

## **AS1 Executive Committee Minutes—Jan 10, 2024**

**Present:** Katy Biron, Andy Bristol, Joy Close, Matthew Cohen, Michele Cohen, Stan Corfman, Beth Corsa, David Epstein, Ken Hallows, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Keith Knox, David Yermack

**Not Present:** Scott Stewart

December minutes approved.

**Registrar's Report:** Susan O'Loughlin

Info from most recent registrar's meeting: there will be some discounts this year for room & board

We will be joining with the Star Island financial aid application process this year. Prior to 2022 we could not combine them, but now attendees can get aid from both sources. We will review the requests first to determine what our conference can provide, then SIC will review to see if they can meet any of the remaining need.

Registration starts next Monday

**Treasurer's Report:** David Yermack--no report

**Update from 2024 Chairs:** Mathew & Michele Cohen

Susan, Matthew working with Annie Stewart to update ASI website with this year's conference info.

Conference information has been submitted for Blue Book/Star Island website.

Discussion about possible discount on our liability insurance if social hour volunteer/manager gets training re: serving alcohol. Per David, we pay about \$500 for the insurance and it is relatively simple to register for it, and he is not aware of an option for this with our current vendor.

Keith is signing this year's AS1 Island Agreement), which commits us to a target range of 250 to 280 conferees.

Keith, Susan, David Yermack to meet with current chairs next week to discuss sensitivity needed when recruiting former conferees, as there are some folks who might not be welcomed back to the island.

Next meeting Feb 7th at 7:30 pm

*Minutes submitted by Katy Biron*

## **AS1 Executive Committee–February 7, 2024**

**Present:** Katy Biron, Joy Close, Matthew Cohen, Michele Cohen, David Epstein, Ken Hallows, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Keith Knox, Scott Stewart, David Yermack

**Not Present:** Andy Bristol, Beth Corsa, Stan Corfman

January minutes approved.

**Registrar's Report:** Susan O'Loughlin

Slow start on registration this year. Only 94 registered so far (lower than last year); of those 17 are new people. Only 21 kids so far but Deb Walton may know of others who plan to come. Matthew & Michele will reach out to Deb to talk about staffing plans as we may not be able to have as many staff in the children's program this year.

Marketing Team report from Gabby Prochaska: they had a meeting yesterday that included Matthew & Michele, along with Joe, Justina, Chelsea from SIC. Working on some ideas re: social media, post cards.

**Treasurer's Report:** David Yermack--no report

**Update from 2024 Chairs:** Mathew & Michele Cohen

Working on recruiting & planning! Going well so far.

Next meeting March 6th at 7:30 pm

*Minutes submitted by Katy Biron*

## **AS1 Executive Committee 3/6/24**

**Present:** Katy Biron, Joy Close, Matthew Cohen, Michele Cohen, Stan Corfman, Beth Corsa, Ken Hallows, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Keith Knox, Scott Stewart, David Yermack

**Not Present:** Andy Bristol, David Epstein

February minutes approved.

### **Registrar's Report:** Susan O'Loughlin

201 conferrees currently registered, with 42 kids. Susan has been talking to a few other groups that will likely register. There are 30 new people, including 9 new family units.

### **Treasurer's Report:** David Yermack

David spoke with Deb Walton re: cost of children's staff if attendance does not meet targets. She proposed that we do not pay 100% of staff board, as a cost saving measure. She will confer with Matthew & Michele. Had brief discussion of how this would impact our budget overall.

### **Update from 2024 Chairs:** Mathew & Michele Cohen

Looking at bringing musicians overnight to do contra dance/square dance.

Actively working on recruitment, along with the marketing team.

Other planning going well.

Next meeting April 3rd at 7:30 pm EST

*Minutes submitted by Katy Biron*

## **AS1 Exec Committee Minutes 4.3.24**

**Present:** Keith Knox, Katy Biron, Michele Cohen, David Epstein, Joy Close, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Andy Bristol, Stan Corfman, Scott Stewart

**Not present:** Ken Hallows, Beth Corsa, David Yermack

March minutes approved.

**Registrar's Report:** Susan O'Loughlin

After a slow start, we now have 290 full week registrations—not including overnight guests—so we are now hoping for some cancellations! We have not had any yet, which is unusual. There are 51 new people (22 new households). No current waitlist.

Deb Walton has been working hard to figure out the housing plans.

**Treasurer's Report:** David Yermack was not available at the time of the meeting but sent notes to Keith prior to the meeting, noting that the increase in registrations have alleviated budget concerns for 2024. We should be able to fund a full children's staff of 20. David recently purchased our liability insurance.

**Update from 2024 Chairs:** Michele Cohen

Things are coming together!

Volunteer jobs—many folks are returning to existing jobs.

We received a couple of grants, one will cover the square dance.

Discussion: How to welcome/manage 50 new shoalers?

Gabbi sent welcome postcards & will follow up with an email.

On the island, we will offer a tour and a tea and will also try to match new folks up with returning conferees.

Next meeting: 5/1/24

*Minutes submitted by Katy Biron*

## **AS1 Executive Committee Meeting 5/1/24**

Present: Andrew Bristol, Katy Biron, Michele Cohen, Mathew Cohen, Joy Close, Keith Knox, Susan O'Loughlin, Andy Bristol, Stan Corfman, Shelley Powsner, Scott Stewart, David Yermack

Not present: Beth Corsa, David Epstein, Gabrielle Prochaska

April minutes approved.

### **Registrar's Report: Susan O'Loughlin**

We have 285 full week conferees, 10 COGs. Includes 70 kids.

Have had 6 cancellations, currently three people on the waitlist (one full week, 2 overnight guests)

Financial Aid: we had requests that were for over 2K of our stated budget; final decisions have not been made, but that will wipe out the planned budget. So any late applicants may not have access to aid.

### **Treasurer's Report: David Yermack**

Increased enrollment is very good news for the budget, we should be on track based on our projected budget.

### **Update from 2024 Chairs:**

Draft schedule is in place. Still trying to fill some volunteer roles, including Banquet coordinators; and Terry and Kate won't be on island this year to lead the march.

Working on scheduling the Governing Council meeting.

### **New Business:**

Financial Aid Discussion—this is the first year we have used the Star Island financial aid application. This year SIC asked for more detailed income information than in the past. Chairs presented three questions:

1. Should disclosing income on the application be optional? If we want to continue to work with SIC this year—which makes the application process simpler, and now allows folks to draw from both pools of money in some cases—then that question is part of the form. But our registrar did not share that level of detail with the AS1 committee this year. As a

conference, we could decide that income information only goes to the registrar, and they would only share that information in a limited way if there were extenuating circumstances/limited funds to distribute.

2. Should we be disclosing the names of all people who have access to the income information, for applicants? We may not be able to include this on the online application, but we could opt to communicate our conference's guidelines for access to this information.
3. Should a limited number of full scholarships be added—discussion on this was postponed to a future date

Motion was made that:

- (1) we check with SIC to see who views the info on their end, other than the registrar;
- (2) for AS1, only the registrar sees the full info from the application;
- (3) AS1 registrar will anonymize the data and only share specifics in extenuating circumstances, such as limited funds available
- (4) we will inform applicants about the information sharing processes when we tell them about financial aid.

Motion approved.

Susan O'Loughlin will ask Bill Knox if there is a way to add a field where applicants can ask if a committee member/Star Island staff person could be recused from the decision

Next meeting: June 5th

*Minutes submitted by Katy Biron*

## **AS1 Executive Committee Meeting 6/5/24**

Present: Katy Biron, Andrew Bristol, Michele Cohen, Mathew Cohen, Beth Corsa, Joy Close, Stan Corfman, David Epstein, Ken Hallows, Keith Knox, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Scott Stewart, David Yermack

May minutes approved.

### **Registrar's Report:** Susan O'Loughlin

264 full week conferees, 28 COGs, 21 cancellations, no one currently on wait list.

One canceller had been approved for financial aid so there is a small amount of aid still available.

### **Treasurer's Report:** David Yermack

Budget looks good given the number of registered conferees.

### **Update from 2024 Chairs:** Mathew and Michele Cohen

Finishing up the Porch News. Quadrathlon will be a Memorial for Tom Walton again. Gabby has been working on setting new Shoalers up with AS1 buddies.

### **New Business:**

July Governing Council meeting will be on island on Tuesday at 1:30.

Fall Governing Council needs to be scheduled, probably mid to late September. Some folks may be interested in doing a hybrid gathering, where some folks are in person and some are in Zoom, but someone would need to step up to do the organizing. Gabrielle will check with Kate Brady about how they managed the recent SIC meeting in Portsmouth.

*Minutes submitted by Katy Biron*

## **AS1 Executive Committee 8/7/24**

Present: Katy Biron, Andy Bristol, Joy Close, Matthew and Michele Cohen, Beth Corsa, Keith Knox, Susan O'Loughlin, Shelley Powsner, Gabrielle Prochaska, Phil Quatrochi, Scottie Stewart, David Yermack, Ali Walton

June minutes approved

**Registrar's Report:** Nothing new at this time

**Treasurer's Report:** David Yermack

Reviewed conference budget from 2024. We ended up with a net balance of \$12,037. We can donate the whole amount to SIC or we can add some to our financial aid fund (to be discussed at future meetings.)

No one objected to the increase in conference fees.

Matthew and Michele reminded folks after the conference that they could still venmo donations; and we had another 1K come in.

Costs for speaker ran over 7K, which is more than usual. Do we need to create a policy re: what we will generally cover, to avoid confusion in the future? Folks noted that it would also be helpful to have a job description that can be shared with candidates for the speaker role.

**Welcome to our new chairs!** Ali Walton and Phil Quatrochi

Next year's speaker is an immigration attorney from NH.

Discussed the need for a chairperson guide book. Michele & Mathew are working on updates to an older document, so it will be a few more weeks before it is ready.

Ali reviewed this year's conference evaluations and passed SIC specific info on to Justina.

### **Report from the 2024 Chairs**

Discussed some of the feedback from conference evaluations.

Overall our numbers were up, but we still did not have a lot of families with young children, so we need to continue to work on recruiting families for next year. Some parents felt there weren't enough activities geared toward younger kids.

New Shoaler outreach efforts and the assigning of 'buddies' went well and should continue in the future.

A concern was brought up on an evaluation about the specific behavior of one conferee during The Great People Hunt. Some other behavioral concerns about this conferee were shared during the meeting by members of this group, as reported to them by other conferees. Matthew & Michele will talk with the trouble shooters to get more specific details about reported behaviors and they will report back next month so that appropriate follow up can take place.

**Other Business**

Annual meeting will be on 9/21, so reports are due for that by the end of August so that Keith can pull everything together.

Keith will be stepping down as convenor after the 9/21 meeting, so we will need to elect a new convenor. Decision was made to convene on 9/25 for a brief meeting to determine the next convenor.

Susan O'Loughlin will also be stepping down as registrar; Beth Corsa will then move into that role.

Next meeting: Wednesday, September 4th, 7:30 pm

## **NOTES: AS1 Executive Committee 9/4/24**

**Present:** Katy Biron, Andy Bristol, Joy Close, Beth Corsa, Matthew Cohen, Michele Cohen, David Epstein, Ken Hallows, Keith Knox, Susan O'Loughlin, Shelley Powsner, Phil Quatrochi, Dale Stewart, Scottie Stewart, David Yermack

August minutes approved.

**Registrar's Report:** Nothing new to report.

**Treasurer's Report:** David Yermack  
Nothing new to report.

**2025 Chairs Report:** Phil Quatrochi

Speaker is confirmed. Looking over timeline of tasks for the next months. Not a lot of detail about what to tell the speaker (expectations).

New business: Dale Stewart was present to represent the nominating committee.

Dale noted that two members have asked to step down from the Financial Aid Committee, and Phil has to recuse himself for a year since he is chairing the conference. John Doty & Angel Russek are still on the committee. Dale can look for temp replacement for Phil and we could move forward with a committee of three for next year to see how that works. David would like to see this committee do some in depth work, re: defining goal, looking at resources, is 50% always the default amount, etc.

Per Deb Weiner, the Healing and Reconciliation Committee may need some help figuring out what their current role is. Current committee includes Deb, Janice Prochaska, Kathy Slothower, Betsy Berg, and Nuria Pastor Sole is this year's new nominee.  
Plan: Joy Close will reach out to Deb to find out a little more about her concerns.

Annual Meeting is scheduled for 9/21/24. Reports are due by the end of August so that Keith can pull everything together.  
Keith presented a draft of the agenda.

Follow up discussion about poor behavior of attendee from this year's conference. Troubleshooters informed him at least once in depth (w/ Deb), but there were similar episodes subsequent to that. Reported behaviors included derogatory comments to women as well as a lack of respect for bedtimes for his young son even after being informed. Does not appear to present a physical safety issue. Can we allow him to come back but be very clear about behavioral expectations? Discussion tabled for now, we shall see what happens with registration.

9/2524—There will be a brief meeting to determine the next convenor.  
Susan O'Loughlin will also be stepping down as registrar; Beth Corsa will then move into that role.

We will be gaining Matthew Cohen and Jenny Easter Nelson; losing Keith, Susan and Stan

## **AS1 Executive Committee Minutes**

11/6/24–8pm (EST)

**Present:** Katy Biron, Andy Bristol, Joy Close, Beth Corsa, Jenny Easter, Ken Hallows, Shelley Powsner, Gabrielle Prochaska, Phil Quatrochi, Scottie Stewart, Plasha Will, David Yermack

September minutes approved

**Registrar's Report:** Susan is working to transfer everything over to Beth, and Beth will then do training with the island's registrar in January

**Treasurer's Report:** Discussion and review of 990 form; all voted to approve.

**2025 Conference–Chairs Report:** Phil

They have started to reach out to folks about key volunteer positions (food, auction), working on the schedule.

**Next Meeting: Dec 4, 2024–8pm**

*Minutes submitted by Katy Biron*

## **AS1 Executive Committee Minutes**

12/4/24–8pm (EST)

**Present:** Katy Biron, Andy Bristol, Joy Close, Beth Corsa, Jenny Easter, Ken Hallows, Gabrielle Prochaska, Phil Quatrochi, Scottie Stewart, Ali Walton, Plasha Will, David Yermack

November minutes approved.

Noted that we don't have an archive for the meeting minutes; where should we be keeping them? We could add them to the annual meeting packet each year. May have to redact some information.

**Registrar's Report:** Beth Corsa–setting up new email. Zoom open house for AS1 scheduled for 12/15 and she will send out the zoom link.

SIC looking for replacement for Bill Knox, Mike Bray is covering the transition.

**Treasurer's Report:** David Yermack

Form 990 has been filed

**2025 Conference–Chairs Report:** Phil Quatrochi & Ali Walton

Working on filling volunteer roles, completed the Blue Book page, updated the website with 2025 info.

**Next Meeting:** Jan 8, 2025–8 pm EST

*Minutes submitted by Katy Biron*