



Alliance Française
Tucson, AZ

**Minutes for AFT Board Meeting
January 19, 2016 at 6pm**

In attendance from the AFT Staff & 2016 Board:

Magali Bergolla, Executive Director
Mary Carryer, Member at Large (M.A.L.)
Christine Deymier, M.A.L.
Rosann Gonzalez, Treasurer
Dianne Janis, Secretary
Steve Jeton, M.A.L.
Rebecca McSwain, President
Raymonde Zlotnikoff, Vice President

Rebecca called the meeting to order at 6:02 pm.

Minutes

Minutes from the December meeting were reviewed and amended. Steve made a motion to accept the minutes and Raymonde seconded the motion. A vote yielded all in favor of accepting the minutes as amended.

Confidentiality

A Confidentiality and Conflict of Interest Acknowledgement was distributed for all to sign. Dianne will keep these forms in the Secretary's Binder.

Scholarships

Discussion about AFT's award of scholarships to UA students. As part of the Anavy-Chambers Fund and the Wagner Fund, last year AFT gave 3 scholarships (each \$250) to students who had demonstrated particular academic excellence. AFT did not receive additional monies for this program to continue.

Classes

Discussion about the length of classes and consideration of classes with a 4-week schedule. Rosann moved to start a 4-week format and Steve seconded the motion. It was agreed to try the 4-week format after the current schedule of classes ends in February. Pricing was agreed to be \$75 for once-per-week classes and \$150 for twice-per-week classes. A vote yielded all in favor of making this change.

A new class devoted to “Travel in France” was suggested.

Financials

The financials from December 31, 2015 were reviewed and are herein attached.

Rosann presented three different budgets for consideration. Discussion about the pros and cons of each scenario. A key component was connected to Magali’s guaranteed salary and scheduled hours. Magali will augment her base salary by teaching more classes in May, June, July, and August. Steve moved to adopt “Schedule C” and Raymonde seconded the motion. A vote yielded all in favor of adopting this version of the budget. It was suggested that a bonus for Magali could be considered at year end. The approved budget is attached.

Housekeeping

Two bids for housekeeping were considered as well as a bid for window cleaning. Dianne made a motion to accept ProClean’s bid for housekeeping and Streakless Windows’s bid for washing the windows. Rebecca seconded the motion and it was passed unanimously.

Signage and Lighting

AFT’s signage and Lighting questions/issues have not yet been addressed by the JL person. Rebecca volunteered to make contact with JL and see if the signage and lighting issues can be resolved.

Credit Card Services/Online payment

A few systems are available to enable AFT to accept online credit card payments: Square, PayPal, and Costco. Discussion concluded that Costco did not make sense for AFT. It was agreed that Roseann would continue to reach out to Square for answers/resolutions to how AFT can use this system. This system charges 3.63% on each transaction. An alternative vendor, PayPal, was thought to have many security flaws in their system. PayPal charges 2.2% + .30 per transaction. An electronic payment button will be added to the website once the vendor has been selected.

Executive Director’s Report

Magali reported that there are 29 students in the current group of 4 classes. There is a workshop planned for January 23 and two workshops (topic will be the Subjunctive) planned for February. The “French for Travelers” is a possibility for March as is Sylvie’s class on Creative Writing.

Event Planning

A Mardi Gras/Chandeleur celebration is planned for Friday, February 5 at 6pm. AFT will offer crepes for sale (\$3/each; 2 for \$5). Once again it will follow the format of “Bring a potluck dish or wine or pay \$5” to attend. Raymonde and Dianne volunteered to help with marketing of future events.

Executive Session

To discuss matters of confidentiality and sensitivity, it was agreed that an Executive Session could be held prior to or immediately after a regularly scheduled Board Meeting. Currently Board Meetings are scheduled for the 3rd Tuesday of the month.

Adjournment

Steve moved to adjourn the meeting with Raymonde seconding the motion.

Minutes prepared and submitted by Dianne Janis, AFT Secretary.

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