



# Board of Directors Meeting

Thursday, March 1, 2018, — 08.30 – 16.00

The International School of Macau (TISM)

**Board Members:** **President:** Sandra Webster (SW); **Vice-President:** Steve Moody (SM);  
**Treasurer:** Steve Dare (SD) **Secretary:** Robert Stearns (RS); Jeffrey Stubbs (JS);  
Howard Stribbell (HS), Kate Sutton-Jones (KSJ);

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

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

## SUMMARY – ACAMIS BOARD MEETING – March 1, 2018

### AGREED

- that the Board President, Vice-President and Executive Director explore how to determine a list of potential candidates for appointing a replacement Director and, in so doing, create a list of possible appointees.
- to remove the membership of Shenyang Transformational IS as it is delinquent in payment of annual fees and has not agreed to any means to correct this situation.
- that the use of commercial “sponsors” names, logos or related on students school wear for non-sport events be treated as with sports events, i.e. it is the school’s decision and is not of matter of concern to ACAMIS.
- that ACAMIS will not at this time join either AAIE or CIS.

### MOTIONS

- to approve the minutes of the Oct 25, 2017 ACAMIS Board meeting – moved by KSJ / seconded by JS; passed unanimously.
- to present the slate of Jeffrey Stubs and Patrick Hurworth as the slate of new Directors for election by the membership at the AGM on March 2, 2018 – moved by SM / seconded by SW; passed unanimously.
- to approve SWIS application for ACAMIS membership – moved by JS / seconded by KSJ; passed unanimously.
- to approve the membership application form with the amendment that member schools be responsible for their tax liabilities if hosting ACAMIS events – moved by SM/seconded by JS; passed unanimously.
- to approve the revised site visit matrix form as presented – moved by KSJ / seconded by SM; passed unanimously.
- to approve the Finance Guidelines as presented, specifically that the ED is authorised to execute transactions up to USD 30,000 – moved by SD / seconded by KSJ; passed unanimously.

### ACTIONS

- TU to work with SW and JS further on obtaining the D&O insurance.
- TU to amend school event application forms to add wording re hosting school assuming costs, if

- any, charged to the school by local tax bureau, etc.*
- **SW** to make a general invitation to the membership at the AGM on Mar 2 to host the increasing number of ACAMIS conferences across the year.
  - **TU** to complete the “ACAMIS Board/Executive Director Delegation of Roles & Responsibilities” document for distribution to Board members in advance and ratification after discussion at May Board meeting.
  - **TU** to clarify the wording of “associate” versus “sponsor” regarding types of membership and to add these terms to the website and related ACAMIS documents wherever the types of membership are presented.
  - **SD** to summarise the discussion on this topic as a list of essential agreements for Board meetings.