



**Minutes for AFT Board Meeting
October 18, 2016 at 6pm**

In attendance from the AFT Staff & 2016 Board:

Magali Bergolla, Executive Director
Mary Carryer, M.A.L.
Christine Deymier, M.A.L.
Rosann Gonzalez, Treasurer
Dianne Janis, Secretary
Steve Jeton, M.A.L.
Rebecca McSwain, President

Rebecca called the meeting to order at 6:04 pm.

Attendance was taken. A quorum was present.

Minutes

Rebecca made the motion to approve the Minutes (with minor changes) from the September 20, 2016, meeting and Rosann seconded. When the changes are completed the minutes will be posted on the AFT website.

Financials

The September financials were presented and reviewed. Historically, summer is the slowest season for enrollment and the income statements reflected this seasonal dip in AFT income. The current finances suffered significantly because there were no workshops in September or October. It was agreed that Magali would approach Martine about doing a workshop on pronunciation. Another possible leader of a workshop might be Julie Luchetta.

The AFT Booth fee for the Festival of Books is displayed as a “prepaid item” since the expense will not be incurred until 2017.

The property lease appears to have remained the same with no changes in price or terms.

Rosann obtained a credit card for Magali's use.

It was agreed to send out an End-of-Year Appeal Letter to members and friends. Rosann presented a draft letter for everyone's comments. Once everyone has reviewed the final version the letter will be printed and mailed as soon as possible. Electronic reminders will be scheduled prior to the end of the year.

Executive Director's Administrative Report

It was agreed that there is no need to develop a detailed Personnel Policy for contract employees (e.g. teachers). The most important item is to ensure that all instructors know that they are hired to teach provided there is sufficient enrollment. In other words, no teacher is "guaranteed" a certain number of classes. And once a teacher has been assigned a class it is expected that the teacher will fulfill the commitment to complete the class (no vacation time can be scheduled during the class period). Allowances are made to arrange for a substitute if an emergency (illness) arises, but the teacher is expected to teach the entire session. However it was determined that there was a need to document personnel policies for employees (e.g. Magali); Mary will draft one.

In reference to the AFT's bylaws, it was agreed that board seats should be assigned a 2 or 3-year term so that there will always be experienced members in place while some members rotate off the board. The required bylaw changes will be presented for member voting in December 2017. Assuming approval, new term lengths will take effect at the start of 2018.

Thus far, the Nominating Committee Letter has not generated responses/volunteers. Mary offered to speak to the members of the Tuesday class to see if anyone would volunteer for this.

The Annual Meeting is scheduled for Tuesday, December 6th. Mary will determine the required dates to mail out notices about the meeting and the nominees. All current board members indicated a willingness to commit to another term. All board member bios (which are on file) need to be updated to reflect one more year's tenure on the board for each member.

Executive Director's Education and Membership Report

There are currently 22 students enrolled in 4 classes.

Ecoutez 3: 5

Parlez 2: 7

102 A: 5

Ecoutez 1: 5

Magali is working to reinvigorate a children's class program and trying to find a teacher for it.

Another class that could attract new/different members is a Literature class.

Event Planning

November 9 - 13:

Loft Film Festival features several French films. AFT will sponsor "Lost in Paris" and has the opportunity to staff an information table at the film. We need to develop a schedule for who will staff the table. Do we have enough book marks for giveaways?

November 12:

We will host a lecture on woodworking on November 12. The speaker is Luke Addington. The time will be from 1 - 3. This event is free to members and \$5 to guests. In English.

November 17:

We will host a wine tasting event at Cata Vinos on November 17 to celebrate Beaujolais Nouveau. The time will be 6 - 8pm. The event is \$20 to members who RSVP; \$25 to guests and at-the-door.

December 3:

The lecture on 18th Century French literature (speaker is Yuxia Peng) which was originally planned for this day will be rescheduled. Magali will conduct a workshop. Topic TBD.

December 6:

AFT Annual Meeting. Time TBD.

December 10:

We will once again host a Holiday Market with food for sale and a silent auction for gift items. All board members can bring the items they will donate to the November board meeting or drop items off with Magali during office hours. The event time will be from 11am - 3pm.

FOOD Volunteers:

Onion Soup - Christine

Crêpes - Christine

Ratatouille - Rosann (needs Mimi's recipe)

Quiche - Magali (3), Rebecca (1), Dianne (1), Nina???

Pies?

Possible silent auction item: A Wine Tasting at Cata Vinos? Who will ask for this?

POSSIBLE event in January or February:

Christine and Pierre will do a presentation on their recent vacation in France with a focus on food. Details to be determined.

Starting in January we need to form a committee to work on the AFT table for the Festival of Books. Any member can volunteer at the AFT table. Suggested shift time is 2-3 hours. Committee needs to determine the giveaways/prizes for the event.

Marketing and Community Outreach

Advertising efforts continue with the second color ad in the November Desert Leaf magazine.

It was agreed to start advertising on KUAT (89.1, the NPR station) in December and January. Rosann is coordinating this with the radio station salesperson.

Magali will list the November 17 Wine Tasting Event in the Caliente (the calendar supplement of the AZ Daily Star). Steve confirmed that the event is already listed in the Tucson Weekly. Mary offered to speak to her friend, Barbara, about listing it in the Foothills section.

Magali is working to update the website with current information and news. To be included on the website is an acknowledgement of the generous gift from the Estate of Jeanine and Donald Witt.

Adjournment

Rebecca moved to adjourn the meeting with Rosann seconding the motion. Rebecca adjourned the meeting at 7:50 pm.

Minutes prepared and submitted by Dianne Janis, AFT Secretary.