



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 **Sunday, July 22, 2018—Boulder, CO Summer Conference**

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

Receive and approve Minutes of April 2018 board meeting—Amanda will submit for approval over email. July 2018 agenda was approved.

Officer reports:

Officers' reports were approved after general discussion and questions.

Organizational

Refresher Course (RC) 2018

There was general discussion on the breakdown of expenses from the 2018 RC. Melinda has been communicating with AMI/USA's executive director, Debby Riordan. Melinda suggested the EAA board keep an accounting of time spent for the RC and record the amount of time spent in preparation for the RC 2019.

For revising the RC handbook and the Conference Coordinator's role, Debby Riordan is making a timeline of when items are due with clear details and time tables. Debby Riordan and Melinda will be working on updating the RC handbook and EAA's role on it with Rachel's (CC) input. EAA is willing to work hand-in-hand with AMI/USA keeping in mind that we are a volunteer board. Gayle will check with EAA's accountant on what we need for our accounting and records in relation to RC expenses and use those requirements to request that information from AMI/USA; she is also checking on ways to report volunteer hours.

Summer Conference (SC) 2018, Boulder, Colorado

Recap Discussion, Evaluations, Problem Solving

Continue to keep the board meeting at the end; it is helpful. Have an introductory board meeting before the conference starts to help orient and layout board responsibilities. Depending on the location of the SC, necessary board members may arrive a day before to help prepare the setup for registration. There was general discussion about central meeting locations and a platform for communicating with all attendees. The communication from the onsite coordinator ahead of time about including others in groups was helpful. There was discussion about conference attendance size.





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Registration form

Depending on location, determine an absolute deadline for registration. Add an option for gender on the registration form for room assignments and possibly add a section for donating to the PPL Scholarship fund. Find a way to move to an electronic form.

Refresher Course 2019, New Orleans, LA

Speaker contract, title and topic

There is a volunteer for an onsite coordinator. There was general discussion on how to find a liaison. Rachel (CC) is emailing people to see if they will be attending the RC and could be a liaison. Paula Gibson-Smith is checking with Eastern Washington University to have them maintain their credits at the RC and SC.

Discussion of proposed changes

AMI/USA is trying a new format for scheduling, handouts, etc. to have them be available on a mobile application platform. There was general discussion on the Annual Business Meeting (ABM).

Refresher Course 2020, TBD

Melinda is working on a speaker.

Summer Conference 2019, London, England

July 30-August 4, 2019

The structure for presenters would be the same as the US Summer Conference (SC). Clarification on EAA's role in the SC 2019 London: Ulli (Ulrike) Hammer would work on the advertising, Rob Gueterbock is the on-site coordinator, Wendy Tye's (previous Outreach Coordinator) role is to find speakers/presenters. People are responsible for transportation to London; it's not covered by EAA. AMI-Global is asking EAA to provide and support elementary-trained practitioners globally through possible conferences in other locations.

Summer Conference 2019, TBD

There was discussion about a possible on-site coordinator and location around early July possibly July 7-13, 2019. There was discussion of other Montessori conferences to work around with scheduling.

USA Affiliate

Update, discussion, status and moving forward

There was general discussion on the status of the USA Affiliate discussions and roles.

NAMTA October 12, 2018 Conference Role

NAMTA will have one staff person and they are looking for one person to handle registration. The registration for the affiliate conferences is going through AMI/USA and EAA is responsible for the onsite registration at the MD, Conference October 12, 2018.





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Relationship with AMI Global, Affiliate Agreement Expectations, Financial Payment to AMI-Global, Dues and Membership

Melinda is clarifying with Lynne Lawrence (AMI-Global). Gayle is checking with Jacquie Maughan on affiliate agreement expectations. Melinda will email EAA's previous chair and OC (Allyson and Wendy) about affiliate expectations.

Schedule 2018 – 2019

Set board meeting dates for 2018 – 2019

September 15, 2018 at 10am (CST)

November 3, 2018 at 10am (CST)

January 12, 2019 at 10am (CST)

April 27, 2019 at 10am (CST)

RC 2019 Pedagogical Advisor (PA) Rotation (Greg MacDonald cycles off)

There was general discussion on the PA rotation.

RC 2019 Board transitions (Treasurer, Publications)

There was discussion on possible board members for when Anna and Gayle rotate off the board. The slate will go out in mid-September, 2018.

Changes to the Policy and Procedures Handbook

Discussion and adoption—tabled.

There was a question and clarification on membership voting—if required, voting happens at the AGM.

Privacy Policy and Membership Form

These will be created/updated and added to the ami-eaa.org website.

MailChimp Email Option

Amanda shared details about the move from direct email to using MailChimp in emailing membership. The Gmail EAA accounts only allow for 500 emails in one day. With a membership of more than 600, to email membership, there needed to be another option. Starting in May 2018, MailChimp was used.

Financial

Meeting with AMI/USA Executive Director on RC 2018—see Refresher Course (RC) 2018 for details

Second Signature for EAA Bank Account

Gayle and Melinda will set it up at Wells Fargo, the two signatures will usually be the chair and treasurer positions.





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PO Box

As Gayle's (Treasurer) board term transitions February 2019, there was discussion about the PO BOX. It is useful because Gayle can forward to the next treasurer; we will also need to update the membership form to the new treasurer's PO BOX.

Budget

PayPal can be challenging to merge with QuickBooks and can take a lot of extra time to input all of the information. Gayle will discuss what options would be best to use with the accountant. Gayle clarified questions on the current budget.

Outreach/Membership

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

We will hold off on an overhaul until the affiliate structure is finalized. The EAA flyer updated for Phoenix 2018 will be used at the affiliate conference in Baltimore.

Update on Database Options

Gayle will check with the accountant on suggestions for databases.

Dropbox Memberships for Board Members

As the size of the EAA Board shared folder increases, it is becoming necessary to purchase a Dropbox subscription and submit receipts to Gayle.

EAA Support of Montessori for Social Justice (MSJ)

There was general discussion on how to support MSJ. Some ideas: make a donation to help offset the costs of their conference, once the information is available of when and where their conference is promote it, and consider bringing topics that would be anti-bias/social justice oriented to EAA events.

Thailand Outreach Conversation with Maryse Lepoutre Postlewaite

The graduates from Thailand are looking for support in the classroom. Maryse spent time in Thailand to mentor teachers and is interested in sharing her experiences in Thailand and finding other people to mentor in Thailand. EAA is partnering to find mentors. Maryse is writing an article for the newsletter about her experiences. EAA is not funding or offering support at this time, but it could be discussion in the future. Regina will reach out to the people who have applied and connect them with Maryse.

Mentoring within EAA

There was discussion on how EAA could support mentoring. Regina will run an idea by the PAs and will ask for ways to provide membership with mentoring support.





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Connecting AMI Schools with EAA

Regina is sending an email about EAA to heads of schools to inform them about EAA.