



# Board of Directors Meeting

Monday, May 1, 2017, 09.30 – 16.00

International School of Ulaanbaatar

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

**Apologies:**

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

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

## SUMMARY – ACAMIS BOARD MEETING – MAY 1, 2017

### AGREED

- to discontinue the practice of locating the May BOD meeting at the school nominated to host the ACAMIS Spring Conference two years forward;
- that significant time (at least half to full day) be spent at the October BOD meeting on integrating the ACAMIS purpose and mission statements with the goals of the ACAMIS strategic plan so that there are clear indicators and links between these guiding statements;
- that the Guidelines for Professional Performance for ACAMIS Board of Directors form should be signed by all BOD members annually and as they join the BOD;
- that the “ACE” short-form be changed to represent “Academic & Cultural Enrichment” from its current representation as “ACAMIS Cultural and Enrichment”;
- to maintain the status quo re the Board Reimbursement Policy and then revisit this discussion as an agenda item at the November 2017 Board meeting.

### MOTIONS

- to approve the minutes of the Mar 9/10, 2017 ACAMIS Board meeting – moved by HS /seconded by JS; passed unanimously.
- that the ACAMIS Board and Executive Office change to the accrual basis of its accounting from the cash basis – moved by SD /seconded by SW; passed unanimously;
- that options to place an additional USD 200,000 into the Raymond-James investment fund and USD 300,000 into short-term, interest-bearing HSBC accounts be investigated and sent to e-mail vote by the Board with option passed by the Board to be actioned by Board Treasurer – moved by KSJ /seconded by SM; passed unanimously;
- to approve expenditure of up to USD 16,000 to improve the ACAMIS website – moved by SD /seconded by RS; passed unanimously;
- that all schools are to provide appropriate supervision for their own students attending ACAMIS events according to their school’s policies and procedures – moved by HS /seconded by KSJ; passed unanimously;
- to approve that Wellington College International Shanghai be granted Provisional Membership in ACAMIS – moved by JS /seconded by SD; passed unanimously;
- to not permit Tsinghua International School (THIS) to continue to be eligible for ACAMIS membership (Provisional and Full) beyond the academic year 2016/17 since it does not meet the revised Membership Standards as approved at the ACAMIS March 2017 AGM ACAMIS – moved by SM /seconded by SD; passed unanimously;

- *to nominate the Executive Director as responsible for ensuring that all ACAMIS Executive Office staff receive an annual appraisal – moved by KSJ /seconded by SM; passed unanimously;*

## **ACTIONS**

- *TU to call-out to member schools across ACAMIS region to host the May BOD meeting and then create a list of interested schools;*
- *TU to obtain written confirmation from WAB school head re hosting the ACAMIS Spring Conference March 2/3 2019;*
- *SM to continue to create a list of potential appointments to the BOD in consideration of regional balance, gender balance and international school headship experience;*
- *TU to ensure that monthly cash flow statements are included in the financial reports along with balance sheet and profit/loss statements for the BOD meeting;*
- *SD to investigate the options for placing USD 200,000 into the Raymond-James investment fund and USD 300,000 into short-term, interest-bearing HSBC accounts and then to present these options, with his recommendations, to the BOD by email for electronic vote and, if an option is passed by the BOD, to action this option;*
- *SD to investigate liability insurance options and report on these to the BOD at the October 2017 BOD meeting;*
- *TU to create a comparison table for costings for Board meetings according to the current policy as against a revised policy whereby ACAMIS pays the flights and 3 nights of accommodation for Board members to attend BOD meetings.*