



Alliance Française
Tucson, AZ

**Minutes for AFT Board Meeting
June 22, 2017 at 6 pm**

In attendance from the AFT Staff & 2017 Board:

John Layer, Executive Director
Rebecca McSwain, President
Raymonde Zlotnikoff, Vice President
Rosann Gonzalez, Treasurer
Dianne Janis, Secretary
Steve Jeton, M.A.L. (Member at Large)
Gaëlle Merialdo Torrenti

Rebecca called the meeting to order at 6:00 pm.

Attendance was taken. A quorum was present.

The agenda was approved. The June meeting minutes had been previously approved via email.

Staff Change Discussion

John Layer has submitted his resignation as Executive Director and has offered to assist during the transition period. In addition, the AFT office assistant, Amy Kieffer, has also announced her departure.

The board reviewed staffing options and decided to revert to the one-person system that was utilized prior to John's appointment. One person will be responsible for office administration, teaching, and Executive Director duties going forward.

A Selection Committee comprised of board members agreed to conduct the candidate search first among the AFT teaching staff. Gaëlle Merialdo Torrenti, an AFT instructor, expressed interest in filling the ED position and it was determined that her qualifications and skill set would be a very good fit for the position.

Gaëlle introduced herself to the Board members who had not met her during the recent discussions and provided some detail about her background. She moved to Tucson in August of 2016 and is enjoying living here.

Discussion followed about how to handle paperwork (timesheets) and how to solve the problem of some transmitted documents being unreadable. It was agreed to explore "OpenOffice" as an option so that all Board and Staff can easily share documents via email. Providing office hours 3 days a week is ideal and it was suggested that the Tuesday, Wednesday, and Friday be designated as the open office days with hours from 10am – 2pm. More discussion is needed to provide a staffing solution to the Saturday movie and workshop events and how payments can be accepted by board members at times that Gaëlle is not in the office.

Rebecca made the motion to offer the Executive Director position to Gaëlle and Rosann seconded the motion. It was passed unanimously.

After reviewing the by-laws it was determined to have Gaëlle begin on July 10 in an acting ED capacity and will assume the position officially on August 14. She will work 15-20 hours per week, depending on event and teaching duties. The Board will meet with Gaëlle in July to assist in event planning for the coming year and to assist with the transition.

Executive Director's Administrative, Education, and Membership Report

- Proposed summer sessions include:
 - Ecoutez/Parlez with Olivier on Mondays from 5:00 – 6:30pm
 - Intermediate-level Comprehensive Review (with Liz session 1, Session 2 no teacher yet available) on Wednesdays from 4:00 - 5:30pm
 - 100-level Foundations with Olivier on Wednesdays from 6:00 – 8:00pm
 - Themed Happy Hour with Olivier on Fridays from 5:00-6:30pm
- The "Les Pronoms" workshop had 5 participants.
- Emily will select a film for July. There will be no film in August.
- Raymonde has arranged for Bridgette to host the Conversation Group in July and August.

- Student satisfaction with workshops and classes is high – Yuxia, Liz, and Alexandra received “5’s” in their evaluations.
- A membership binder has been created with up to date information on the membership base. An office procedures manual has also been created.
- The AFT Annual Meeting will be held Oct 19-21 in New Orleans, LA and it was recommended that Gaëlle attend this, if possible.
- The Junior League’s new leaders are in place and we have been assured that our “To Do/Concerns” list has been transferred to the new board.
- Regarding member payments, careful notes regarding what the payment is for is helpful to properly record income (ex. Which class specifically? Dues renewal? Donation?). This makes the record keeping much easier for Rosann and will help the new Treasurer immensely.
- We were deemed not experienced enough in childhood education to be qualified for the grant that John submitted. We are now partnering with the JCC to offer French classes. The first class we had for adults included a cooking component and was very well received. Raymonde has been instrumental in coordinating this with the JCC. The JCC is well equipped for us to offer classes for children.

Financials

Rosann presented the financials and offered the following highlights:

- We will need to tap into our savings to pay our bills. This confirms the importance of scheduling grammar workshops for the membership as a reliable income source during our slow times.
- Summertime is historically our low income time of the year.

Other:

Rebecca offered to draft a letter to the membership to explain the staffing changes. This should go out to the membership as soon as possible.

Steve moved to adjourn and Rebecca seconded the motion.

Adjournment

7:50 p.m.

Minutes prepared and submitted by AFT Secretary, Dianne Janis.

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