



Association Montessori Internationale  
Elementary Alumni Association

AMI-EAA, a member-run professional association of AMI elementary teachers and trainers, provides a supportive community for the exchange of ideas and promotes the principles of Montessori education.

## **AMI-EAA Board Meeting Minutes July 14, 2017 Greenville, SC—Furman University**

**Attending:** Amanda Cade, Allyson Creel, Anna Discenzo, Rachel Eberhard (Go-To-Meeting), Wendy Tye (Go-To-Meeting), Gayle Waner

### **Minutes and Officers' Reports**

June 2017 board meeting minutes were approved. July 2017 agenda was approved.

### **Organizational**

#### **SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis**

The SWOT Analysis is to help with the affiliate meeting in Prague (July 2017); each AMI affiliate is reflecting on their organization and creating a SWOT Analysis. A document with all the SWOTs will be compiled for all affiliates. Discussion followed looking at EAA's initial SWOT Analysis.

#### **Board Transitions**

We will begin moving forward on the 2018 board transition timeline for Outreach Coordinator and Chair. Discussion followed around the chair position. Wendy (OC) and Allyson (Chair) will help make the transitions run smoothly. Wendy and Allyson will remain in their commitment to the affiliate discussions/collaboration though they are transitioning off the board. Discussion also followed for options for the Outreach Coordinator position. Allyson is reaching out personally to get initial feedback.

#### **Summer Conference 2017, Greenville, South Carolina**

Discussion followed about the registration process. Rachel (Conference Coordinator) created a Google spreadsheet for Amanda (Membership Coordinator), Gayle (Treasurer), and Rachel (CC) to communicate, record, and track registrations. The checks and registrations were then passed to Gayle. There was discussion about whether to change the form—it will remain the same. There was discussion on clarifying presenter compensation. Allyson will update the Policies and Procedures to clarify the value of three- and six-hour presentations; they are not dependent on quantity of presenters. There was discussion on the unstructured going-out day this year and on the policies of the venue and communicating that with the membership before they register for the Summer Conference. Board members must follow the venues policies as well.





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### **Summer Conference Scholarship**

As this is a new process, discussion followed on the importance of tracking and documenting information for who has applied if more applied than received the scholarship, recipients, and value of the award given to each person. For the 2017 Summer Conference, there were two people who received full tuition and full room and board.

Wendy (Outreach Coordinator) will be responsible for tracking those details and dividing up the tuition and room and board because the tuition is static; room and board is dependent on location. Tracking will be helpful when the room and board changes depending on the conference. The tuition will not fluctuate, but the room and board will. This will help with discussions on determining how many applicants to support.

The scholarship will be announced in the winter newsletter with a deadline of March 1. Discussion followed about where to put the scholarship application and the process to announce. Anna (Publications Coordinator) announced that there were two recipients (without naming) at the closing ceremony at the Summer Conference.

Some ideas to consider: asking recipients to write up what the summer conference meant to them and use it for marketing with “Scholarship Recipient”, anonymous tag, or asking for permission to print name. We could also put a disclaimer about what information will be shared. When thinking about ideas, it’s important for the organization to consider what ways we’re able to use this as an opportunity for sharing the benefits of EAA, supporting our mission, humanizing our work, and increasing awareness of EAA’s work.

Future expectations for scholarship recipients: ask to write how the summer conference impacted them and their work—a personal response that could potentially be published. The OC will work on the write-up for the language for the application. It will also be promoted at the Refresher Course.

There is also a need to document when money is donated specifically to the scholarship fund, so that it’s a restricted fund and is used for the scholarship. Gayle (Treasurer) handles this. The board has committed to one full-valued scholarship. Gayle is following-up with the accountant for how to record this.

### **Summer Conference 2018**

Rachel (CC) has received “Request for Services” details for a possible site and location with a fee schedule. The current tuition fee would cover the expenses. The possible on-site coordinator is finding out more and will check with CC and Treasurer. Tentative dates are Tuesday, July 17-Monday, July 23. This is one day longer than the Greenville, South Carolina conference. In discussion, we think the same length as 2017 is better. There are challenges





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with time and space availability, but there are ways to work around the scheduling. Theme and group outing possibilities were discussed.

**International Montessori Congress 2017 – Prague, Czech Republic**

EAA made a \$500 donation and has a space for an EAA table shared with AMI-USA in the exhibitors' area. Allyson (Chair) and Wendy (OC) are attending the Congress. EAA is expected to be listed as a sponsoring organization.

**Upcoming Board Meetings for 2017-2018**

2017 October 14, 1:00pm-6:00pm EST

2018 January 20, 11:00am-4:00pm EST

2018 April 21, 11:00am-4:00pm EST

2018 July following the Summer Conference

**Financial**

**Budget**

Gayle (Treasurer) shared details of the budget: advertisements, donations, membership, Summer Conference, and Refresher Course. The organization is in a financially stable position operating within our budget, building our reserves, and looking to find safe, socially-conscious investments. There was discussion for how to use our assets to support our organization.

**Outreach/Membership**

**Membership benefits and growth**

There was discussion on ways to increase the Annual Business Meeting attendance.

**Marketing**

There was general discussion on material review, promotional materials for training centers, promotional materials for conferences at the Summer Conference, Refresher Course, and the International Montessori Congress.

**Database Maintenance**

There was general discussion on ideas for database maintenance (updating lifetime members' information, Elementary Training of Trainers, and other courtesy members) and the renewal process timeline. Amanda (MC) is modifying the renewal process slightly to see if more members will renew prior to their membership lapsing.