

# **ATAD Board – Minutes of Meeting**

## **September 2013**

### **Final**

**Present:** Dean Ekberg, Sharon Garofanello, Pedro Gomez-Pupo, Karen Grover, Sue Isgrigg, Leslie Knox, Peggy Lull, Elaine Morel, George Morgan, Barb Pellicano, Rosalba Pisaturo, Millie Poventud, Marina Sweany, Bob Wason.

**Call to order:** The meeting was called to order at 6:25 PM by President, Peggy Lull.

**Order of business:** The order of business was reviewed and accepted without change.

**Minutes of previous meeting:** The minutes of the June 2013 meeting were accepted without changes.

**Treasurer's report: Dean Ekberg**

Attached are standard Balance Sheet and Budget vs. Actual reports, July 1<sup>st</sup> through August 29, 2013.

It has been a busy summer in the treasurer's office.

It became necessary to research and engage a different provider for criminal background checks, due to errors and difficulty in correcting the errors with our previous provider.

Due to changes in some EU regulations and a change in carriers, arranging coverage for our IS arrivals was a little more challenging than usual. It was necessary to arrange coverage for the two students from Russia with a different company. I have been assured by our regular insurance agency that in November everything should be in place for a more typical "insurance experience" that will once again enable me to register students online and to make adjustments easily when we learn of changes in departure dates, etc.

Bank of America is changing their fee structure. We will open an account with CNB that will provide us with fee-free banking service. Any of you who typically make use of our debit cards for ATAD transactions will be advised as to when to stop using the current cards, and when new cards are ready.

Our year-end financial reporting is in progress. I will provide a pdf copy of the report from EFP Rotenberg, LLC to the board as soon as it is available.

Marina Sweany asks if having the insurance is necessary even if parents are insured through work. Dean answers that there is a double coverage because of ATAD's need for compliance and audit purposes. The insurance covers emergencies, not routine care. The costs that families pay cover our fees, health and CSIET. Peggy suggests that the Liaison Officers translate this obligation to the parents.

**Host Families: Karen Grover, Sue Isgrigg**

We have 7 students this year: 2 girls from Russia, 2 girls from Italy, 1 boy from Poland, 1 boy from Germany and 1 girl from Spain. Karen will distribute the roster of our students for 2013-2014.

# **ATAD Board – Minutes of Meeting**

## **September 2013**

### **Final**

We had a successful orientation last year. We had a slumber party at Sue's house. The students and host siblings (high school age) stay overnight. On Saturday, they go boating, fishing, hiking; and play board games. When Sunday rolls around, they got to know each other. When Peggy comes around on Sunday for the orientation, the students have bonded and are prepared for their stay in Rochester. The formula works well and we plan to do the same this year.

A shorter orientation for parents is planned for Sunday, September 29 at 2:30 PM. Sharon, Barb and Millie offer to do this at Sharon's house. Peggy and Sue will do the student piece at Sue's house.

#### **Americans Overseas: Peggy Lull**

We have three former AO students: Nyheir Oldfield, for Spain; Chelsea Whittmore, for Iquitos; and Sarah Kennedy, for Poland. They will be our guests at our October meeting to give their feedback on their summer experience abroad and answer our questions.

There will be an education piece in October. ATAD needs to recruit more. We hope to pull together a small packet of our program to be sent to schools.

#### **State Department: Sue Isgrigg**

All 7 international students have arrived in Rochester. Sue will register them in the system. Sue thanks everyone who took the Department of State training test. Bob Wason will send an improved version of the CSIET rules, in a WORD document format, to all Board members who are interested.

#### **CSIET: Pedro Gomez-Pupo**

A binder's workshop is scheduled for September 19 at Sue's house, 7PM. Check Pedro's email on the guidelines to ensure that all documentation is in place within the student binders. It is important that the Chairpersons start collecting forms and logs into a binder as soon as the student arrives in Rochester.

Under CSIET rule, a member of a family that is of college age needs to be checked as well as the ones living at home.

#### **Policies and Procedures Committee: Peggy Lull**

We are ready to use the new form which includes a New Contact info. This will be used at the high schools and at CSIET. A copy that Sue sends to the school will also be provided to the Chairpersons.

#### **Website development: Keith Crossley and George Morgan**

It is said that 20% of the search for information on a website is done from a smart phone. Pictures are the main attraction to a website. George suggests that if ATAD wishes to broaden its audience, it needs a website that is lively and engaging. We should get pictures of former students and photos of their experience in Rochester. We could add a caption on the Parent-Student agreement on using photos, if the student is over 18. George will write a paragraph on this. ATAD also need an email address for info.

# ATAD Board – Minutes of Meeting

## September 2013

### Final

**Social Media: Michael Lauria.**

No report.

**Outreach: Alicia Ward**

No report.

**Activities: Sharon Garofanello**

A tentative schedule of the 2013-2014 ATAD activities was distributed to the Board Members. Sharon will send a new copy when the To Be Determined dates can be fixed.

Sharon is seeking a consensus for the farewell picnic held in early June, to reserve a lodge in Pittsford. Peggy will reserve.

We have a large group of students this year and we encourage families to get together for activities. We will offer the activities such as curling, bowling in order to support them in getting acquainted.

**Programs:**

**Novgorod: Marina Sweany**

Both Russian students arrived in Rochester. Lubov Kalantyrva will be in Pittsford Sutherland High School and Olesay Shchedrigina, in Brockport. Marina gave a pre-orientation in Russia this past summer and as such, really connected with them. Both families in the US have good understanding of ATAD expectations.

**Rennes: Millie Poventud**

There are no students in the program for this year.

**Krakow: Leah Stormo**

Daniel, our IS from Poland, will be staying with the Whittemore's in Hilton. Two Summer AO returned: Daniel's host sister, Chelsea went to Peru and Sarah Kennedy, to Poland.

**Majorca: Sharon Garofanello**

Nyheir Oldfield (summer AO) arrived in Rochester one week ago. Maya is our IS from Spain and is in great spirits. Mercedes could not be placed and I am not sure whether she will apply again.

Dean asked that we collect the fee.

**Caltanissetta: Rosalba Pisaturo**

The two IS from Italy arrive today, August 29, at 7:25PM. They will register tomorrow at their respective schools.

**Bamako: Tonya Thompson**

No report.

# ATAD Board – Minutes of Meeting

## September 2013

### Final

#### **Wurzburg: Bob Wason**

Max, from Germany arrived on August 15 and all is well.

#### **Arequipa: Tom Greiner**

No report.

#### **Iquitos: Barb Pellicano**

Last week, she was holding a sloth at the zoo. Her host sister who is in Peru, will come only in January. We have to be careful which high school we choose to send her because teacher apprentices usually start in the second semester, and the school may not accept a student then.

#### **Board Education Topic – Dinner and General Discussion**

**Peggy Lull**

Peggy states that in the agreement that we have with the First Baptist Church, she is obliged to let us know that we have a list of rules to share with our Board Members.

There is a Krakow anniversary dinner on October 19 at the Radisson Hotel. Tickets cost \$50. Leah will not be able to attend but if anyone is interested, to let Peggy know.

Non-profit Works is offering a ‘Grant Seeking Basics’ workshop on September 26 at the Colgate Rochester Crozer Divinity School. The purpose of the workshop is to provide a methodology on seeking funding for projects. We have trouble attracting AO students in our program. If this workshop has advice on how to focus on a topic, for example, a marketing visit to a Webster school, we would be truer to our state of principle of student exchanges. Bob mentions that ATAD may be too broad a project to define an agenda in order to get a grant. Peggy passes the information on the workshop around. ATAD will pay for whoever might be interested in going.

#### **Board Education Topic – Fundraising Letter**

**Bob Wason**

Bob suggests that we invite the 3 summer AOs to our October meeting and seek ideas (photos, suggestions) for our fundraising letter. He has done this for the past 10 years. He is offering to let go if someone else wishes to take over the responsibility. Dean will send the link again to look over the mailing list for the fundraising letter. He will also take care of sending the mailing.

#### **New business:**

No new business.

The meeting was adjourned at 9:11 PM on August 29, 2013

Respectfully submitted,  
Elaine Morel, Secretary