



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 25, 2020—Go-to-Meeting**

Attending: Amanda Cade (Membership Coordinator/Secretary), Rachel Eberhard (Conference Coordinator), Yvonne Froehlich—for the first portion (Publications/Communications Coordinator), Rachel Kimboko (Treasurer/Vice Chair), Melinda Nielsen (Chair), Regina Sokolowski (Outreach Coordinator)

Minutes and Officers' Reports

October 2019 Minutes

October 2019 Minutes were received and approved.

Agenda

January 2020 agenda was amended and approved.

Officer reports

Officers' reports were approved.

Review Action Items from October

Amanda will continue to send out the similar format with the action items with the ability to check off the task and search by board member name.

Organizational

Refresher Course (RC) 2020

Details from Gayle and Rachel E

Rachel will email Gayle about getting PA breakfasts, other details and will CC Melinda.

Requests from Alison Awes

There is a possibility that Alison will share a handwork project for the elementary participants. Melinda has prepared some of the materials. There is a need for around 300 kits. Rachel K and Melinda will bring some yarn. We can cut the yarn on Thursday when we arrive. Anna Discenzo is supporting Alison's work with the photos. There will be a bill for the editing process by Clint Bohaty, videographer. The other items Alison requested Debby Riordan (AMI/USA Executive Director) was able to support. Jackie Silvera Silveira-Sater is the on-site coordinator.

There was also the mention of books and having some available for attendees to buy. AMI/USA can have some of the books available in the publication selection. Other requests from Alison were note cards, large sticky notes, and packets printed. There may be more



requests as we move closer to the RC as well. Gayle is meeting Debby at the hotel because there are some hotel pieces that will need to be solved. While there, Gayle is looking for a nearby bookstore to walk to and, if so, have some of the books mentioned in the presentation available.

Meeting with Debby, Gayle, and Melinda (Time TBD)

The pre-conference meeting is usually Thursday generally in the morning. Melinda will send the time to Regina once she gets it.

Hotel Issues

The hotel is under construction. AMI/USA changed the policy around how hotel rooms can be reserved making it so schools that reserve rooms won't get a refund if it's after a certain time. Gayle is checking on the impact of the construction and will report back on that.

Schedule and Responsibilities

For the call for volunteers, all of the items listed are the same except the Diversity Forum. Debby wants the volunteer names ahead of time because she wants people to use their own cell phones to check people in if they are comfortable with using their phones. AMI/USA is using Whova (a conference management app) to check people in at registration. This will be an issue if Wi-fi is not available otherwise people will have to use their own cell plans. Checking people in involves scanning a code with a phone's camera. Debby will connect with the volunteers EAA organizes. Regina will send the same email as last year removing the ticket-checking slots. People are just needed for registration, keynote, Saturday social, and publication tables slots. Debby didn't give a date for needing the list but thanked us for being proactive.

Regina will email the elementary RC participants directly via email and will reach out to Debby and then get the volunteers to her. Regina will also make a schedule and share with board members.

Melinda got a request from Roelie Hartwig: The AMI Congress group is interested in meeting with EAA. Yvonne and Regina met with them in Amsterdam because they would like EAA involved in the Congress in Thailand. Kanekar Butt, President of Montessori Association of Thailand, and Bill Conway from Australia were at the Amsterdam meeting. They might be in the meeting or it could be others who are connected with the meeting. This is a meeting that is important to make happen and will include as many of the board members who are available when it's happening.

There was discussion on where people were during the registration/check-in process. Melinda will be at the Consultant Meeting on Friday. Yvonne was at the information table, Nicole should be around the registration table. On Thursday, we will stuff nametags, go to Staples, and provide other support around setup. Gayle should touch base with Alison Awes and Nicole to check out the room for the elementary presentation. Often the sound/audio-visual check is on Saturday morning.

There was discussion for dinner on Thursday and making a reservation for all of us. Melinda will check with Gayle since she is visiting the hotel and might have some ideas and get back to Regina about possible options. Regina will work on the schedule and send to board members.

Create Agendas: Annual Business Meeting

Each officer shares details on work during previous year. Ahead of the RC, Rachel K and Gayle will connect on the financial sharing from the previous year. Write up the work each officer has done in the previous year to share at the ABM, AMI Global, and with AMI Global in case they are looking for an annual report from each affiliate.

We will need a way to display the presentation. The time is Sunday morning before the presentation with coffee and tea available. We can include photos from the two summer conferences. If we choose not to have AV due to cost, we could have a handout.

There was discussion on the most effective agenda for the meeting. Suggestions included having a computer available at the coffee table going through photos. Benefits of AV could be beneficial because of the impact of the community building, networking, and beautiful locations. Other images could also be groups.io, ami-eaa.org, social media, packing the crowns, babies, etc. This is an opportunity to share all of the ways to participate and be a part of EAA, and encourage members to be active participants and not just passive participants. Rachel E will contact Debby and see about the AV for the room. This is one of the few presentations we do in front of our members.

Send content to Rachel K by Saturday, February 8 in the format you would plan to use, and she will use what seems appropriate for a visual. Rachel K will determine the appropriate format to use.

ABM Agenda (7:30am-8:30am, Sunday, February 16, 2020)

Welcome and thanking, acknowledge Pedagogical Advisors, ETOTs from Melinda (different logos while presenting)

Introduce current board members—(Melinda)

All board members describe their work in the previous year (Each officer)

Introduce new board member—Nicole (Melinda)

Nicole shares a little about herself and talk about the 2020 Summer Conference (Nicole)

Questions from members attending (Melinda runs)

Closing (Melinda)

Create Agendas: AMI Global Meeting

There was discussion on what we want to communicate to AMI Global: discuss 2019 UK SC, feedback from members on response time when communicating directly with AMI. If there is a capacity to include Regina in the meeting, a lot of the discussion involves her role. Rachel K will check on the details on the Go-To-Meeting and its cost to include Regina. There was discussion on what AMI might ask of us and what we had discussed before and

follow-up on that. In discussions with Adam Lewis, it's important for EAA to remain autonomous and make sure to protect what we have. Amanda will send notes from the meeting from 2019 and the Joint Operational Plan.

AMI Global Meeting Agenda

Welcome and Introduce, reminder about being a volunteer organization (Melinda and possibly Lynne)

Share work each officer has done

Discuss UK 2019 SC and UK 2020 SC

Feedback from members and their communications from AMI

Ask for update on AMI's member information system

Ask about update on new format training programs

Ask about Indaba and other new training centers

Ask about professionalizing people who support training centers

Ask about accreditation process and the pilots

Ask about update with sourcing approved materials

Review Joint Operational Plan

Create Agendas: Pedagogical Advisor (PA) and RC 2020 PA Rotation

Our current PAs include Carol Hicks, Allyn Travis, Alison Awes, Ann Dunne, Phyllis Pottish-Lewis (PA Emeritus). Alison Awes is transitioning off as a PA and Jamie Rue is transitioning on. Melinda will invite Alison if she is interested in attending the PA meeting. Melinda anticipates Alison may or may not be there. Amanda will send the notes from the meeting in 2019.

PA Meeting Agenda (Monday, February 17, 2020 at 7:30 am)

Welcome and thanking for support (Melinda)

Format of RC and different sessions

Ask about new training formats and their thoughts

Discussion on ways EAA can support training centers and training centers can support EAA (especially thinking globally)

Presenters for the RC elementary portion and their suggestions

Connecting EAA with trainees

Announcements for Each Session

We have opportunities to share with EAA members especially in the elementary portion, and Alison encouraged us to take advantage of the opportunity to reach out to the members during this time. She is also flexible in offering us opportunities to share details.

9:00 on Saturday, February 18:

Introduce self and board and say a bit about EAA and its impact and that each person in the room is a member of EAA (Melinda)

Introduce On-Site Coordinator (Melinda)

Introduce sign-in sheets and other details (Jackie)

ami-aaa.org

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In Affiliation with *Association Montessori Internationale*



Introduce Alison (often Conference Coordinator, this time it's Gayle and Rachel E will let her know and reach out Alison and see if there are other details she wants shared)

Before the morning break, share announcements from AMI/USA and housekeeping details (Jackie)

After morning break, share the Eastern Washington credits and writing articles for the newsletter (Yvonne)

Before lunch, housekeeping details (Jackie)

After lunch, Phyllis Pottish-Lewis Scholarship fund (Rachel K)

Before afternoon break, housekeeping (Jackie)

After afternoon break, details on membership (Amanda)

After session, make pitch for the ABM (Melinda)

9:00 on Sunday, February 19:

Before session, open and introduce (Jackie)

After morning break, outreach (Amy Eshelby, Regina will connect with her)

After lunch, Margaret E. Stephenson fund (Rachel K)

After the afternoon break, 2020 Summer Conference at Tybee Island (Nicole, Rachel E will let her know)

Closing: Alison, Jackie, or Melinda, whichever makes sense.

Amsterdam AGM

Melinda and Rachel K are planning on going. Amanda will send the notes from the meeting prior to the AGM and Regina will confer with Yvonne on the details from their trip and Amanda will add it to Dropbox.

Summer Conference 2020 US

Updates/Proposals

Rachel E got a few more proposals. There was discussion on possible presenters and possible challenges with their presentations and getting access to materials. Some presentations work better with different size groups. Rachel E will reach out to Christina Carroll to see if she needs support for facilitating discussions.

For Gina Polly Applegate, we talked about details to get ukuleles to the conference. The on-site coordinator, Chris Cone, and Nicole could reach out to schools in Atlanta to see if there are ukuleles available. For the SC registration, adding pieces on if people have ukuleles and could bring them. It is possible a music store could bring some as a way to sell some. Rachel E would like the FormStack form completed by the RC and start advertising the presenters. Nicole is checking out Tybee Island this weekend.

Presenters include (possibly):

Christina—Zentangles and checking with her on changing up her presentation to an evening, if Gina isn't available then Christine would present for an afternoon

Gina—ukuleles if she is available

Suzannah—living timeline

Rachel E will confirm with Christina and Gina before the RC and give them their contracts. In the contract is the detail that they are going to provide something to share with membership.

Idea for a title: Elevating the Arts in Cosmic Education or Elevating Arts in Cosmic Education.

Summer Conference 2020 UK

Updates

There was discussion on whether to continue with an outside of the US conference. There was interest in continuing with the two summer conferences. Rob Gueterbock shared that he is interested in hosting it again at The Montessori Place. The best week is July 27 because it's at the end of their term and there would be adolescents available to help cook. Rob offered to present on science. There was discussion on how to generate presenters or topics and whether to start with a theme or use the presentations to create a theme. There are benefits to each. Board representatives for the UK SC 2020 are Amanda and Yvonne or Nicole.

Refresher Course 2021

There was discussion on possible speakers for the 2021 RC. The 2020 RC evaluation sheet could be useful to find out the details.

Summer Conference 2021 Europe

In moving forward, we also need to make sure we have a 2021 person in place who is able to attend the UK SC 2020.

Summer Conference 2021 US

Rachel E suggested that Nicole might have some ideas, and we can talk more once she is available.

Financial

Review of Profit and Loss Statement 2018-2019

The UK SC 2019 broke even. For the US SC 2019 which had about 1/3 of the enrollment we usually have.

2020 Budget Proposal

To do the budget, it was necessary to account for all of the transactions in Quickbooks. As she works through it, Rachel K realizes that some of the items don't always make sense where they are. For last year's RC, the first budget didn't have the expense/revenue that AMI/USA accounted for in it. When AMI/USA sends our report from the Refresher Course, the membership payments are done little different from when membership renewals come directly through EAA.

Rachel K will adjust the RC 2020 income. There was a suggestion to lower the proposed RC income. There was discussion on other changes to make for the budget proposal. Rachel K will update the budget, email the final version, and board members will vote on it.

Donations to MES, PPL Scholarship and EAA

In PayPal, people are donating to the Margaret E. Stephenson fund and the Phyllis Pottish-Lewis Summer Scholarship fund. We have agreed to give one PPL each year.

Finances from RC, SC—US and SC—UK

Rachel K suggested ways to cut some of the RC costs: considering the meals before and after the RC as board meals and possibly changing the amount of nights spent in the hotel. Other ways to reduce some costs: transition to a Business Dropbox account to have a single payment, there was discussion on an annual subscription for FormStack. Amanda will look more into the possibility of a Dropbox transition. Rachel E will look into the details. MailChimp is a free account and is working for our current use. PayPal charges are about based on a percentage of the transaction. It's the fee we pay when we take a PayPal payment. Rachel K increased it because we might have wired payments since we are moving to our UK SC. There was discussion on budgeting for the Montessori Congress in 2021 in Thailand.

Rachel K will write a document to clarify guidelines on reimbursements/EAA credit card charges. Rachel K will get a new card for Nicole and will cancel Rachel E's card when she is done. Amanda will look into a password protected file on Dropbox or Google.

Membership

Gift Memberships

There was discussion on gift memberships. Amanda will write up details on gift membership options.

Membership Payments via Check

There was discussion on transitioning away from paying via checks due to the amount of time and tracking it requires. Amanda will work on transitioning this over to PayPal only with details on "if you need to pay in another way, email me..." For Summer Conferences, if a member needs to put down a deposit, Rachel K can create an invoice showing what amount is still owed. There was discussion on subscribing to FormStack short term to see if the deposit is available and how to set it up. Rachel E will see how she could set it up and check with Denise.

Updating Website

Morgan Childers, ami-aaa.org's website host, shared that our website is out of date and some features can't be updated or accessed because of that. He gave EAA a quote to update it. Amanda will check on if transitioning items to the new one is included or extra. Amanda will get the more detailed proposal from Morgan.

Publications

Promotional Items

The post cards, banner, and business cards have been ordered. The stickers have been ordered too. There was discussion on the enamel pins for volunteers. Once the design is set, they are less expensive to make. She's going to look to see if we can get them on time.

Newsletter

There was a large fall newsletter, and there wasn't a winter newsletter, but there will be a spring newsletter. Melinda will write something for the spring newsletter. Many of the items that Yvonne adds to the website are sent from other board members and then forwarded to Yvonne. Make sure to send the materials that need to get added to the website to Yvonne. Anna Discenzo clarified in the transition to Yvonne that all of the stuff that we want to get out goes through Yvonne and she puts it out there on the appropriate platform.