



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, January 12, 2019—Go-to-Meeting**

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

Minutes and Officers' Reports

Fall 2018 Minutes

Fall 2018 Minutes were received and approved.

Agenda

January 2019 agenda was approved.

Officer reports

Officers' reports were approved after general discussion and questions.

Organizational

Refresher Course 2019, New Orleans, LA

Speaker arrangements and Update with Attendance

Rachel E. has been checking in with Debby Riordan (AMI/USA Executive Director) and is working with her and the liaison, Nicole Fedorow-Rehder, on arrangements for Carla Foster. There are 1,053 people registered so far, which is a little more than where we were last year at this point. In Phoenix 2018, there were 74 on-site registrations. There are 213 people registered for the elementary workshop. This is on track with last year. AMI/USA is working on room arrangements for meetings. There was discussion on gift options—Regina is checking on gifts.

Registration Duties/Responsibilities

Sched, an event website and mobile application, is being used for participant packet materials rather than folders. Sched will have maps, schedules, and handouts from the presenters. Name tags will be handed out but not folders. There is also a social media aspect of it. Rachel E. is checking with Debby on how they are rolling it out.

Regina will send out a request for volunteers for registration and will share the list with Rachel E. once people have signed up. Rachel E. suggested checking with Wendy Tye (previous Outreach Coordinator) to find out how many and the time slots. During registration, Gayle will support AMI/USA with on-site coordination. Denise Wanits (AMI/USA Database Manager) is usually available for support.

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EAA will continue to support AMI/USA during the registration times. Rachel E. and Melinda will connect with Debby to let her know that EAA is available.

Schedule

Regina will create a finalized schedule including flights and EAA commitments.

—Thursday, February 14, 2019

Rachel is setting up registration on Thursday and is having a pre-conference meeting. If others are early, they can provide support. The EAA board will plan on dinner at 7 pm. Regina is organizing—possibly at the hotel due to Valentine's Day.

—Friday, February 15, 2019

Melinda is not available Friday, February 15. Registration is from 8 am to 6 pm. We can support the help table and registration. Registration stops during the keynote. Anna volunteers to help people arriving directly from the airport to be with luggage. There was general discussion on the challenges with people arriving late prior to the keynote. There is no reception after the keynote.

—Saturday, February 16, 2019

Registration is from 7:30 am to 9 am; all who are available can help. Prior to the elementary session, the EAA board is introduced. Nicole will introduce Carla Foster. Anyone who arrives after registration closes, Denise provides support. Someone needs to be at the information table at every break and at lunch. Anna and Yvonne are happy to provide support. There is a swing dance social on Saturday evening. Wristbands will be used for attendance for that.

—Sunday, February 17, 2019

EAA has a lunch meeting with AMI. Following the elementary session, EAA has its Annual Business Meeting in the same space. Instead of an appreciation dinner, it will be cocktails and hors d'oeuvres. Rachel E. is making the invitation. There was a brief discussion about the invitation list. EAA will invite all presenters and cost.

—Monday, February 18, 2019

For the PA (Pedagogical Advisor) meeting, Melinda is checking with the PAs on a time to meet (Alison Awes, Phyllis Pottish-Lewis, Allyn Travis—not available, Carol Hicks, and Ann Dunne).

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—TBD

Rachel E. and Melinda are working to meet with Debby, but she may be too busy to meet during the RC and will work to meet within a month of the RC to debrief. Larry Schaefer will also be sharing copies of his book at some time during registration.

There was discussion on the vendor area and EAA's table that had details, organization information, and conference information. Instead of the presentation board, we are going to update information on Sched with important details and events. Rachel E. will bring some hard copies.

There was a brief discussion on swag to share at conferences. One resource is RedBubble. Further discussion was moved to a later meeting.

Agenda for AMI Global Meeting Sunday, February 17 at 12 pm

EAA will frame the discussion around the AMI and EAA document. Regina sent it to Candice but has not heard from her; after hearing from AMI, we can discuss AMI's feedback. Most of the discussion is around what EAA can do to support AMI and what AMI can do to support EAA. Reread the document prior to the meeting. Regina will bring copies for the meeting and will continue to follow up with Candice as well.

Agenda for EAA Annual Business Meeting Sunday, February 17 at 5 pm

Welcome and a general acknowledgement of trainers/ETOTs/etc.—Melinda
Describe board role and highlights of the year—all board members
For documents shared during the meeting, Sched is a possibility.

Agenda for Pedagogical Advisors Meeting Monday, February 18 (time TBD)

Possible topics:

Share follow-up from the AMI and EAA agreement, ask about mentors and support for teachers (possibly similar to the model NCMPS uses—National Center for Montessori in the Public Sector), ask about ways that EAA can support public school teachers, find out about other formats of training, discuss the webinar format for SC, ask for ways EAA can support training centers, remind them of the opportunity to write an article for the PA corner. The PA Corner is an opportunity for our membership to get to know our PAs.

Refresher Course 2020

Speaker Update

Melinda has been working on organizing a speaker. The discussion is currently around fees for presenting at a Refresher Course, and Melinda has been in discussions with AMI/USA. Updating RC presenter compensation is something for EAA to discuss and, within our legal limits, possibly include in our policies and procedures an amount to supplement or

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regularly increase. Melinda will check with Phyllis Pottish-Lewis on original agreements to see what possibilities are and move forward from there.

Summer Conference 2019, Tustin, Michigan, US

Updates

The contract and deposit have been sent to Kettunen Conference Center. The on-site coordinator is looking for nightly, opening, and outing activities. Traverse City is about an hour away. One possible outing is the Traverse City Cherry Festival, which is happening at the time of our conference. Rachel has shared a proposal, has reached out to other presenters, and asked for feedback on possible presenters. Read it and give Rachel some feedback. Amanda is sharing the request for proposals with membership.

Formstack Logistics

Rachel E. will create the registration form on Formstack and make it online only.

Summer Conference 2019, Lewes, UK

Updates

EAA will cover presenters' room and board and tuition. The presenters are committed to covering their travel. Once they have submitted proposals, we can come up with a theme and title. There was discussion on board member representation—Amanda and Rachel K. will attend. There was discussion on cost and a number of board members to send. Rachel E. will verify with Wendy Tye (previous Outreach Coordinator) that she is covering her travel and tuition.

Summer Conference 2020

Rachel E. has started organizing and connecting with possible liaisons and securing a venue for 2020.

Schedule 2019-2020

AGM: April 5-7, 2019, EAA Representation

For the AGM in Amsterdam, Melinda is not able to attend; Yvonne and Regina will go.

Spring Board Meeting: April 27, 2019

The date works for board members to attend.

RC 2019 PA Rotation

Allyn Travis transitions on for Greg MacDonald.

RC 2019 Board Transitions

Rachel Kimboko will transition on as Treasurer/Vice Chair, and Yvonne Froehlich will transition on as Publications and Communications Coordinator.

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Annual Report

For EAA's annual report to AMI, Melinda has asked for corresponding board positions to fill out the details within the annual report. Melinda will send this to the corresponding board members (Regina, Amanda, and Anna) to fill out and return. She will send it to the board once it's finished for review. This is due in early February.

Financial

Approve 2018-2019 Budget

The budget was approved via email.

Recap

Rachel E. asked about where to include the cost for Formstack. Gayle suggested IT Services or Summer Conference though IT might make more sense. Rachel K. will note and make sure to add it. There was discussion on RC financial reconciliation from AMI/USA, which can help guide the other decisions. Gayle hasn't connected with Cherry Worthington, AMI's Treasurer counterpart. Gayle has been working on getting taxes completed. Gayle is working on finalizing the license fee and will send Cherry the tax forms once they're completed and update the invoice for our license fee.

Wells Fargo has someone who works with international payment, and Gayle has made an appointment. She is also checking with PayPal.

Mailing Address

Gayle and Rachel K. will connect on the PO Box for EAA's mail correspondence. Rachel K. is going to set up a PO Box.

Signatures

Gayle is checking for a Wells Fargo location in New Orleans, LA for Melinda, Rachel K., and Gayle to add/change/remove signatures from the account.

Publicity/Communications

Ideas for Streaming Conferences

There was general discussion on where and when this could work. The focus is currently for Summer Conferences. The next step is checking with the PAs at the RC and move from there. Board members are invited to find out more information on various platforms.

Outreach

Follow-up on Letter Sent to AMI

There has been no follow-up from Candice yet.

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Membership

Privacy Policy Update

Amanda is continuing to work on creating a privacy policy.

Data System

AMI is sharing their Customer Management System and EAA will have access. Bento is outdated and continues to have reduced performance (and possibly unusable) with each computer update. Amanda will check on the cost of FileMakerPro, share it with Melinda and Gayle, and move forward if it is cost effective.

Membership Forms

There was discussion on EAA's membership form, the directory, AMI/USA affiliate emails, and newsletter changes.

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