryan, AFSA Liaison

Board Members Absent

Marguerite Anderson, Senior Living
Donna Ayerst, CLO Alumni Association
Ann La Porta, AFSA Liaison
Cathy Salvaterra, SOSA
Donna Scharpf, FSYF Liaison
Sheila Switzer, Programs
Terri Williams, President Emerita

President Faye Barnes opened the meeting at 10:36 am. The Secretary's report of the February 8, 2011, meeting was approved as corrected.

President's Report

- Faye Barnes reported that a majority of the voting members of the Board approved by email the recommendation of the Marketing Committee to require AAFSW membership for new Livelines participants. This recommendation is now in place. One year of membership will confer lifetime access to Livelines; present Liveline members are grandfathered in. Debbi Miller will announce the change on Livelines in three months. Faye informed DACOR, AFSA, FLO, FSI and other State partners that Livelines is now a perk of AAFSW membership; only one of our State partners questioned this decision.
- There have been no new developments on the BookPlace real estate scramble. Brian Neumann, BookRoom Manager, is collecting signatures in support of BookPlace.
- Aleksander Blagoevski has not finished the Marketing Committee Report and we also have not heard from FLO with regard to implementing the AAFSW Skills Bank on LinkedIn. Aleks has volunteered to coordinate access to the AAFSW LinkedIn employment networking site.
- The March 26 Becky Grappo event was cancelled due to an FSI conflict. It will be rescheduled when Becky is again in town.
- David Cassavis is writing a book about life in the Foreign Service before FLO. Anyone with experiences to share can email him at dcass@hotmail.com or call him at 212-772-1759, mornings best.
- An Australian film producer is working on a television documentary about the changing roles of diplomatic wives over the decades and is focusing on the period around 1972. She would like to interview several former American diplomatic wives and Faye sent around contact information, suggesting that some of our Board members might like to get in touch with her. (Angela Buckingham, 347-556-7744 or iliadstudio@iprimus.com.au)
A copy of the email is attached.
- The April Board Meeting will be on April 5; the Program will be on April 12.

- We have a new Webmaster, Sean McKee, based in Almaty, Kazakhstan. He will be paid \$350 a month; he will be paid \$500 for setting up the website on a new system called CMS.
- The Volunteer Lunch will take place on June 21 at Elaine Neumann's. The June Board Meeting, with new and old members of the Board, will take place on the same day.

State Liaison

- Mette Beecroft reported that we will not be able to have the SOSA display in the Exhibit Hall on Foreign Service Day. We will have a small SOSA display at our table.
- Dates for our Programs on the 8th Floor, including the SOSA Program on December 6, have been reserved and pretty much confirmed, although we can be bounced from any of the dates
- Mette went to the planning meeting for Foreign Service Day, May 6, and has sent a report to Faye. We will have one table for information and one for the 50th Anniversary DVD. Debbi will be there to set up the DVD and to tell people that the DVD and the Realities books are for sale in BookPlace. Faye will coordinate in Mette's absence. Elaine, Anna, Debbi, Barbara and Judy offered to help on May 6.
- Mette has confirmed dates for the Exhibit Hall for Art&BookFair from September 28 through October 25, giving us two days to clean up. Art&BookFair dates are October 14 – October 23.
- Faye, Sherry Rock of DACOR, Mette and Avis Bohlen will be the judges for the Avis Bohlen Award.

Evacuation Update

- Lucy Whitley reported that everyone is back from Tripoli. Lucy attended the Town Hall meeting on Friday. Many of the concerns of the evacuees had to do with taxes and the IRS and Lucy suggested that a meeting with the IRS be set up.
- Sheila Switzer has set up a White House tour for the evacuees.
- It was decided to show our 50th Anniversary DVD at Oakwood on March 19 to the evacuees. **Action:** When Faye cancels our March 26 date at Oakwood, she will request the room for March 19.

Programs

Fifteen members have signed up for the program on March 15 at the Women's National Democratic Club. The April program will be the Ambassador from India; the May program will be the Ambassador from Iraq or Afghanistan.

Media and Livelines

Lisa Wilkinson shared the following reports:

- Kelly Midura, Creative Director – 17,335 visitors to the site in February; 930 downloads of the CLO Global link; and 927 downloads of the member Global Link. For Facebook, we now have 349 “fans.”
- Jennifer Dinoia, Livelines – members as of 3/7/2011, 4155; members as of 2/28/2011, 4153; new members in February, 43.

Nominating Committee

Lisa Wilkinson reported that the Committee has prepared the following slate: Jen Denoia, 1st Vice President; Lisa Wilkinson, 2nd Vice President; Assistant Treasurer, Gina Necula; and Secretary, Margaret Teich. The positions of President and Treasurer still need to be filled. Other vacancies, such as Art Corner and SOSA, will be advertised in the Global Link. Faye said that she will be taking over Oral History.

Treasurer's Report

- Lucy Whitley reported that the Finance Committee will be meeting March 21. The audit and taxes are now done. When we changed investments back in August, \$8000 was kept in cash and we will probably need that cash before Art&BookFair starts in October. However, our investments are up \$21,000 over last year.
- Lucy requested Board members to put down the number of hours that they volunteer each month for AAFSW as this is required by the audit at the end of the year.
- **Action:** Faye will check with FLO to see if we can be reimbursed for airport parking when meeting evacuees.
- Anna Dworken reported that there are 10 applications for the AAFSW Merit Scholarship.
- Anna and June Carmichael are cataloging 77 boxes of books that Robin Jones put aside to go to auction since BookPlace and the Art&BookFair would not be the best place to sell these books. Included are many copies of Punch, many books on French history, signed books and 1st editions. Anna and June attended the Antiquarian Book Fair and located a number of dealers who might be interested in these books. Faye thanked Anna and June for all this extra work.

Membership

- Debbi Miller reported that we now have 529 members.
- Debbi has made 60 DVD's of the 50th Anniversary Program, has sent out 55, and has blanks for 40 more.
- Lesley Dorman has started to call suspended members and is keeping a list of the reasons why they are not renewing. Debbi said that she hears from retired members that they have gone on to other things.
- One hundred percent of our recent new members have chosen to apply for membership on-line; they have not been using the paper membership forms.

Forum

Judy Felt reported that the Forum Report will appear in the Global Link. An email report will be sent to participants. A copy of the report is attached. No further follow-up is planned except for going through FLO.

Housing

Lesley Dorman reported that she is not able to report on numbers for the Housing Office because there are not enough volunteers working in the office: two volunteers have recently fallen and have not been able to come in. However, Jane Owens has now joined the Office and Gladys Baker will be tutoring her.

AFSA Liaison

- Patty Ryan reported that AFSA President Susan Johnson had a meeting with Representative Frank Wolfe and that he said that things are different now and that he may not be able to be there for government employees as he has been in the past. It was reported that the Republican leadership is vetting which interest groups can speak to Congressmen.
- AFSA is giving out a template for letters to be sent to Congressmen about comparability pay.
- USAA is setting up a Facebook page for “military brats”. Patty suggested that we follow up on this in six months and see how it is doing – we might want to do something similar.

SOSA

Cathy Salvaterra sent her report to the Board by email:

1. Good news! This week we received the annual \$10,000 dollar check from the Green Family Foundation. I will draft a thank you letter for Faye’s signature.
2. Per the action request from the February 8 minutes, I drafted the text for an e-mail message that Faye will send to the White House Liaison at the Department. In the e-mail we request that the Department forward the info and website on the SOSA 20th anniversary on-line publication to the appropriate White House office on volunteerism.

CLO Alumni Association

Donna Ayerst was not at the Board meeting as she was giving the Life after the Foreign Service (LAFS) course at FSI.

New Business

Pearl Richardson will not be able to assist at the programs as she fell and broke her shoulder. Sheila has arranged for a member of the Foreign-Born Spouse Group to greet people at the March meeting.

The meeting was adjourned at 12:50 pm.

Respectfully submitted,

Barbara Ratigan
Secretary

AAFSW Board of Directors Meeting
April 5, 2011

Board Members Present

Faye Barnes, President
Elaine Neumann, 1st Vice President
Lisa Wilkinson, 2nd Vice President
Lucy Whitley, Treasurer
Anna Dworken, Assistant Treasurer
Sheila Switzer, Programs
Mette Beecroft, Art&BookFair/State Liaison
Lesley Dorman, Public Relation/Housing
Cathy Salvaterra, SOSA
Debbi Miller, Membership
Patty Ryan, AFSA Liaison
Marguerite Anderson, Senior Living
Donna Ayerst, CLO Alumni Association
Ann La Porta, AFSA Liaison

Board Members Absent

Donna Scharpf, FSYP Liaison
Terri Williams, President Emerita
Judy Felt, Forum/President Emerita
Barbara Ratigan, Secretary

Members Present

Margaret Teich, Acting Secretary
Aleksander Blagoevski, Marketing Committee

President Faye Barnes opened the meeting at 10:20 am. The Secretary's report of the March 8, 2011, meeting was approved as corrected.

President's Report

- Faye Barnes turned over the floor to Aleksander Blagoevski. Alek summarized the results of the AAFSW Marketing Group report, outlining projects that have already been implemented and those that still require Board approval. A copy of the report is attached. The complete report will be emailed to all Board members for discussion and comments at the next meeting. Board members were asked to be ready to vote on the pending items in the marketing proposal.
- FLO meeting – Alek and Faye met with FLO to discuss the proposed AAFSW Skills Bank. After the meeting, Leslie Teixeira mentioned a possible change to the Executive Order on Non Competitive Eligibility for Foreign Service spouses hired overseas. The majority of Foreign Service spouses hired in the USA are hired under this executive order. The EOE is earned by working overseas; however, upon returning to the US, these spouses' re-hiring eligibility expires within three years. The military has changed its regulations regarding this issue. Now military dependents have lifetime eligibility re-hiring rights. Faye suggested that we combine our efforts with AFSA, DACOR and FLO to lobby Congress to change re-hiring eligibility rights from limited to lifetime for FS spouses. (PS heard from Leslie...her info was incomplete....the military reg change is ONLY for military spouses who have been widowed!)
- All members agreed that a review of the AAFSW by-laws is overdue. The discussion generated a great many questions which couldn't be addressed due to today's time constraints. Faye asked that each member review the by-laws at home and bring questions/concerns to next month's meeting. Patty, Faye and Lesley will meet to review and write recommended changes to the by-laws for the May meeting.

- Update on BookPlace space - Discussions continue. AAFSW may be able to exchange one space (which the office of HR/ER requires) for other space which will meet our needs.
- The Volunteer Lunch will take place on June 21 at Elaine Neumann's. Board members are to give their lists of "invitees" (with email contact info) to Office Manager Barbara Rieoux. Barbara Ratigan (in her absence!) was nominated as the food coordinator for the event.

State Liaison

- Mette Beecroft reported the Program dates for the 2011-12 season on the 8th Floor have been reserved. They are Sept 20 and Dec 6, 2011, March 20 and May 22, 2012. Though the dates are confirmed, we can be bounced from any of the dates.
- Set up for the SOSA display in the Exhibit Hall for Foreign Service Day, May 6, will need to be completed the Monday prior to the 6th. (Action: Faye) SOSA bookmarks will be made available at our table. Mette will co-ordinate with Tim Bojan to have a DVD player (loop) available for viewing. Foreign Service Day volunteers are Faye, Debbi, Sheila and Barbara Ratigan.
- Mette, Patty and Lesley spoke to Angela Buckingham re "Days of Yore" as a FS spouse.
- Faye and Mette again served as judges/readers for the Avis Bohlen Award. This year's award will be split between two winners.

Art&BookFair

Anne Kauzarlich announced that the next A&BF meeting will be held on April 14 at 10am in the State Department Cafeteria (if there is a government shutdown, the meeting will be held at Anne's house). Emails regarding this meeting will be sent to all interested parties and former volunteers.

During the actual fair, perhaps there should be a volunteer to be in charge of "his/her" assigned book specialty - example, cookbooks, children's, etc. Something to be discussed with the volunteers.

Evacuation Update

- Sheila Switzer arranged a White House tour for the evacuees. Sheila and Ann La Porta will write an article for GL highlighting the event.
- The 50th Anniversary DVD was shown at Oakwood on March 19 to the evacuees. More AAFSW representatives (Lucy, Barbara Ratigan and Barbara Reioux, Ann La Porta and Debbi) attended than evacuees. One evacuee signed up for AAFSW membership and bought the DVD.
- Ann La Porta reported evacuees will soon be arriving from Damascus. In Japan, evacuation from post is voluntary.
- Ann was able to fulfill an evacuee's requests for items using freecycle.com. Though the list of "thrift shops" in the WDC area is no longer on our website, one can access the information by Googling Thrift Shops DC area.
- A question at the evacuee briefing arose regarding the reimbursement allowance for school courses - only applicable if the child is "overseas". With the number of adolescent children being evacuated and returning to the US, Ann asked the allowance section of

State to reconsider their reimbursement policy (for coursework) to include children who are now based in the US. The answer: it will be considered.

Programs

Sheila Switzer was informed that AAFSW cannot use the 8th Floor for the reserved dates for either the April or May programs. The April event (assuming there is no government shutdown in April) will be held in the conference room (#1105), with refreshments served in the Delegates Lounge. The May program will feature the Iraqi Ambassador and will be held a week earlier, May 10, on the 8th Floor.

Sheila (with Board approval) intends to expand AAFSW programs to include museums, historic homes (Hillwood, Woodrow Wilson home, etc.) and other cultural areas that are offered in the DC area.

Media and Livelines

Lisa Wilkinson shared the following reports:

- Kelly Midura, Creative Director – 15,887 visitors to the Website in March, down a bit from February. By removing DC pages, traffic to the site was reduced but perhaps more targeted for those looking for FS-related information. There were 1646 hits on the CLO copy of the GL and 966 on the member copy. Other than the GL, the top page on the site is now the blogs page with 1550 hits. Another top file was the rap song (50th Anniversary) with 1226 hits. Membership information received 378 hits. Facebook membership has increased again to 385 “fans”. For more details refer to attached report.
- No Livelines report for March was available at the time of the meeting.

Treasurer’s Report

- The Finance Committee met on March 21. So far AAFSW is doing well. The committee discussed the merits of continuing membership in the Center for Nonprofit Advancement. As a member of this group, AAFSW was eligible to offer health care benefits to the previous BookRoom Manager. The current BookRoom Manager doesn’t need this health care coverage. Question to the board: Should AAFSW continue its membership with this group? ACTION: The Board unanimously agreed to drop its membership.
- For the month of March, BookRoom earned over \$3,500 in sales income.
- The office will be asked to send follow-up letters to the recipients of the Spousal Scholarship Development Fund.
- Donation to the FSY Foundation - Usually AAFSW donates \$2,000 to FSYF. With various outside funding sources developed by FSYF, should AAFSW decrease its donation? ACTION: Faye will contact Donna Scharpf, our liaison, and ask for FSYF’s budget. This will aid AAFSW in determining the amount to donate to FSYF.

Membership

- Debbi Miller read a thank you letter from former President June Bryne Spencer. Copies will be made available to other Board members. With Ms. Spencer’s permission, the letter will be published in the GL.
- Debbi has distributed the 200 copies of the slide show and is now sending out luggage tags to new members.

- Debbi plans to ask Kelly Midura to add a new line to AAFSW's on-line membership application asking where/how he/she heard of the organization. All new Livelines subscribers must now also become members of AAFSW. Membership has increased. With the new policy in effect, Debbi reported that there were 17 men and 37 women joining AAFSW from February through March 2011. The previous months' membership statistics included:
 - September 2010 - 6 new member and 1 renewal
 - October - 5 new members
 - November - 5 new members
 - December - 4 new members
 - January – 3 new members
- Currently, AAFSW has slightly over 550 active members.
- During the May/June period, the office will begin to send out renewal information to members whose membership expires in 2011.

Housing

Lesley Dorman reported that she has sufficient volunteers to cover the Housing Office, although Thursdays are difficult to fill. Lesley reported that real estate requests have increased. The Board realizes the need for an “electronic” data base for the housing office. In addition to the set-up of the data base, a “gatekeeper” needs to be recruited as monitor. This is a work in progress.

AFSA Liaison

Patty Ryan reported that AFSA President Susan Johnson intends to place a message in AFSA communications to encourage AFSA members to join AAFSW as well. These are challenging times and organizations need to support one another.

SOSA

Cathy Salvaterra has sent in her report by email. It is attached.

CLO Alumni Association

- Donna Ayerst reported that the association has 27 members. The CLOs to Home website is not yet functional due to changes with the AAFSW website and new webmaster. Donna has spoken with Sean (AAFSW webmaster) - together they are building the site.
- Donna is “resurrecting” the former Neighbor Network to be established “electronically” for the most popular areas in the DC area. She will place an article in the GL soliciting information on neighborhoods. Pictures can be included. One need not be a member of AAFSW to give information. Once compiled, the information will be posted in the CLOs to Home “members only” section of the website.

New Business

The next board meeting will be on Tuesday May 17th.

The meeting was adjourned at 1:30 pm.

Respectfully submitted, Margaret Teich, Acting Secretary

AAFSW Board of Directors Meeting

May 17, 2011

Board Members Present

Faye Barnes, President
Lucy Whitley, Treasurer
Barbara Ratigan, Secretary
Sheila Switzer, Programs
Lesley Dorman, Housing/Public Relations
Ann La Porta, AFSA Liaison
Patty Ryan, AFSA Liaison
Cathy Salvaterra, SOSA

Board Members Absent

Elaine Neumann, 1st Vice President
Lisa Wilkinson, 2nd Vice President
Anna Dworken, Assistant Treasurer
Marguerite Anderson, Senior Living
Donna Ayerst, CLO Alumni Association
Mette Beecroft, Art&BookFair/State Liaison
Judy Felt, Forum/President Emerita
Debbi Miller, Membership
Donna Scharpf, FSYP Liaison
Terri Williams, President Emerita

President Faye Barnes opened the meeting at 10:50 am. A quorum was present; there were four proxies. The Secretary's report was accepted as corrected.

President's Report

- Faye thanked all the volunteers who worked on Foreign Affairs Day at which Sheila Switzer was relentless in getting people to sign up for the 8th Floor program with the Iraqi Ambassador. No books or DVDs were sold.
- With regard to the Volunteer Appreciation Luncheon, all Board members will contribute a food and/or monetary donation. Lucy Whitley said that she had read in the Fairfax County Times that the National Organization for the Independent Sector values volunteer time in Northern Virginia at \$22.03/hour.
- Kelly Midura, Creative Director, will put out a special edition of the Global Link for Art&BookFair. **Action:** Faye will make sure that at least 50 extra copies of the Global Link are printed for the FLO Office, the Housing Office, etc.
- At the AFSA Scholarships awards program, President Susan Johnson mentioned the work and contributions of AAFSW several times. AAFSW's Merit Scholarship award winner is Alexandria Foster.

Marketing Committee Proposals for Board Consideration (attached)

1. Institute one-on-one mentoring series for new EFMs, spouses of entry-level employees. Coordinators: Debbi Miller, Melissa Hess **Vote tabled.** The Board needs to see a detailed statement from Melissa and Debbi about how the program will be organized before approving.
2. Move relevant DC info from open access on AAFSW.org to Members Only section on AAFSW.org and eventually to CLOs to Home Website. **It was moved and approved by the Board that the public Website will contain some generic information and useful links for those new to the DC area with more specific information for Foreign Service families available in the Members Only section.** **Action:** Faye will let Kelly and Webmaster Sean McKee know of this decision.

- 3. a. Develop a publication with a support network and useful information including legal resources ...for divorcing spouses. (b) Devise a small loans program available for destitute divorcing or former spouses to use in hiring legal assistance... **There was no vote.** **Action:** As a first step, Faye will post a notice asking for someone who can put together information regarding divorcing/separating Foreign Service spouses. The second stage, providing loans, will be dealt with later. *(The July Board meeting will take place on Wednesday, July 13, so that Faye can go to the Divorced Spouses meeting at FLO on Tuesday, July 12.)*
- 4. Institute AAFSW eBay Book Store – start selling books from AAFSW.org and ship from the current bookstore at Main State... **The Board voted not to go forward with this proposal at this time.**
- 5. Event-based new membership drives targeting two segments:
 - A) New EFMs – welcome event for each new ELO class within the first two weeks of each new A-100 class... **Action:** Faye will talk to Debbi. If Membership can do this, it would be great!
 - B) EFMs in DC/people in transition – host several networking groups: knitting, bridge/poker nights, happy hours, sport groups... **Action:** Faye will write in both Livelines and Global Link about starting interest groups.
 - C) Practical experience sharing in smaller groups on topics such as pets, kids, starting a business, finding work, and current events such as evacuations, WikiLeaks and others. The Board decided that this proposal could be carried out in conjunction with Forum and Programs, organizing small group events. Sheila Switzer will do an interest group in September on language teaching. Barbara Ratigan offered to look into doing an event on Medicare and the FEHB and how they work together.
- 6. Modernize current housing office system with new, efficient web-based database replacing the paper-based card system....Need Housing Office Coordinator to moderate site for client FS connections and for landlords and realtors who have worked with the FS community. **Action:** Faye will follow up with AFSA about their offer of money to set up a new system. **Action:** Faye will have a separate meeting with Lesley Dorman about how the Housing Office works, at the Housing Office.
- Two additional proposals were not discussed.

Art&BookFair

Sandra Stabler will be in charge of the Art Corner at Art&BookFair.

Programs

- Sheila Switzer reported that 76 people attended the program with the Iraqi Ambassador. Sheila was in charge of the logistics and it was very hectic but all agreed that the program was great.
- Thirty plus people signed up for the Underground Tour of the Capital with former Congressman Moody.
- Sumbalina Khalil will be taking over Pearl Richardson's duties at the Programs.
- FLO is not responding to Sheila's requests for badges. **Action:** Sheila will send a list to Faye and Faye will check with FLO.
- The September program will be a panel of Islamic women, including the Jordanian Ambassador. The October program will be a fashion show at the Indonesian Embassy.

- AAFSW has been invited to a program on June 1 at the residence of the Indonesian Ambassador. **Action:** The invitation will be sent out to members by the AAFSW Office.

Treasurer's Report

- Lucy Whitley presented the 2012 Budget to the Board (attached). The only change made to the Budget was to increase AAFSW's scholarship donation by \$1000 to \$9500 and to decrease our Foreign Service community donations to \$2400 from \$3400, decreasing our donation to the Foreign Service Youth Foundation to \$1000 from \$2000. **The Budget was approved.** **Action:** Faye will talk with the FSYP about this decision.
- Lesley Dorman offered to start talking with the real estate people who use the Housing Office about taking out ads on our website.

AFSA Liaison

- Ann La Porta reported on the May 4 AFSA meeting. Her report is attached. Ann sent an email to AFSA President Susan Johnson suggesting that in AFSA's outreach to the Hill she consider including families because like the military, "they also serve." Susan said that this had come up in her meeting with Faye. Ann also reported on the Visa Adjudicators that are being hired by State. After the AFSA meeting, Ann asked Daniel Hirsch, State Vice President for AFSA, if EFMs might be able to fill that role under the new Expanded Professional Associates Program as this would eliminate the need for supporting other families at post, insurance, etc. Daniel said that he had suggested this but it was turned down because "there are not enough qualified EFMs."
- Ann noted that in State Magazine Director General Nancy Powell mentioned AAFSW with regard to our help with evacuations.

SOSA

Cathy Salvaterra had good news! Secretary Baker has sent in \$5000 and Secretary Schultz, \$2500. The cable asking for nominations went out at the end of April and already we have one nomination. **Action:** Faye will contact the Bureaus about nominations later in July.

By-Laws Review

Because of the length of the meeting a vote on the By-Laws was tabled.

The meeting was adjourned at 2:10 pm.

Respectfully submitted,

Barbara Ratigan,
Secretary

The next Board Meeting will take place at Elaine Neumann's house, 4832 Arlington Boulevard, Arlington, at 10:00 am on June 21. The Volunteer Appreciation Luncheon will follow at 12:30 pm.

AAFSW Board of Directors Minutes
June 21, 2011

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
Judy Felt, Forum/Art&BookFair
Cathy Salvaterra, SOSA
Sheila Switzer, Programs

Board Members Absent

Marguerite Anderson, Senior Living
Donna Ayerst, CLO Alumni Association
Mette Beecroft, State Liaison
Lesley Dorman, Housing/Public Relations
Anne Kauzlarich, Art&BookFair
Ann La Porta, AFSA Liaison
Debbi Miller, Membership
Patty Ryan, AFSA Liaison
Donna Scharpf, FSYP Liaison
Terri Williams, President Emerita

New Board Members Present

Jen Dinoia, 1st Vice President
Gina Necula, Assistant Treasurer

New Board Members Absent

Patricia Linderman, President
Margaret Teich, Secretary

The Board Meeting took place at 1st Vice President Elaine Neumann's house, prior to the Volunteer Appreciation Luncheon given by the Board. President Faye Barnes opened the meeting at 10:15 am. The Secretary's Report was adopted as written.

President's Report

- Faye reported on actions she has taken on the Marketing Committee Proposals since the last Board meeting:
 - (1) Creative Director Kelly Midura and Webmaster Sean McKee were informed that the Board voted that the public Website will contain some generic information and useful links for those new to the DC area with more specific information for Foreign Service families available in the Members Only section.
 - (2) With regard to developing a publication with a support network and useful information for divorcing spouses, at the suggestion of Diane Rooney, FLO, Faye attended a meeting of Brilliant Exits, which provides resources for those thinking about divorce, and Faye suggested that a link on our Website would be useful. Ann La Porta, Sheila Switzer and Faye will meet with lawyers from the DC Volunteer Lawyers Project on Thursday. Faye said that a notice asking for someone who can put together information regarding divorcing/separating spouses has not yet been put on Livelines as the parameters of the undertaking need to be fleshed out.
 - (3) Towards the middle of the summer, Faye will put a notice on Livelines and in the Global Link about starting interest groups.
 - (4) Faye reported that Sean said that he has come up with a database that can be used to put the Housing Office listings on line.
- Office Manager Barbara Reiox attended an interagency meeting that dealt with the problems people face when coming back from overseas. Faye gave a review of Barbara's written report which contains a great list of resources. The report is attached.

- Faye reported on the AFSA Quality of Life panel which she and Patty Ryan attended and which Faye moderated. A wide range of topics were discussed, including women Officers, promotions, etc. Action: Faye will talk with Judy Ikels of the Office of Employee Relations about an article for the Global Link and Livelines.

By-Laws Review

The following changes to the By-Laws were approved by the Board. Action: Faye will send a copy of the By-Laws with the changes to Board members for review before they are sent to the membership for a vote.

- Article III 1. Add: recognition of volunteers overseas after “community projects.”
- Article V 2. For “Book Operation Treasurer,” substitute: Assistant Treasurer.
- Article VI 1. For the listed standing committees, substitute: Membership, Programs, Public Relations, Secretary of State Awards (SOSA), AAFSW Housing Office, Art and BookFair and Forum.
- Article VI 2. Begin with: The Association may have the following committees on an ad hoc basis. At present these are: Scholarship, Finance Committee, Foreign Born Spouse Group, Crisis Support (evacuations, unaccompanied tours), CLO Alumni Association, Women in Transition (assistance for divorcing spouses), Children’s Playgroup, Fundraising, French Group, Spouse Oral History and Legislative, Senior Living, AFSA, FSYP and State Liaisons. Continue with existing Article VI 2.
- Article VI 3. Add: Assistant Treasurer.
- Article VIII 2. c. Change “eight” to seven.
- Article X 1. a. For “offices of President, First or Second Vice President,” substitute: elected offices.
- Article X 2. Substitute: The ballot shall be provided to all members at least thirty days in advance of the close of voting through the AAFSW newsletter. The Chair of the Nominating Committee shall receive the ballots and count them. Results shall be announced in the next regularly published newsletter (The Global Link).
- Article XIV After “distribute all the assets of the corporation to” substitute: one or more organizations which have been recognized as a 501(c)3 organization by the Internal Revenue Service and are dedicated to charitable and/or educational purposes for past and present members of the U.S. Foreign Affairs agencies who serve or have served overseas.

Programs

- Sheila Switzer said that we need a photographer for the Programs. Action: Faye will put a notice on Livelines, asking for an interested volunteer to contact Sheila. The volunteer photographer would provide her own camera; there will be no charge to attend the Programs and AAFSW will reimburse parking at the Kennedy Center or for Metro.
- There will be no planned activities in July or August.

Art&BookFair

- Judy Felt reported that the Art&BookFair Committee met on Thursday and that everything seems to be on track with publicity starting to appear in State and the Foreign Service Journal. The BookRoom has just received an enormous donation – this seems to be the time of year that people make donations. Sandra Stabler, head of the Art Corner,

has requested a co-chair to help her with the work. If anyone wants bookmarks or flyers about Art&BookFair to drop off at libraries and other places, they should contact Judy.

- Financially, BookPlace is doing well. A cashier is needed for Thursdays; until we have one, BookRoom Manager Brian Neumann is filling in.

Forum

Barbara Ratigan said that she would try to arrange an Information Session on Medicare and how it works with the Federal Employees Health Benefits for a Saturday in November.

Treasurer's Report

- Lucy Whitley reported that DC law requires employers to give three days paid sick leave per year after one year's employment; Virginia does not. It was the sense of the Board that after the Office Manager has worked a year, she will also receive paid sick leave.
- The Office Manager's contract states the employee will work no more than 20 hours per week. Lucy thinks that Barbara Reioux is working more than that and that the Board should consider increasing the maximum number of hours for which AAFSW will pay.
- Anyone needing reimbursement for expenses should contact Lucy soon; the end of the fiscal year is June 30. She also requested that Board members report volunteer hours worked outside of Board meetings, BookRoom and Art&BookFair to her for the IRS.

SOSA

Cathy Salvaterra reported that the cables are out and three nominations are in. All donations are in and thank you letters are out.

Media and Livelines

- Lisa Wilkinson submitted Creative Director Kelly Midura's reports on visits to our Website in April and May. They were 12,319 in May and 12,272 in April. There were 361 visits to the membership information page in May and 392 in April. The new website should launch in mid-July. Kelly's reports are attached.
- Jen Dinoia reported 13 new Livelines members in May and 9 new members as of June 19 for a total of 4,187. Jen reports no complaints about the new AAFSW membership requirement for Livelines and has not noticed a drop-off in requests to join Livelines.

New Business

Faye requested Board members to look over the Policy Guidelines and to send any changes that should be made to the listed duties to her.

The meeting was adjourned at 12:10 pm.

Respectfully submitted,
Barbara Ratigan, Secretary

The July Board Meeting will take place on the third Tuesday, July 19, at 4001 North Ninth Street, Arlington, in the Community Room.