

**AFT Board Meeting Minutes  
Open Meeting of August 21, 2015**

The following attended the meeting:

Elyse Petit, President  
Rebecca McSwain (to be voted in as Vice-President for the remainder of the year).  
Rosann Gonzalez, Treasurer  
Octavio Armendariz, Recording Secretary  
Magali Bergolla, Director

Other attendees:

Steve Jeton  
Madeleine  
Jean Dehasse  
Deborah McMillan

This was the second open meeting of the year.

Elyse opened the meeting.

Questions on last board meeting minutes were addressed.

Rosann moved to accept minutes. Octavio seconded the motion.

Number of votes for Rebecca: 59 which represents more than 40% of our membership.

Rebecca was voted in unopposed.

The attendees then presented themselves.

Magali addressed the following issues:

1. This summer there were 2 sessions. Four classes opened  
Summer session ends September 4.

It was agreed to keep the 8-week session format of 1:50 minutes for 101 to 202 because students liked it. Conversation, Grammar, Listening classes will last 1h30.

After November, it was agreed to have mini sessions starting mid-November to mid-December.

Eight-week sessions will resume on January 5, 2016. Students also like the mini sessions.

2. Move:  
Pros: Lots of parking  
Having 2 rooms allows for separate activities.  
Access to other rooms for big events.  
Use of the courtyard.

3. TMY:  
It is cheaper this year.  
Fewer vendors this year, therefore possibly more profits.

We have to find someone to take charge of the volunteers.

We have to think about the food offerings:

Crepes and ratatouille are good sellers.

Croissants didn't sell well last year. This year fewer croissants, more crepes and more ratatouille.

This year we will have 3 electrical circuits at the booth.

TMY will take place on October 9, 10 and 11. Friday, Saturday and Sunday. Cooking will be done on Thursday.

We need to ask Nina to organize volunteers.

We need people to work the booth.

4. Donations:

Are we going to write a letter for people to donate things? Rosann pointed out that we need to decide what we need first.

Suggested items:

- Standard-size fridge (12 -14 cubic feet).
- Vacuum.

5. Rosann will ask Angela for an estimate for cleaning.

6. Federation grant for Smart Board

Magali said that the SB is more than \$5,000. Magali therefore suggested another option called an Interactive Projector (IP). She was quoted \$4,000 for everything.

Rosann asked for a copy of the IP quote and pointed out that we may need to have the IP approved by the Federation.

Madeleine brought up that we need a technician for the IP.

7. Marche de Noel

It was decided not to hold it.

8. Martinique trip

Magali suggested selling a one-week trip to Martinique as a fundraiser.

Magali said the trip would cost us \$2,900. Rosann pointed out that we would have to sell it for \$3,300 while Magali proposed selling it at \$3,050. We need 15 people and we would be earning \$150 per person.

The trip also includes 1 class hour per day plus 3 excursions.

Rosann said that she would like more information, especially on insurance. It was decided that we vote on it by email.

9. Culturetheque

Should this be included in membership or require a separate subscription? Many attendees said that it should be part of the membership.

10. In-kind donations

We need to know if there in-kind donations in order to send thank you notes for the donors.

Rosann presented the July financial statements (attached) and remarked that the summer is always a slow time for the AFT. She announced that an anonymous donor is willing to offer us a matching challenge grant of up to \$3,000. Contributions from the membership of up to \$3,000 will be matched dollar for dollar with the expectation that we will then have enough

funds to make our next 6 month rent payment due in January. We will pay the JLT \$6,000 twice a year to avoid paying them a larger security deposit.

Steven Jeton brought up the issue of using the by-laws template from the Federation. Mary is looking to amend the by-laws.

Steve also said that he would like the AFT to become more of Alliance Francophone through outreach to the African community in Tucson.

The meeting was adjourned at 3:05 PM.

8:52 AM  
08/21/15  
Accrual Basis

**Alliance Francaise - Tucson**  
**Profit & Loss**  
January through July 2015

	Jan - Jul 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Contributions	240.00
French books	1,440.00
French Classes	
French Class-Tuition	24,710.00
French Classes-Services	-8,777.38
<b>Total French Classes</b>	<b>15,932.62</b>
French Workshops	1,495.00
Investments	
Interest-Savings, Short-term CD	2.01
<b>Total Investments</b>	<b>2.01</b>
Membership Dues	3,100.00
Other Types of Income	
Miscellaneous Revenue	20.00
<b>Total Other Types of Income</b>	<b>20.00</b>
Special events	
Special Event Income	366.00
Special events expenses	-438.39
<b>Total Special events</b>	<b>-72.39</b>
<b>Total Income</b>	<b>22,157.24</b>
<b>Expense</b>	
Awards	750.00
Bank Fees	144.06
Dues and licenses	585.00
Facilities and Equipment	
Rent, Parking, Utilities	
Rent & Utilities-Crizmac	6,900.00
Rent & Utilities-JLT	1,000.00
<b>Total Rent, Parking, Utilities</b>	<b>7,900.00</b>
<b>Total Facilities and Equipment</b>	<b>7,900.00</b>
Operations	
Books, Subscriptions, Reference	1,154.84
Postage, Mailing Service	30.59
Supplies	253.02
Telephone, Telecommunications	838.57
<b>Total Operations</b>	<b>2,277.02</b>
Other Types of Expenses	
Insurance - Liability, D and O	1,792.12
<b>Total Other Types of Expenses</b>	<b>1,792.12</b>
Payroll Expenses	9,446.74
Refund	300.00
Web maintenance	359.70
<b>Total Expense</b>	<b>23,554.64</b>
<b>Net Ordinary Income</b>	<b>-1,397.40</b>
<b>Net Income</b>	<b>-1,397.40</b>

8:54 AM  
08/21/15  
Accrual Basis

**Alliance Francaise - Tucson**  
**Balance Sheet**  
As of July 31, 2015

	<u>Jul 31, 15</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Chase Checking	8,841.77
Chase Savings	4,000.56
Chase Savings-Education Fund	725.99
Total Checking/Savings	<u>13,568.32</u>
Total Current Assets	13,568.32
Fixed Assets	
Furniture and Equipment	4,663.99
Total Fixed Assets	<u>4,663.99</u>
<b>TOTAL ASSETS</b>	<b><u>18,232.31</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Attorney	1,000.00
Due to JLT	1,000.00
Total Other Current Liabilities	<u>2,000.00</u>
Total Current Liabilities	<u>2,000.00</u>
Total Liabilities	2,000.00
Equity	
Perm. Restricted Net Assets	725.85
Unrestricted Net Assets	16,903.86
Net Income	-1,397.40
Total Equity	<u>16,232.31</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>18,232.31</u></b>