

ATAD Board Meeting Minutes - September 6, 2011

Approved

Present: Debbra Allwell, Vickie Cambalik, Dean Ekberg, Sharon Garofanello, Pedro Gomez, Tom Greiner, Karen Grover, Sue Isgrigg, Marian Kobrin, Peggy Lull, Elaine Morel, Rosalba Pisaturo, Milagros Poventud, Sally Stapley, Christine Valerio, Alicia Ward, Bob Wason

Call to order: After a pot luck dinner at the home of Sue Isgrigg, the meeting was called to order at 7:29PM by Peggy Lull

Order of business: The order of business was reviewed and accepted as presented. Later in the meeting, adjustments were made for late comers.

Minutes of previous meeting: Sally Stapley

The minutes of the previous meeting were accepted as presented.

Treasurer's report: Dean Ekberg

Budget vs. Actual and Balance Sheet Reports were submitted to the President and Secretary in advance and were distributed at the meeting for review. Annual financial review by EFP Rotenberg, LLP is underway. I still await arrival/departure information for 2 IS. All others are insured. Payment of IS fees from only one student has been received.

Fund raising: Bob Wason

No report.

Policies and Procedures Committee: Peggy Lull

The committee met on August 16. The following documents were changed to bring us into compliance for CSIET audit purposes:

- International Student Application (ISF1)
- President & CEO Job Description (JD3)
- IS & HF Contact Report (ISF3)
- IS Pre-Departure Orientation Checklist (ISO9)
- HF Orientation Checklist (HFF14)
- Board Member Refresher Training Checklist (new form)

The revised forms will be emailed to board members and uploaded to the website before the next P&P meeting.

Americans Overseas: Christine Valerio

Packets will be sent out to schools in the next week or two.

Host Families: Karen Grover

Seven students have been placed:

YEAR STUDENTS FIRST SEMESTER STUDENTS

2 from Majorca, SPAIN--Honeoye Falls & Canandaigua

1 from Arequipa, PERU--Pittsford

2 from Caltanissetta, ITALY--Pittsford and Greece

1 from Rennes, FRANCE--Brockport

1 from Bamako, MALI--City of Rochester

The International Student/Host Family roster has been e-mailed to the ATAD Board and host families asking for corrections. Thank you baskets were delivered to host families from last year along with evaluations.

Publicity: Vickie Cambalik

On [Aug 31](#), the ATAD Publicity Committee met at Peggy Lull's house. Rosalba discussed "Italian Day" scheduled for [Nov 10](#) at the IACC and that ATAD could set up a promotional table there. We talked about placing advertisements in the programs for the various school musicals as a way of promoting ATAD. We also thought that perhaps having bookmarks made with "Hosting an Exchange Student" information on one side and "Going Abroad through ATAD" on the other and leaving them at libraries might be a viable promotional idea. We still need to complete the updating of the master contact list which Karen Grover uses to talk with people about ATAD in the various school districts and we will ask Board Members to contribute information. The plan is that Board Members will be taking over on the initial contact with schools and providing them with information material on ATAD. Vickie will be meeting with Peggy on [Tuesday Sep 27](#) to design a poster and the bookmark to be included in the packets and to be available at libraries. Also included in the packet along with the revised contact list, brochures, poster, and bookmarks will be a flow chart of how to contact a school district and with whom to discuss the ATAD program. We all need to be aware that each district may have its own way in which to handle this contact whether it be through the administration, the guidance office, or the foreign language department. Rosalba, Elaine, Vickie, Tonya, and Peggy will meet on [Oct 4](#) one hour early (at 6pm) to put together the publicity packets for Board Members to take to the schools with which each member is most familiar.

Website development: Keith Crossley**1. Hosting**

- The site was renewed in July. Next due date [7/24/2012](#)
- We encountered some hosting site problems in early August but these have been resolved.
- I have an open question to the hosting service on renewal of our domain name

2. Site Administration and Maintenance

- IS Roster uploaded [9/6/11](#)
- We had some issues with IDs / passwords last month. Resolved

3. Hosting Software Change

- The software we use for the site (since 2007) is called "Joomla!". We are using version 1.5 and that is now obsolete.
- I will be working on converting to the current version this month.

4. ATAD Promotional Video

- For some reason I couldn't get this working before vacation.
- I will work on it this month.

5. Site Cleanup

- There are still vestiges of the "old" [atad.org](#) on the site.
- I have started cleanup but in the process deleted some of the image files - primarily AO city pictures. Restoring these is priority

State Department: Sue Isgrigg

All but two members of the board completed the required State Department online training by the [August 15](#) deadline. This is an annual requirement. This year there is a new form to send to State. It lists any student who changed homes and gives the dates and reasons. That form was filed before the deadline. The fall placement report was also filed on time. We have seven students coming from five countries. The annual report to the State Department for 2010-2011 was filed on time in July.

CSIET: Marian Kobrin

No report. Discussion followed regarding the timing of the post experience evaluation. It was suggested to conduct the evaluation at the post departure orientation.

Outreach: Alicia Ward

Both Gary Simon scholarship students had wonderful overseas experiences. Alicia will work with them to develop a recruitment presentation to use in their school settings.

Activities: Sharon Garofanello

The 2011-2012 calendar for the year has been distributed to the board, host families and exchange students. [This Saturday](#) is our 1st event with the Welcome Picnic @ Powder Mills Park from 12-4pm. We are waiting for the hockey schedule and the Mayor's schedule to confirm those remaining dates.

Programs:**Arequipa: Tom Greiner**

Jordanae Smith came home from Arequipa on 8/24; she had an awesome time. I emailed her and her mom the picnic information. We're expecting Alejandro Cornejo from Arequipa any time now. He has a school and host family (Karen and Mike Green) all set.

Iquitos: Barb Pellicano

No report.

Novgorod: Marina Sweany

No report.

Rennes: Vickie Cambalik/Millie Poventud

Charles Izard arrived from Rennes on Friday [August 26](#), 2011. He has been busy getting equipped for school, settling into life at Mindy Safran's home, and doing other fun things with the family and his alternate host family, the Kerrs. Vickie met with Charles and Mindy on [Friday Sep 2](#) at Greece Ridge Mall and they discussed how things are going. Charles seemed upbeat and friendly. Mindy's concern is that Charles sometimes comments about not wanting to gain weight and he will eat less than she feels he should. Charles has had some short periods of homesickness, but his friends in France have been cheering him on and talk him out of it and he says it helps to keep busy. He looks forward to school starting and making new friends. Charles realizes that this is an opportunity not to be wasted on pining away for his "old life" in France. He has been accepted into the Jazz Band at Brockport High School (which meets after school on [Tues, Wed, and Thurs](#)) and has a challenging course schedule which includes Chemistry, Spanish, one semester of Sports Management and the other semester of African drumming, Phys Ed, American History, Pre-calculus, and English. He and Mindy are working on solving the "too short" bed issue for him as well. They think that adding another mattress to his futon (he likes that it is wider than a twin bed would be) will solve the problem because then his head will not hit the wooden arms of the frame. His computer usage will diminish to only once per week as he becomes acclimated at school. For now, Mindy is allowing him to connect with friends on Skype during this transition period. We plan to talk more at the picnic on [Sep 10](#). Vickie inquired about who should be conducting the follow up visit. Discussion followed regarding the regulation that the person conducting the initial screening and recruitment not be the same person who does a follow up visit. The purpose of this regulation is to assure a neutral person is validating the appropriateness of the placement.

Krakow:

No report.

Majorca: Sharon Garofanello

Both Laura and Fede arrived on [August 18th](#). They are doing well. Laura will be attending Canandaigua Academy this year. She is residing with the Park family. Fede is attending Honeoye Falls-Lima this year and is living with the Donatello family. He is playing football for HFL. He says it's hard. They just returned from a camping trip this past weekend. Sharon inquired whether it is appropriate for a student from Spain to take Spanish as an IS.

Caltanissetta: Rosalba Pisaturo

After a successful school year Simona Maggio and Bianca Venturi returned to Caltanissetta on [June 28](#), 2011. The two IS for 2011-2012 are Isabella Di Natali and Carla Cordova; they arrived on September 1, 2011. Isabella will attend Pittsford Sutherland H.S. and will be hosted by M/M Anthony O'Heron. They are looking into changing the school schedule to make the course schedule more challenging and incorporate some language requirements. Carla will attend Greece Athena H.S. and will be hosted by M/M Michael Lauria. Rosalba expressed some concern about the lack of sscheduled courses for Carla other than advanced Italian. The AO student Alex Torchio will travel to Caltanissetta on [September 11](#), 2011. He will be hosted by M/M Giovanni Privitera and will attend the Liceo Classico "R. Settimo".

Bamako: Elaine Kraus/Tonya Thompson

No report.

Wurzburg: Bob Wason

Brianna Smith spent 6 weeks in Würzburg this summer, having left Rochester on [June 29](#), and returned on [August 15](#). I took her to the Airport for the departure, but was on vacation for the return (though I did read email during this time--including a last-minute hitch when she thought that she needed a "real" ticket instead of the e-ticket I booked). Thus I made arrangements with her mother to handle that. I called her this past week, and it seems that things went very well indeed. (I had heard the same from Utschig shortly after her return.) I hope she makes it to the picnic this [Saturday](#) so that we can continue the conversation. I'll call again this week to urge her to come.

Old business

President's trip: Peggy Lull

Peggy expressed thanks to the Board for the opportunity to travel and visit our host countries. She reported briefly on several of her experiences and will prepare a more formal report and pictures prior to the next Board meeting. Liaisons always asked about having AO's come for a full exchange year rather than the brief summer experiences.

New business

UNAR Visiting Journalist: Marian Kobrin

Les is involved with UNAR United Nations Association of Rochester. The visiting journalists will be here for the weekend of September 30-October 3, 2011 and the organization is looking for host families. Send Les an e-mail if you are interested in hosting.

Technology offer: Pedro offered his personal server as a storage location for ATAD policies, information, forms, etc. rather than the web site. He discussed the advantage to using the server.

The meeting was adjourned at 9:24PM

Respectfully submitted, Sally Stapley