



Alliance Française
Tucson, AZ

Minutes for AFT Board Meeting October 10, 2017 at 6 pm

In attendance from the AFT Staff & 2017 Board:

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

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

Attendance was taken. A quorum was present.

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

Executive Director's Administrative, Education, and Membership Report

Gaëlle sent an email summary as she was not available for the meeting.

The new sessions are displayed on the website – 14 classes are offered – and some students have already signed up.

The special week of short sessions on idioms has one more week before early bird discounts expire. One more email reminder is planned to go out.

The French for Beginners class to be held at the JCC has 6 registrations and will start on October 17th with Liz as the instructor.

Building Lease

There is some confusion about the AFT's lease renewal agreement. Katie has been contacted with our questions as to start date, duration, and necessity of remitting a security deposit with the new lease and will follow up with answers.

By Laws Revision

Mary will send her PDF to Rebecca so that it can be converted to a Word document and then be edited. The revision information must be sent out to members 15 days prior to the December 3rd Annual Meeting. The By Laws changes have already been approved by the board but the membership must vote on them.

Confirmation must be obtained that Christine will, in fact, be able to serve as Nominating Committee Chair.

Finances

Rosann reported that the AFT's finances have improved due to recent increased enrollment and a better online payment system. Gaëlle has greatly simplified the accounting process.

Paperwork needs to be submitted to change the nonprofit status of AFT from a Private Foundation to a Public Charity. We will be able to accept property or an IRA distribution if we are registered as a Public Charity. Rosann has asked all board members to review the documents that she is planning to file and provide any feedback prior to sending it in for filing.

Upcoming Annual Board Elections

To recap:

The date for the AFT Annual Meeting was set for Sunday, December 3rd at 4:30 pm.

All materials related to the election must be in members' hands by November 17th. This requires a small mailing to be sent out earlier for those members without email addresses. To meet that goal, a date of November 14th was selected as the final date for all materials to be ready. Materials can be mailed on November 14th and emailed by November 17th to meet the requirements. To have a viable election it is mandated that 40% of the current membership must vote. **Consequently, the number of members must be determined by November 14th.**

A by-law change that will be part of the vote is to implement staggered two year terms for board members. This will minimize disruption when someone cycles off the board and will provide continuity for the Executive Director and for the organization in general. 2018 will be a transition year with some positions elected for one year and others for two years as outlined below. In subsequent years, expiring terms will all be replaced by 2-year terms.

President:	1-year term
VP:	1-year term
Secretary:	2-year term
Treasurer:	2-year term
Members at Large:	2-year term (for 2 members) 1-year term (for 1 member)

Upcoming Events

November events include:

11/11 Speaker Jean-Baptiste Kikwaya

11/8-11/16 Loft French Film Festival Sponsorship

We are able to distribute the AFT bookmarks in advance of the Festival. Mary volunteered to do this. A sign-up sheet for Festival table shifts must be created and distributed so that all board members and interested members can have an opportunity to sit at the table and promote AFT.

11/17 Beaujolais Nouveau Celebration

A Beaujolais Nouveau celebration was discussed and it was determined that the price point of having such a party at a restaurant would make this a difficult method to raise money for the AFT. In other words, the most we could add to the price of a ticket would be a couple of dollars and this was deemed unfeasible – a lot of time and effort devoted to arranging and promoting such an event would probably net the organization less than \$50.

As a consequence, it was decided to host an AFT potluck on Friday, November 17th. Rebecca offered to investigate other possible restaurant and/or wine tasting venues for future reference now that Cata Vinos has closed.

It was determined that more discussion is needed regarding serving alcohol at AFT events.

December events include:

12/2 Marche Noel from 11am – 2pm

It must be determined who will cook for this event. Traditionally we have offered crepes and onion soup and/or ratatouille.

AS SOON AS POSSIBLE an announcement must be circulated to all members that we are soliciting items for the Marche. These items can be new or they can be vintage. Items with a French theme are particularly welcome but because it is a holiday market, many other items can be offered – ornaments, table linens, jewelry, artwork, scarves, etc. etc. Any member who donates an item will receive an acknowledgement letter that can be used in preparation of their 2017 tax return.

Other Business – Still Pending

A discussion on Event Planning and the accompanying templates/To Do lists needs to be inserted into an upcoming meeting agenda.

The need for a small refrigerator was discussed but no resolution was reached. Perhaps a solicitation to the members can be made to ask for a refrigerator to be donated?

The next board meeting will be Tuesday, November 7 at 6pm.

Adjournment

At 7:45 pm Raymonde moved to adjourn with Steve seconding the motion.

Minutes prepared and submitted by AFT Secretary, Dianne Janis.

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