



Board of Directors Meeting Minutes

Thursday, February 28, 2019: 08.30 – 16.00

Shanghai Community International School – Hongqiao Campus (SCIS Hongqiao)

Board Members: **President:** Sandra Webster (SW); **Vice-President:** Steve Moody (SM);
Treasurer: Stephen Dare; **Secretary:** Jeffry Stubbs (JS); Howard Stribbell (HS),
Bill Elman (BE)
Executive Director: Tom Ulmet (TU)
Executive Officer: Angie Lee (AL)
Apologies: Patrick Hurworth (PH)

SUMMARY – ACAMIS BOARD MEETING – February 28, 2019

AGREED

1. **AGREED:** that new Board Officers should commit to serve an initial two-year term and thereafter advise us before the AGM meeting whether they are able to continue their term for the following year. The outgoing Board Officers should also attend the May Board meeting to assist with the transition.

MOTIONS

- 1 **MOTION:** to change the membership standards:
 - (1) under ACAMIS international schools includes preschools, elementary schools and secondary schools of international character and are further defined as those that “teach a curriculum not offered by the host country” to “does not offer the host country curriculum.”
 - (2) add a clause that “existing member schools that teach host country curriculum are not impacted by this membership standards.”
 - (3) add a clause “partner with schools in which English is a primary language of communication.”
– moved by SM /seconded by BE; passed unanimously.
2. **MOTION:** to approve the minutes of the October 21, 2018 ACAMIS Board meeting – moved by SW/seconded by HS; passed unanimously.
3. **MOTION:** to approve the investment policy statement as presented by Raymond James pending clarification on the ‘smoothing’ rule to protect the assets of the organization - moved by SD/seconded by SW; passed unanimously.
4. **MOTION:** to approve the external audit conducted by Asia Sentinel for the ACAMIS fiscal year ended July 31, 2018 and the signatures of the President and Treasurer were authorized by the Board - moved by BE/seconded by SM; passed unanimously
1. **MOTION:** to approve the renewal of Chubb Liability Insurance - moved by HS/seconded by SW; passed unanimously.

2. **MOTION:** to authorize the ED the renewal of the Chubb Liability Insurance for 2019-2020, and authorize the ED to renew the Chubb Liability Insurance annually and review the content of the policy every three years - moved by SM/seconded by BE; passed unanimously.
3. **MOTION:** to authorize the Executive Officer to open the online payment system to the membership and for the ED to provide advance description and awareness of the payment opportunities. moved by JS/seconded by BE; passed unanimously.

ACTIONS

1. **ACTION:** to enact the AGM Agenda as discussed.
2. **ACTION:** to defer discussion of Kindergartens to the May Board meeting
3. **ACTION:** to continue discussion of Board Involvement in Spring Leadership Conference Planning at the May meeting.
4. **ACTION:** TU to contact Citic Lake to follow up with the clarification of the school offering Chinese Curriculum.
4. **ACTION:** TU to contact Concordia to confirm hosting ACAMIS Board Meeting in October 2019.
5. **ACTION:** TU and SD to contact Raymond James to clarify 'smoothing' rule in the proposal policy statement.
6. **ACTION:** TU to confer with the NCCT guest during the conference to determine what needs to be defined and add such explanation to the hosting agreements so that host schools are well-informed before they agreed to host a conference/workshop with foreign presenters.