



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

Saturday, April 28, 2018—Go-to-Meeting

Attending: Amanda Cade (Membership Coordinator), Anna Discenzo (Publications/Communications Coordinator), Rachel Eberhard (Conference Coordinator), Melinda Nielsen (Chair), Regina Sokolowski (Outreach Coordinator), Gayle Waner (Treasurer/Vice Chair)

Minutes and Officers' Reports

January 2018 board meeting minutes were approved. April 2018 agenda was approved.

Officer reports:

Officers' reports were approved after general discussion and questions.

Organizational

Summer Conference (SC) 2018 Boulder, Colorado

Registration

From Rachel: There are about 25 registrations, which is pretty good at this point. This venue has clear expectations. All registrations need to be postmarked by June 1. Rachel will share the list of attendees for the SC on Google Drive. The people who received scholarships have registered.

Outing

Ciara is waiting until closer to the registration deadline to coordinate through the university for cost of the outing.

Speakers/Presenters

There are three speakers: Carol Palmer 1 ½ days, Melinda Nielsen ½ day, and Amanda Cade ½ day. There will be time for sharing for only one afternoon.

Presenters Sharing Materials

There was general discussion about presenters creating materials for sale or presenting and if EAA was sponsoring materials that are not AMI approved. Instead of EAA sharing the code to purchase the album, have the code available for attendees to take if they wish. This is similar to a presenter at Marquette, MI who shared that she had her book. General discussion is that albums come from trainers. This can be treated similar to a presenter writing a book.





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Schedule

Ciara is trying to find someone familiar with the region to attend the opening gathering to talk about Estes Park, which is our going out location. Melinda will welcome everyone. Rachel will welcome and introduce Ciara. Ciara will give some details. In Marquette we played some games, in other locations, there have been presenters.

The level sharing is for a whole afternoon rather than two separate afternoons. It is less than usual but it will all be at the same time rather than two sessions. For the group sharing, set down the ground rules first and be proactive.

For the closing, it has become a tradition where new attendees create a presentation. After arriving, we will figure out the ways to organize at the conference.

Transportation

There are transportation options from Denver to Boulder. The conference ends on July 22, and the board will have a meeting that day, spend the night, and depart on July 23. Keep in mind the airport is about an hour away. There are buses available to schedule. Ciara can include information on transportation when she emails registrants. EAA's responsibility about transportation: we don't organize it, but share options.

Specific Roles for Volunteers

We will need to find volunteers to introduce the speakers (Carol, Melinda, Amanda). This typically happens at registration. At the registration table, Gayle is present, others are available to orient to campus. There are usually snacks available. It's a sporadic arrival usually. This year it will run from 3pm to 6pm.

Venue Details and Policies

Rachel has added the alcohol policy from our contract on the registration form and confirmed with the university. There is no smoking on campus. Rachel is going to check to see if we will be given a document on the policies from the university for attendees to sign to include in the welcome folder. Moving forward, we can use (and adapt if necessary) the venue's policies for guidance. Rachel is checking with the venue and will get back to us.

Flights

The conference starts on July 17 and Boulder is about an hour away from Denver. The board usually opens check-in on the afternoon of the first day (July 17) around 2pm or 3pm. Look for flights before 1pm on July 17 and out on July 23. Share flight times with Regina to create a schedule.





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Refresher Course (RC) 2019 New Orleans, Louisiana

Speaker Contract, Title, and Topic

Communication from AMI/USA regarding the theme. Rachel has been communicating with a possible presenter about the format and details. The keynote will focus on early childhood education of children in poverty. Rachel has shared the suggestions about keynote speakers with AMI/USA. There was discussion about who chooses the presenter or who guides it. Rachel has been connecting with Alyssa Schwartz, and Rachel and AMI/USA's Executive Director will have more regular check-ins as the RC nears.

Discussion of Venue and Expenses

The discussion for the 2019 RC is to make lunch an option because there are a lot of other options for food. Moving forward as hotels are chosen, people are going to be more amenable to hotels that are not isolated. As conference and airfare prices are increasing, the food options might be changing too. EAA will continue to be proactive in the work with the RC. Rachel or Melinda will check on the 2020 RC. There was also discussion on title for RC/SC volunteers for the membership form. The on-site is an AMI/USA role and the liaisons are local.

Summer Conference 2019, London, England

Update and Details

There was general clarification and discussion on supporting an international SC while also putting on a US SC. We are starting with an on-site coordinator for London and will use that person to guide the location. If people know someone interested in being an on-site coordinator, let Rachel know. She has been in touch with Wendy Tye (previous Outreach Coordinator), Rob Gueterbock, who lives in England, and Regina. EAA is working more in a support role rather than a guidance role.

Financial

2018 Refresher Course

EAA has typically been paid by AMI/USA after AMI/USA asks for a report of what EAA has spent. AMI/USA looks at the report and then sends a check of EAA's part a few months following the Refresher Course. Alyssa Schwartz (AMI/USA Interim Executive Director) shared that AMI/USA had an audit and the recommendation was for them to send EAA the complete gross (profits and costs) of EAA's percentage of the RC (with a separate check for memberships). Then, they sent an invoice for what was due to AMI.





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Next steps (with Gayle and Melinda): write a letter to AMI/USA, formalize a contract, and then move forward. When writing up a contract, consider including language to clarify EAA's costs, and if there are changes, they have to be agreed upon prior to the RC or by a certain date.

Second Signature on EAA Band Account

EAA needs a second signature on the account, Melinda offered to be the second signature. Gayle suggested the treasurer and the chair should be the two signatures on the account.

AMI/USA Executive director membership

The Executive Director of AMI/USA is a courtesy member of EAA.

MES (Margaret E. Stephenson) Fund Donation

EAA contributes up to \$1,000 as stated in the Policies and Procedures (P&P), and EAA has donated \$2,000 recently. Gayle asked what we should continue to donate. Anna suggested that if EAA can fiscally support a \$2,000 donation it is one way that EAA gives back to membership. Gayle noted that it also supports our mission. Rachel suggested that we share it at the Summer Conference (SC) too and have a place where attendees can donate. Anna suggested to keep the donation at \$2,000, share it at the SC, and promote within the organization. Anna will also put it in the newsletter. Melinda will get Anna the graphics for the newsletter.

Budget

Overview from Gayle: some expenses that have changed—income is a bit lower from the RC, the affiliate meetings have gotten more expensive, the Annual General Meeting (AGM) attendance also adds to travel expenses, EAA's insurance is going up a lot (mostly because of the summer conference), which might change some of the fees in upcoming years.

Discussion on choice of venue, insurance, fees: While college campuses have less expensive housing, their insurance requirements are often more expensive. We pay according to membership, and until last year, they were based on much older numbers. Changing SC tuition/fees: instead of changing tuition, change the cost of housing instead. Anna asked if there was a specific cost to change housing, Gayle will check on details and make sure we have updated the details in preparation for the 2019 SC.

USA Affiliates

NAMTA Conference Role

Many of the affiliate representatives were at the 2018 Cleveland NAMTA conference. There will be a series of three or four professional development conferences throughout the US





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where the four affiliates will have a say in it.

Relationship with AMI Global, Affiliate Agreement Expectations, Financial Payment to AMI

The affiliates discussion is still to be determined based on what happens. Melinda will connect with Gayle on the financial piece of being an affiliate.

Schedule for 2018-2019

July Board Meeting Dates for 2018-2019

For the board meeting on July 22, 2018, bring calendar to the SC for planning.

RC 2019 PA Rotation

Greg MacDonald cycles off as PA. There will be discussion at the July board meeting.

RC 2019 Board Transitions (Treasurer and Publications)

Amanda sent a list of people who have shared an interest in the board (past and current members). There was general discussion of possible people to ask and to be discussed more at the SC. Gayle will reach out to the possible candidate for the Vice Chair/Treasurer position.

Changes to the Policies and Procedures Handbook

Discussion and Adoption

Brief history of P&P update: corrections have been gone over multiple times. The chair updates the P&P. Melinda set that the P&P will be finalized at the 2018 SC.

Rachel will update the SC Handbook. For updating the RC Handbook, the financial piece will need to be in place first.

Prior to the SC board meeting, board members will look through the AMI-EAA P&P changes.

Outreach/Membership

Updating Marketing Materials (Promotional materials for training centers, conferences)

This might be something to hold off on until the affiliate work is clearer. Part of the initiative was to get information out to the training centers in some form. Regina is sending crowns with notes to training centers. Consider whether EAA wants to have a mailing when trainings begin. Melinda has been vocal at the consultant meetings for consultants to share EAA with elementary teachers and having an option on the form to check if they are members of EAA. Regina suggested emailing heads of schools to encourage membership.





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Discussion on how to reach out—email, print materials, etc. Regina shared that in discussions of marketing, you have to remind people multiple times before there is an impact. Regina will work on preparing a mailing for the summer.

Phyllis Pottish-Lewis (PPL) Scholarship Discussion (How to make this more streamlined)

General discussion on the process for awarding scholarships since the number of applicants might continue to increase. Discussion on what to prioritize: new attendees is important with the financial piece though it's more difficult to prove.

The treasurer can provide the number of scholarships we can provide before we begin the process. Transportation is the responsibility of the recipient. Encourage/require some sort of opportunity for recipients to write an article or other volunteer opportunities within the organization.

EAA-Talk Moderation

There was general discussion on EAA-Talk and who moderates. Help with the boundaries on guiding posts and redirecting can be a discussion point at the RC during the Pedagogical Meeting. It's a delicate balance of allowing members to guide each other and stepping in if necessary.

