



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, September 15, 2018 (Part I)** **Saturday, November 3, 2018 (Part II)—Go-to-Meeting** **Saturday, December 8, 2019 (Part III)—Go-to-Meeting**

Part I

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

Agenda and Minutes

Edited April 2018 and July 2018 Minutes were approved. September 2018 agenda was approved.

Officer reports

Officers' reports were approved after general discussion and questions.

Organizational

Summer Conference (SC) 2018, Boulder, Colorado

Final Finances

The expenses from the SC are not in yet. More will be discussed at the November 2018 meeting.

Comments/Reviews

Rachel will email the evaluation summary. For future conferences, many people prefer having a central meeting location though it can depend on the venue. Groups were inclusive and worked to invite others consistently during the conference. The on-site coordinator and the board made an effort to encourage being inclusive with groups and outings and it had an impact.

Refresher Course (RC) 2019

Melinda is asking AMI to schedule a meeting with our full board during the RC. With EAA's responsibilities at the RC, the board is usually split for these meetings, but we would like to carve out a time to make sure that all board members can be present. The format for the appreciation dinner is changing and will be after the AMI/USA open board meeting Sunday, and Rachel is still working to coordinate that.





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.

There was discussion about when to schedule the Annual Business Meeting. We will work to have it in the same room as the elementary presentation after the Saturday workshop. Nicole Fedorow-Rehder is the liaison.

Summer Conference 2019

Rachel will have more details for our November meeting. There was a discussion of possible themes and also a reminder of how EAA takes presentation proposals from members. The timetable for the SC is that the venue, cost, and dates are ready by the Refresher Course. It is helpful to know the presenters and theme, but that hasn't always happened by the RC. Rachel will look through her previous proposals as well as who has volunteered to present on a topic.

To work to think ahead to the following year, Melinda will reach out to possible coordinators who have expressed interested for SC 2020.

Summer Conference 2019, London, England

July 30-August 4, 2019, AMI-EAA is acting in a consultant role but it is an EAA Conference. In further conversation with Allyson Creel (previous EAA Chair), we were reminded that when this conversation started, we were going to be in a support/advisory capacity only and are not able to send board members to facilitate it. We are able to use our digital support. The Go-To-Meeting platform is available. Regina will email Rob Gueterbock and Ulli to let them know EAA will have more details after communicating with AMI. Rachel will communicate with them sharing documents. Amanda will help with verifying current membership.

Indaba Wines Sponsorship

Wendy Tye (previous EAA Outreach Coordinator) shared that Indaba had offered to provide wine for participants, but EAA is not able to distribute alcohol.

Insurance Policy

There was general discussion about how to make sure that the London SC 2019 is insured. Gayle is checking on this.

Refresher Course 2020, TBD

Melinda is reaching out to a possible presenter.

USA Affiliate Conference Role

There are three EAA members representing and supporting the affiliate conference. Anna has connected with the person speaking about the work and support EAA does. Melinda will email Jacque Maughan about the responsibilities.





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.

Schedule 2018 – 2019

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

Allyn Travis will cycle on when Greg transitions off as a PA.

RC 2019 Board transitions (Treasurer, Publications)

There was a review of the policies for nominations and the timeline for announcements.

Changes to the Policy and Procedures Handbook

There was discussion and suggestions to make the cancellation policy clearer with days before the conference and the quantity of refund (30 days or more before the event 75% refund, and 16-29 days before 50% refunded, etc.). Change the 11 days before the event to 15 days or fewer before the event: no refunds.

Edits were discussed for the RC Expenses and adding more details on what is covered for the liaison and changing the stipend for Pedagogical Advisors who attend the PA meeting to \$250.

Financial

Status

Gayle is working on how to make international payments other than PayPal.

Outreach/Membership

Outreach to HOS and Trainers

Regina is sending emails to trainers and heads of schools. Regina is looking for ideas to help cut costs with international shipping for the new graduate gifts. Gayle will check with the shipping company on this.

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

There was discussion on the current promotional materials and the purpose for updating our materials such as the logo, materials, etc. Anna will get a quote on rebranding and redesign. 99Designs is another source. This also included updating the handouts at conferences. This is a two-part item—rebranding for advertising and everyday use for letterhead, documents, etc.

Relationship with AMI

Tabled until Part II, November 3, 2018.

Membership

Database options

The discussion was tabled until more information from AMI is available.





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.

Privacy Policy

Amanda is working on updating the privacy policy.

Publications

Election slate and procedure

The MailChimp emails will be taken over by publications/communications instead of being sent by the Membership Coordinator. The board role description needs updated.



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.

Part II

Attending: Amanda Cade (MC), Regina Cyvas (OC), Anna Discenzo (C/PC), Rachel Eberhard (CC), Yvonne Froehlich, Rachel Kimboko, Gayle Waner (Treasurer/Vice Chair)

Organizational

Logo

The estimate was \$2,000. Before making a decision, we will look for places that are less expensive and get multiple bids. Considerations: How long the new logo will be in use? If it's 20 years, then the cost seems like it is more reasonable. Where do we look? How do we go? There were a couple of options we have checked out. There was a mention on the updating of affiliated societies and use their sources. Anna will check with AMI-USA. As the affiliates are affiliating and changing their branding; it makes sense for EAA to do the same.

Budget

There was general discussion on the budget and questions on the RC expenses/profits. Melinda has been meeting with Debby Riordan (AMI-USA ED) to talk about the process. Gayle is working with Morgan to add a \$0 fee to PayPal.

Refresher Course 2019, New Orleans, Louisiana

Travel

The transition items for treasurer and publications coordinator are a lot of hands-on materials, and it will be difficult to do outside of face-to-face work. If there is a possibility to use Monday as a chance to handover the responsibilities to the oncoming board members, that would be helpful.

Melinda was also talking about having a Monday morning meeting; the AMI meeting is Sunday morning and the EAA Annual Business Meeting (ABM) is Sunday afternoon and the PA meeting is Monday morning.

The ABM has been moved to Sunday evening, right after the Sunday session at the same time as the meet and greet but it won't go as long as the meet and greet. This will also be in the same space as the elementary lectures. There is no appreciation dinner, but more of a cocktail hour at the hotel. Rachel E has been speaking with Debby on a monthly basis in preparation for the RC.

Summer Conference 2019, TBA

Jenn Porter will be the onsite coordinator. Board members are reaching out to possible presenters. It's good to have new presenters; it would be great to offer something similar to offer more for 6-12 and 9-12 opportunities.





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.

There was discussion on having ways to construct after hours sharing and being together as a bigger and more inclusive group. Following Ciara's (2018 SC Onsite Coordinator) encouragement and picking up where she left off (pick someone new to sit with you and join you, etc.) and figure out how to construct shared evening times. Having evening activities can be helpful in that. Rachel E. is encouraging Jenn to find people to bring in.

Summer Conference 2019, London, England

Rachel E. has been connecting with Rob Gueterbock, Wendy Tye, and Ulli Hammer and asking for photos. Online registration seems inevitable for conferences. AMI-USA uses Formstack. They have a variety of pricing options with one user who can make five forms a year, which could work since we mostly will use them for the European SC and US SC. Credit card payments can be done through it. Gayle shared concerns with paying in other currencies. There is a preference for using online payment systems.

Anna suggests moving to a digital-only platform for newsletters. She suggests sending hard copies to training centers and other locations.

Relationship with AMI

Lynne Lawrence (AMI Executive Director) and Candice von der Wehl (AMI Membership) joined via Go-to-Meeting.

There was general discussion about AMI-EAA's role in supporting teachers globally. From Lynne: EAA is a highly professionalized group with a huge range of expertise, who run their organization well and smoothly, and are a positive presence in AMI global landscape. There are a lot of graduates coming out of training and hopefully many more. These new graduates benefit from the wisdom EAA has to offer.

With this huge amount of expertise, it would be helpful if there was something or somewhere AMI could send elementary graduates beyond the gift that is usually sent to them. The graduates are aware of EAA, but what AMI would really like to do is make our presence felt at graduations. When Candice follows up with graduates to join as AMI members she could also encourage them to join EAA.

Lynne would love for EAA's membership, which has been growing internationally now for a while, to be the organization for graduates. EAA has a Yahoo group, summer retreat, and newsletters, and she can see at some stage moving to have retreats in other parts of the world in addition to the US. EAA needs to draft an agreement for anything that happens with AMI. Within the agreement, we need to lay out parameters and where we are going to be. The most pressing thing and the focus is drafting the agreement.





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.

Summer Conference 2019, Lewes, United Kingdom, continued with AMI

There was discussion with Lynne and Candice on planning the SC 2019, London.

From Lynne: AMI's plan is for EAA to run the SC 2019, UK. Connect with affiliates and training centers. Make sure to check with Montessori Society AMI (UK) and the training center, Maria Montessori Institute (MMI). Candice will give contacts, names and details. Lynne suggested using training centers' databases.

There was discussion on EAA as a volunteer organization. In the US, we have people who volunteer to be liaison. What we need is to have a liaison in other locations. Candice has access to members within our organization for liaison support.

Annual General Meeting (AGM) April 5-8, 2019, Amsterdam

There was discussion on EAA board members attending AGM 2019 and having a slot to present again to the affiliates. Lynne suggested watching Wendy Tye's presentation from the 2018 AGM. EAA has previously sent two board members. Lynne and Candice committed to carving out a time for EAA to present and to meet with other affiliates. There was another reminder that the members of the board that attend are usually the chair and outreach positions. As a volunteer board, we are also in the classroom, so it is sometimes about who is available. The AGM 2019 is at a Dutch Montessori school.

Regina is looking at attending the AGM. It's really important that we have the agreement in place with AMI before the AGM, so it can be rolled out at the AGM and we can say, AMI and EAA have entered into an agreement and share what it states.

Outreach Continued

Elementary Outreach Package

Create a document with ideas and what EAA needs from AMI to make outreach get to more elementary trainees, graduates, and teachers. AMI is in the process of streamlining and automating information, which could make the process easier as well. Regina has come up with an idea for two types of packages. One for when a student graduates, they receive a congratulations letter, resources, and things to get involved in later. The second package was for EAA, and there would be a first and second reminder. EAA could continue to have a section on AMI's E-bulletin that goes to members worldwide with a section on what EAA is doing. This happened but then stopped, Lynne is open to the idea and would be a great segment to add to the newsletter.

DAMIP

Ulli Hammer attended the SC 2018 CO and Rachel E, Regina, Rob, and Wendy met. Ulli and Rob have taken on the role of supporting the UK conference and the standstill is figuring out our role as a board. From Lynne: The thing that is going to be the most important is for them to realize that they are connected into EAA.





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.

From DAMIP, at the AGM, the Russian affiliated society representative, spoke to Candice and another colleague about if there was a support for elementary graduates because there is a huge demand. In the Training-of-Trainers and other organizations and has been organizing in Eastern Europe in places where Montessori isn't quite established. Candice suggested connecting with that representative.

Graduates

From Lynne: elementary trainers need to insist that graduates join AMI and EAA and for EAA to have more of a presence at graduation. AMI is brainstorming a "What is AMI" presentation to give to training centers and they would like to put in a slide on EAA.

Publications

Newsletter

The new system could help with sharing EAA's newsletter. EAA needs to forge a stronger relationships to make it a more-global organization.

Finance

Banking in Different Countries

Lynne offered Cherry Worthington's support for financial questions and guidance. The American system and European systems are very different. Lynne emphasized being clear about how the funds and budgets are decided upon and who has leeway within that and how do you organize the profit. Cherry is also the one to look to for support with insurance.





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.

Part III

Attending: Amanda Cade (MC), Regina Cyvas (OC), Anna Discenzo (C/PC), Rachel Eberhard (CC), Yvonne Froehlich, Melinda Nielsen (Chair), Gayle Waner (Treasurer/Vice Chair)

Organizational

2019 Refresher Course Updates

Meeting with AMI

After communication with Roelie Hartwig at AMI, EAA's board will meet with them during the Refresher Course at noon, on Sunday from 12-1:30 pm for lunch. The whole board should be able to be there with the new members, and it will be a standing meeting with that time slot. For this and future meetings, all board members should plan to be there.

Travel

Get flights, print receipts, and mail to Gayle or fill out the form, attach, and email.

Creating Real School Environments Offering

Larry Schaefer is gifting his Lake Country School book, Creating Real School Environments, at the Refresher Course.

Newsletter

Greg MacDonald is offering to write an article for the next newsletter. EAA is moving from mailing to cut down on costs and having digitally; the winter newsletter is only digital and send other newsletters to 15 (or so) training centers.

EAA Annual Report for AMI

AMI requested EAA's annual report.

Policy and Procedures

Melinda is checking on details of the Outreach Coordinator position and its details in the P&P.

2019 UK Summer Conference

Roelie Hartwig has offered support for the summer conference in the UK.

In communications with Denise Wanits (AMI/USA Database Manager), Rachel E. has found that PayPal has the most countries where transactions are available through FormStack. Rachel E. is working to have the SC form through FormStack available by the RC. Denise is willing to answer questions.





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.

When people fill out the registration form, it will be clear that there is a spot available at the moment of filling it out. There are suggestions for a timeframe for European registration and then for the remaining spots to be available to outside-Europe registrants. The number of attendees is based on housing though people could stay off-site. There was general discussion about contracts and commitments for the SC in UK. In the US, there would usually be a contract with the facility. Rachel E is checking to see if there is a way to get that.

There was also discussion on offering SC workshops in a webinar format. It could provide more outreach to a broader group, wouldn't hinder attendance at conferences, and possibly increase membership. This could be a discussion point for the PAs.

Budget

There was discussion about the budget and clarifying questions. Melinda will check with Debby Riordan on affiliate agreements and if EAA will be asked to support it and what the plan is (travel, events, etc.). There was discussion on ways to support RC speakers and if and how to increase it regularly. Gayle will increase the speaker fees in the current budget. There was discussion on how to communicate these details with AMI/USA.

A motion and a second was made to approve the budget with changes; then voted on through email.

