



Alliance Française
Tucson, AZ

**Minutes for AFT Board Meeting
February 16, 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 6:04 pm.

Minutes

Minutes from the January meeting had been reviewed and approved via email prior to this meeting.

Building Issues

We have still not received a response from the Junior League regarding our requests for maintenance (light bulbs) and signage (approval to drill and install a permanent sign). Rebecca had sent a letter last month and did not receive a reply. She will attempt to make contact with them again to get these issues resolved.

Rosann will forward some emails to Rebecca to provide background regarding the ongoing communication attempts. Rosann also noted that the Junior League has not yet cashed the January or February rent checks.

Financials

The January financials were reviewed and are herein attached.

Rosann noted that she is converting the accounting system from a “cash” system to an “accrual” system.

The AFT has been named as a beneficiary in a will. Rosann is in communication with the executor of the estate and understands that the bequest is in the range of \$2,000. As she learns more, she will keep the board informed.

Insurance

Rosann has taken care of the insurance renewal for AFT. She requested quotes and has decided to remain with our current carrier who is the carrier of choice for the Federation. The serving (and sale) of liquor and food was discussed. Magali will talk to the AF chapter in Phoenix and learn how they handle these items during events. Using a caterer was suggested as a way to circumvent the need for the AFT to secure additional/separate insurance for these issues.

Hosting an event like a Beaujolais Festival was discussed as a possibility for the AFT’s “one big event” per year. Mary said that she would investigate what other organizations/restaurants have hosted anything similar in the past.

Credit Card Services/Online payment

Magali reported that no one had used the “Square” system yet. It was discussed and agreed that AFT will charge \$2 per transaction to offset our processing costs. Magali will prepare an announcement about this to the membership base.

Executive Director’s Report

Magali reported that there are 12 students interested in the March class schedule. Fridays have been identified as the most popular day of the week for the Conversation class.

No complaints have been received regarding the 4-week sessions.

Event Planning

The recent Chandeleur event was discussed and it was agreed that for future events we will NOT combine potluck food with food-for-purchase. It was too confusing for the attendees.

It was agreed that Magali would send out a Doodle poll to members asking for their preference of a potluck time: Thursday evening, Friday evening, or Saturday.

For the upcoming Francophone speaker event, it was agreed to schedule it as an evening event. Rebecca made a motion to pay the speaker \$30/hour as well as to pay the facilitator of the book discussion group \$30/hour. Rosann seconded the motion and it was passed unanimously.

It was suggested that Magali develop a “Year at a Glance” calendar of all upcoming events (both fixed and special). With that to guide us, we can determine if we need to request additional help from members/volunteers to assist with the event(s). For example, the March calendar already includes a potluck, a film, a speaker event, and 2 workshops. It was agreed that we need to be specific with time commitment and duties required if we ask for volunteers.

Other Business

Mary requested that a “Wish List” be posted on the website. The first item to ask for is a refrigerator.

Steve is in touch with a grants expert at the public library and asked if there was interest for him to pursue what funding might be available. It was agreed that he should investigate this option.

Adjournment

Steve moved to adjourn the meeting with Mary seconding the motion. Rebecca adjourned the meeting at 7:40 pm.

Minutes prepared and submitted by Dianne Janis, AFT Secretary.

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