

AAUPW Board Meeting
Saturday, February 8, 2020 – 2-4 p.m.
Minutes

Attendees:

President -- Lynda Sagrestano
Vice-President -- Ellen Sullivan
Program Committee -- Christy Sando, Donna Schlimm
Treasurer – Robin Coker
Membership Secretary – Susan Voight
Book Club Coordinator – Patricia Biondo
IMMA Coordinator – Jane Scheiring
Digital Communication Coordinator – Claudia Ziersch
Debate Coordinator – Dona Geyer
Not in attendance - Jane Straussguetl, Carolyn Berger, Dee Pattee, Kate Rodriguez, Alma Waller

New Board Members

- Lynda, Ellen and Kate all plan to step down. Susan would like to move from membership to the program committee.
- Everyone should think about possible replacements and reach out to potential board members. Karen Frankenstein had mentioned that she would be interested. Robin will phone her.
- The openings will also be posted on the website.

Budget

Robin presented a breakdown of expenses matched against dues received. It was decided to:

- Donate 150 EUR to Doctors without Borders
- Donate 350 EUR to IMMA. This will be presented in cash at the May meeting if representatives of IMMA attend.
- The Presidential debate will probably cost us about 500 EUR. We will put half this amount back this year and the rest will fall into next years budget. In the future, 125 EUR should be put aside each of the next 3 years for the 2024 debate.
- Claudia will purchase a new plug-in for the website – a one-time cost of approximately 30 EUR. Additional costs for Membership Directory software will fall into next year's budget.
- A certain amount should be put aside each year for unexpected expenses.

- At future meetings where the speaker represents an organization that is looking for donations, a box should be provided, so that individuals can donate at the meeting if they wish.

Dues

It was decided to raise the dues to 50 EUR for new and 35 EUR for returning members.

Membership

- We currently have 61 members. This year there have already been 3 new members and 2 returning members.join.
- The attendance at meetings continues to be very low – between 15 and 25. Low attendance makes it more difficult to get interesting speakers
- At the next meeting Lynda will discuss the problem of low attendance and the difficulty of getting good speakers, together with announcements of the increase in dues. Claudia will also include this information in the next newsletter.
- There is already an automatic reminder being sent before each meeting. This includes a short introduction of the speaker and topic. In the next newsletter, there will be a short summary of the presentation along with a photo. Claudia is already doing this and will find someone else to take over if she is unable to attend.
- The practice of giving a prize for the best attendance will be reintroduced.
- As a non-member can only participate in two AAUPW events as a guest, the coordinators of the book club and GNO need to know when a new member has paid their dues and should inform the Membership Secretary when a guest attends one of their events.

Digital Communication coordinator

- Claudia has already done a lot to bring more information onto the website, including photo archives. Anyone who has additional photos should send them to her.
- She is planning to move all the documents from the Google Docs to the website. She will get a new plug-in to enable more folders. Robin will clean up the treasurer's files and let Claudia know when she's finished.
- Claudia will also look into the best way to get the membership data onto the website. Each member should be able to update their own data directly from the website.
- A separate meeting will be set up with Claudia, Susan, Lynda and hopefully Wendy to discuss how guests are handled and get them on the mailing lists.

2020 Presidential Debate.

- The debate will be at the newly renovated Amerikahaus on Sept. 17, 2020
- Dona is working on getting speakers. She has written to the president of Republicans Overseas France, who is apparently a strong supporter of Trump. Will Bakker of

Democrats Abroad has volunteered, but Dona might find a more suitable speaker. Amerikahaus may be able to provide the moderator.

- It was suggested that postcards announcing the event could be printed. These could be used as handouts or mailed.
- A short (approx. 10 Minute) film or presentation is needed for the halftime. There was a suggestion of looking into Schoolhouse Rock.
- Dona may need a little help with the PR closer to the event. Several members volunteered their help.

Program Committee

- Walking tour – Ellen will get in touch with Jose Garcia. Other possibilities would be a teacher, Mr. Heath, who Lynda knows, or pupils from one of the English-speaking schools who have prepared walking tours for visitors.
- The woman who did the tour at the zoo will be presenting in March. She is working on a project to try to reduce poaching. There was concern that she might show too many disturbing pictures. Ellen will speak to her about this.
- AAUPW has purchased a lot of cables, microphone & speaker, etc. which are hard to keep track of. Wassermann has said we could keep equipment there. Ellen will be collecting the equipment from Ruth and taking care of this.
- The program committee needs to inform Wassermann in advance if the beamer and screen will be needed.
- The 4th of July party will be at Kristy's. Ellen will get in touch with her as to whether we should have it on the 4th or 5th.

IMMA

- The next brunch with IMMA is on March 8
- IMMA had a 35 year celebration. Claudia and Jane attended.
- Jane pointed out how important we are to IMMA, especially Claudia, who has been involved with them continuously for a long time.

Octoberfest – Sichere Wiesn

As Kate was not present, there was nothing presented. .

Book club

The next book club is scheduled for Tuesday, Feb. 11, but several of the regulars have said they won't be able to make it. Pat will send a mail (or Evite) to make sure there will be enough participants.

GNO

- There have been very few responses to the Evite for the Entity Theater evening
- Pat will send out an Evite for the concert on Feb. 15

Miscellaneous

Each board member should periodically review their job description and update it where necessary. The job descriptions need to be quite detailed. When a position is turned over to a new person, the old and new member should go through the job description together and make sure that everything is clear.

Next board meeting

May 27, 2020 at Claudia's.