



## Board of Directors Meeting Minutes

Tuesday, June 16, 2020: 19.00 – 20.30

Virtually via Zoom

**Board Members:**           **Officers: President,** Steve Moody (SM); **Treasurer:** Stephen Dare (SD);  
**Secretary,** Jeffry Stubbs (JS); Howard Stribbell (HS), Caroline Taylor (CT)

**Executive Director:**   Tom Ulmet (TU)

**Executive Officer:**     Angie Lee (AL)

**Apologies:** Patrick Hurworth, Bill Elman

### SUMMARY – ACAMIS BOARD MEETING – June 16, 2020

#### MOTIONS

- to approve the minutes of the October 20, 2019 ACAMIS Board meeting – moved by JS/seconded by SD; passed unanimously.
- to have October Board meeting tentative held on Thursday, October 15, 2020. Date subject to review and confirmation. - Moved by HS/ seconded CT; passed unanimously.
- to approve the transfer of Raymond James to LPL Financial Group. – moved by SD seconded by JS; passed unanimously.
- to approve the transfer of US\$200,000 from the Raymond James Bank back into our HSBC account to ensure cash flow due to possible actions related to COVID-19 and possible cancellation of conferences. – moved by SD seconded by JS; passed unanimously
- to approve the draft budget Option C for 2020-2021 that allows the Executive Office to conduct normal operations as of August 1, 2021. After the final results for 2019-2020 are known in September, the draft budget will be refined and shared with the Board for final review and approval. - moved by HS/seconded by JS; passed unanimously.
- to authorize the ED to register ACAMIS as a 501c3 in the State of Colorado as the required legal resident of Colorado and that he will complete the required annual tax documents with the cost paid by ACAMIS, knowing that he volunteers to complete the required annual forms on behalf of ACAMIS even after he leaves ACAMIS as ED. Up to US\$2000 will be budgeted to complete the initial registration in the budget for 2019-2020 for legal assistance for proper registration in Colorado and with the EIN registration with the Internal Revenue Service (IRS). - moved by JS/seconded by SD; passed unanimously.
- to partner with Venture Education in a trial project for one year at no cost to ACAMIS to produce a survey of ACAMIS member schools for research and promotional opportunities. - moved by JS/seconded by CT; passed unanimously.
- to approve ACAMIS support for distributing the Edurio survey on the measures that schools undertook during the pandemic with the understanding that individual schools will receive a report of the results, and ACAMIS will share findings that are beneficial to all schools. - moved by JS/seconded by SD; passed unanimously.
- to engage the Shenzhen based company Juke Creative Design to conduct the process and design for a new

- ACAMIS logo for the cost of RMB50,000 or US\$7060. - moved by CT/seconded by SD; passed unanimously.
- to approve putting reviews of both Library Visiting Author and ACE Artist-in-Residency proposals on hold and revisit them next year. - moved by SD/seconded by CT; passed unanimously.
  - to initiate ACAMIS Student Leadership Workshops, dependent on COVID restrictions, as an experiment in the first year of operation and to investigate the possibilities of localizing them to minimize travel. - moved by JS/seconded by SD; passed unanimously.
  - to approve the Child Protection Guideline for the Sports, ACE and Robotics Charters for 2020-21. - moved by CT/seconded by HS; passed unanimously.
  - to approve the interim plan for Core Sports realignment 2020-21. - moved by SD/seconded by HS; passed unanimously.
  - to approve the activation of the ACAMIS Member School Directory page, with an additional portal version with expanded fields to be shared exclusively with members, whose information will be provided by the schools. - moved by HS, seconded by CT; passed unanimously.
  - to approve ACAMIS Teacher Exchange portal page with login feature and to authorize Finals site to activate both of these features as soon as possible. - moved by SD/seconded by JS; passed unanimously.

### **ACTIONS**

- TU to create a budget projection based on 50% fees while reducing conference participation to 50% and cutting expenses wherever possible and to share with the Board in September.
- TU to contact an appropriate legal advisor to guide the 501c3 Application process.
- TU to do initial planning to start a student leadership workshop
- AL to work with Finals site upgrade the website to add an automated Directory and database completion segment.