



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, October 6, 2019—Go-to-Meeting

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

Minutes and Officers' Reports

July 2019 Minutes

July 2019 Minutes were received and approved.

Agenda

October 2019 agenda was approved.

Officer reports

Officers' reports were approved.

Action Items

There was general discussion on remaining action items and moving forward on them. For the business cards, what needs to be changed is adding the social media handles, what the acronym stands for, EAA's tagline "Supporting the global community", and AMI affiliate details. Yvonne will work on the design and share with board members. Amanda will continue to include the action items shared through Google Drive and share with board members regularly. As people complete the tasks, they will check them off. Melinda was not able to get Rachel K access to Monday, a platform for organizations, and has been sharing details with Rachel K. Deborah Bricker has also been keeping Rachel K up to date on the Baltimore Conference.

Organizational

Summer Conference 2019 London, England

There was a diverse group of attendees from many countries and continents. It was helpful to have people who have attended previous summer conferences in coaching attendees and supporting board members. It is useful to have a board member there as a representative. The Montessori Place seemed willing to host the UK SC again in 2020 to continue to build the momentum and have a site and on-site coordinator in place for 2021. The content was also fun and useful for attendees with hands-on art work, outdoor presentations, and classroom ideas/support. It was organized well and the attendees appreciated making





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connections with others. From the feedback, there wasn't anything really negative on the feedback except one comment on food and the dorms.

There was discussion on if the UK conference is something to continue. The process for Rachel E and organizing the conference was easy. Part of the challenging piece is the programming and presenters. Yvonne will use the comments anonymously to share in the newsletter. Many people didn't know what to expect from an EAA Summer Conference.

The feedback for the UK SC also suggested that the handouts would have been helpful prior to the conference to translate and read through ahead of time.

If we are moving forward, some ideas to consider: who will present, will there be a theme, etc.? We can contact the people who offered to present soon to try to build the presenters from people who are local to the conference. For the UK, special education inclusion could be a good option for presenting. For a European conference, the timing needs to be in August due to the vacation timing. It is helpful to have two board members attend to support each other. The Conference Coordinator is probably the top choice and then from there who is available. The cost of attending with for the conference fees was \$700 in total.

Refresher Course (RC) 2020

Melinda has contacted Alison Awes and has a RC 2020 contract. Melinda is still waiting on the video project detail and how much it will cost. There was discussion on liaisons: a liaison's conference fees are covered but not anything else. Anna Discenzo is working on the photo piece and will connect with Alison on what photos are needed. Gayle Waner, interim CC for the 2020 RC, met with Debby Riordan, AMI/USA Executive Director, and it is going fine. Get an estimate for the flight times and share them with Rachel E for hotel room use. Typically, the Conference Coordinator arrives on Wednesday and the rest of the board arrives on Thursday afternoon to early evening to help with setting up the registration tables. Melinda will also arrive on Wednesday. The pre-conference meeting is usually on Thursday morning. Regina will coordinate flight times and share with others. For departures, we've been leaving on Monday evening. Send Regina the actual flight itineraries. Rachel E will share these details with Debby and Gayle.

Hotel Issues

There has been some feedback from EAA members on the reserving room policies and making the policy a little more sensitive. It's difficult to make a choice on attending without knowing the presenters for each level.

Brochure

Make sure the brochure is sent to the EAA Conference Coordinator to edit and make sure the details are correct. Melinda and Gayle will check on this.

Responsibilities/Schedule



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Managing the volunteers is necessary especially if there is a delay, holdup, or cancelled flight. Regina will still coordinate the behind the scenes efforts.

Keynote

Melinda will find people who know the history of EAA to get talking points for the introduction of EAA and getting the presence known.

US Summer Conference 2020

Nicole Fedorow volunteered to be the on-site for the 2020 SC. Chris Cone has also volunteered to be an on-site coordinator. They haven't been able to secure the venue yet because the site hasn't released their calendar yet. There is also another option Chris is trying in case the Tybee Island doesn't work. The Tybee Island has its own buses and can have outings during the day and presentations in the afternoon when it's too hot outside. Nicole and Chris will go down the last week of November to check it out. There is also a place to stay within walking distance if people would prefer to not stay on site. There was discussion on having local food brought in to bring in more flavors and types of food because it's a very child-friendly site with food options popular with children. There was discussion on making sure EAA would be able to book a conference since it's not available to be reserved until November. Rachel E will post something on EAA-Talk and will advertise it as the Savannah, GA area.

There was a suggestion for sending out surveys to help with planning and volunteer options. This might be useful for the 2020 SC outings and get a preference for what people want to do as well or just create a schedule and share ahead of time.

Content and Speakers

There are some old proposals we have. Nicole has connections with someone in environmental sciences and has worked on an island and might be able to put something together. It might also be a nice connection to bring in the location and natural local elements into it. Nicole will also check in with other connections she has. Rachel E will change the flyer and have it include a call for proposals and share with Regina, Amanda, and Yvonne for distribution and add to EAA-Talk.

Rachel E will create a more specific timeline for the SC reflects all of these smaller steps for the transition.

Refresher Course 2021

Melinda talked with Phyllis and Alison about choosing elementary speakers for the RC. There isn't a specific order to follow but more about the topic. Phyllis suggested sending out a survey to hear about what topics members would like to hear about. If we were to include a survey, some options were to ask for thoughts on topics, presenters. We could also reach out to trainers and what they are willing to present or their areas of expertise. Yvonne suggested reaching out to trainers and including those conversations in the newsletters and



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it might be able to happen sooner than an article. Rachel E is creating a survey for members and will include a RC topic question asking what members think would be useful to hear about at a RC. Melinda will craft a letter to reach out to trainers and what their interests are for presenting at a RC. Melinda will reach out to someone at AMI (Global) and share with Phyllis our plans for reaching out to trainers.

US Summer Conference 2021

There was discussion on possible SC 2021 options.

US Affiliates Conference Baltimore, October 2019

Update on Volunteers and Logistics

Rachel K is organizing volunteers and running a session. One of the challenges is that the only people registered can be volunteers. Rachel K has access to see who has registered. Rachel K is possibly helping on Saturday and looking for others to volunteer. Deborah Bricker has been helping with hospitality. The only current ask is about cost for the hospitality piece. Rachel K suggested that Deborah ask Debby first. Melinda is not able to attend the conference.

There was discussion on whether there was another affiliate conference. There is possibly one in the spring 2020.

Schedule

RC 2020 Pedagogical Advisor Rotation (Alison Awes rotates off, Allyn Travis, Ann Dunne, Carol Hicks, one person rotating on, and Phyllis Pottish-Lewis, Emeritus)

There was discussion on the PA rotation.

Financial

Financial Status Concerning Two SC and Future Projects

Rachel K will share the pieces on the two Summer Conferences and will talk with Gayle about how the logistics for generating a report. For future projects, what should we be thinking about? We discussed the range of cost in supporting the 2020 RC. Melinda checked with Emily Green and used the estimate she gave.

2020 Budget Proposal

For the budgeting guidelines, it's looking at last year's budget and deciding if we need to go up or down on that item. What may be different is the RC because AMI/USA is hiring an event person and it may be that the cost is going up. Make sure to log in our hours to offset AMI/USA's paid employee hours. The PPL SC Scholarship fund may be impacted by the donations on PayPal to it.

For the donation to Montessori for Social Justice (MSJ), Rachel K and Sheri Bishop talked about people who would be willing to go to schools of education and encourage people to



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take the Montessori training. For MSJ, one of the issues is wanting more people of color taking Montessori training and this could be a possible partnership between EAA and MSJ.

Sheri and Rachel K could work with people in both organizations to help share with others what a career could look like. This could be a bigger project. The starting place could be interviewing people. In Washington, DC, Rachel K has been talking about screening the movie previously known as Building the Pink Tower.

For the budget, Rachel K will share it with the board in a way we can make comments.

Checking Account Concerning 2nd Signature

The transition has to be initiated through the mail initiated by Rachel K and then from there, signing and it is done. The bankers Rachel K has been working with have been great. Rachel K will do this by October 18 and Melinda will check with her connection.

Outreach

Regina is the EAA point person on AMI's website, and she receives a variety of emails that are often not pertaining to EAA. There was a brief discussion on what to do with them.

Membership

Accessing Online Items

There was a general discussion on how information is shared with membership and whether what we're sharing with membership is being accessed. Rachel K shared that she uses "Yet Another Mail Merge" for sending emails. Rachel E suggested questions she could add to the survey. Nicole suggested asking what social media platforms people use and using that to direct to the website. Why did you join EAA? When did you graduate from training? How did you hear about EAA? What is your current role in education? Rachel E will make a list and share for review. She will create a survey, get feedback, share it on EAA-Talk. Yvonne can post it on social media platforms, and Amanda will share via MailChimp.

Yvonne asked about posting the survey on Facebook and there was discussion on that. Amanda will track the next newsletter statistics and continue the conversation.

We could be using the Administrator portion of the RC as an opportunity for outreach as well.

Publications

Newsletter

There was discussion on how to move forward. It's a combined newsletter for both summer conferences. Yvonne will wait to send it out until we get the update from AMI (Global) around October 16.



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Promotional Items

Banner, Business Cards, Postcards, Buttons

Yvonne will go with Vistaprint and will share once she is finished with it. It will have social media platforms, the cost is around \$160 and \$200. There was a discussion of having two banners. It might be helpful to have a postcard to hand out. Rachel E has some publicity materials to hand out that were made. Rachel E will send Yvonne that file. For the postcards, there was discussion on the number of people attending the admin conference and if there would be folders to put them in. Instead of a flyer, could that be decreased to a postcard size? What is the best way to distribute them to the administrators? Whoever presents to the admin portion could share them. Someone could also put a stack in each room or on each chair. There could also be a price break for it too. Yvonne will check on the price break for postcards and buttons. Rachel K has a source for enamel pins and will find out on the cost. We had talked about giving something like that to the people who volunteer at the RC. Rachel E will take the flyer and make it into a postcard. Melinda will find out the size of the admin conference for planning. Ask me about EAA? would be a good button to have too or t-shirt. Rachel K will price t-shirts and sweatshirts.

Website Update

Yvonne will update the resources from the SCs soon. Rachel K will send the songs from the UK SC to Yvonne. Yvonne will also share the details and on EAA-Talk and Amanda will direct people to the website for the resources.