



Minutes for AFT Board Meeting January 17, 2017 at 7 pm

In attendance from the AFT Staff & 2017 Board:

John Layer, Executive Director
Rebecca McSwain, President
Raymonde Zlotnikoff, Vice President
Rosann Gonzalez, Treasurer
Mary Carryer, M.A.L.
Christine Deymier, M.A.L.
Steve Jeton, M.A.L.

AFT member:
Ellen Snyderman

Rebecca called the meeting to order at 7:05 pm.

Attendance was taken. A quorum was present.

The current agenda was approved.

Minutes

The November 2016 minutes were discussed. The attendance list should be amended to include Raymonde Zlotnikoff, who had been present. With that amendment the minutes were approved and can be posted on the website.

Executive Director's Administrative, Education, and Membership Report

- John presented a Power Point detailing class registrations and other administrative information. Currently there are 7 classes in session with 26 students attending.
- John has hired an administrative assistant, Amy Kiefer, who will start working January 18th. Amy's hours will be from 11 a.m. to 2 p.m. Tuesday, Wednesday, and Thursday.

- John's office hours will be Wednesday 4:30 to 7:30 and Saturday 9 a.m. to 2 p.m.
- John proposes sending a Survey Monkey questionnaire to members to determine our membership preferences and demographics. The Board was in favor of proceeding with that.
- John pointed out the importance of continuing to provide an entry-level class with each session and suggested some strategies to accomplish that.
- John and Rosann talked about serious difficulties with the registration process and with the database - such as the inability to track accurately who has registered for classes and who has paid. Rosann mentioned that some French Alliances offer a discounted tuition to students who pay for classes at least a week in advance. It was agreed by all that this is a priority issue. Amy Kiefer will be working on it with John.
- There was discussion about a summer program and the various issues to be addressed in connection with developing that program. Building renovations by the Junior League could impact any summer program. Rebecca will reach out to JL about the scheduling of renovations.

Financials

Rosann presented the following:

- Balance Sheet as of December 31, 2016
- Statement of Profit and Loss January through December 2016
- Month-by-month profit and loss statement for 2016
- Budgeted vs Actual Revenue and Expenses for the 12 months ended December 31, 2016
- Analysis of Teaching Revenue comparing year 2015 with year 2016, and January 2017
- Net Income from Special Events comparing year 2015 with year 2016 and January 2017
- Budgeted Revenue and Expenses for year ending December 31, 2017, including estimated revenue and expenses from a Summer Program and expenses for furniture and equipment.

Addendum: The day after the board meeting, Rosann circulated in email another document:

- A Two-Year Comparison of Revenue and Operating and Administrative Expenses for Years ended December 31, 2015, and December 31, 2016

The board and John discussed the above statements, noting the importance of the Witt legacy to the 2016 budget, the decline in teaching revenue from 2015 to 2016, the possibilities and issues around a summer camp, and other revenue-related topics.

The AFT member present raised the question of our 4-week schedules and suggested that if we continue with these 4-week classes we consider not having a week without classes between each session, as we are currently doing. The board and John seemed in favor of doing away with this slack week. Further, there was agreement that the

the 4-week schedule is not set in stone and the board and John will continue to think about how to optimize the teaching schedule for student needs and for revenue generation.

Other Board Matters

Tucson Festival of Books

Mary led a discussion about what we need for the FOB in terms of decorations, activities, etc. An ad hoc committee is established to handle FOB planning and execution. The first meeting of this committee will be Wednesday, January 25, at 5:30 p.m. at the AFT office. All board members are invited.

Status report: Operations/procedures manual; personnel manual; required labor posters.

Mary notified the board that we now have an Operations and Procedures Manual in place (developed by Rosann with Magali and input from Julie Luchetta).

We also now have a personnel policies manual (developed by Rosann).

As of January 2017, we have acquired all Department of Labor required informational posters. These are kept in a binder in the AFT office (put together by Mary).

Adjournment

8:45 p.m.

Minutes prepared and submitted by Rebecca McSwain, President due to absence of AFT Secretary, Dianne Janis.

Appendix: Power Point "Summary of Activities" for January 2017

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