

ACAMIS Board Meeting AGENDA

08.30 December 1st 2007, Hong Kong Academy

Attendance: Nicholas Bowley (NB), Anne Fowles (AF), John Godwin (JG), Gez Hayden (GH), Andy Page-Smith (APS), Bill Parker (BP), Executive Officer: Amelia Ren-Hayden (ARH)

Apologies: N/A

Minutes was taken by ARH.

Board Meeting Items:

1. Approval of Nov Minutes
Motion to approve the November Board Meeting Minutes was moved by GH and seconded by JG.
Motion carried unanimously.
2. Treasurer Report and Membership Fees
 - a) BP informed the Board that the balance of ACAMIS account had been transferred from WAB to SCIS and it has been confirmed that USD3000 was spent by ACAMIS on the AGM 2007, on top of all the sponsorships.
 - b) BP informed the Board that there are four schools with overdue payment of membership fee.
 - c) BP informed the Board that fund in USD from EARCOS/ACAMIS IT Tech conference was reserved by EARCOS with ISS.
 - d) GH moved and SF seconded the motion to pass the November Treasure Report. Motion carried unanimously
Action: BP to contact schools with overdue payment.
3. Membership Application
 - a) Ivy Collegiate Academy, Taichung, Taiwan
APS visited Ivy Collegiate Academy in Taiwan, and presented site visit report.
APS moved and BP seconded the motion to accept Ivy Collegiate Academy, Taichung as a membership school candidate for admission at AGM. Motion carried unanimously.
 - b) New applications: Canadian International School of Hong Kong
APS visited Canadian International School of Hong Kong and recommended to accept it as a membership school candidate.
GH moved and BP seconded the motion to accept Canadian International School of Hong Kong as a membership school candidate for admission at AGM, subject to receipt of the site visit report from APS by email. Motion carried unanimously.
 - c) Revised membership application documentation
BP moved and JG seconded the motion to pass the revised membership application documentation as modified. Motion carried unanimously. (*See Appendix*)
GH moved and JG seconded the motion to charge ARH to check on the accreditation status of all members admitted on the accreditation candidacy basis. Motion carried unanimously.
BP moved and JG seconded the motion to charge ARH to maintain a comprehensive database of school hosting events. Motion carried unanimously.
The Board decided that the applying school visit report shall take the same structure as the new membership form and be composed of the following six sections.
 - (1) Introduction: History of application, and the visitation; Brief History of the school
 - (2) General Information: Enrolment, staffing, curriculum
 - (3) Administrative/Governance Information

- (4) Accreditation Information
- (5) Facilities Information
- (6) Summary and recommendation

d) The Board charged GH to visit to Dulwich College, Suzhou.

Action: 1) ARH to write to Ivy Collegiate Academy to confirm its ACAMIS status.
2) APS to write a site visit report on Canadian International School, HK.
3) ARH to write to Canadian International School, HK to confirm its ACAMIS status pending the report.
4) ARH to check on the accreditation status of all members admitted on the accreditation candidacy basis.
5) ARH to establish and maintain a comprehensive database of school hosting events

4. ACAMIS Legal Status in HK

APS reported the progress on the legal status enquiries. GH moved and NB seconded the motion to authorise the Boase Cohen & Collins Law Firm to proceed with documentation and registration of legal application of ACAMIS as societies, to be ready for ratification by the membership for the AGM in March. Motion carried unanimously.

Action: APS to follow up the legal status process.

5. Review and Update Strategic Plan

JG will co-opt individuals from member schools to tighten up the student section of the strategic plan to be completed for AGM.

NB will investigate the sustainability of environmental decision-making process.

Action: JG to complete the Strategic Plan for AGM by March 2008.

6. Membership Criteria

Discussions were carried out with Item 8.

7. Annual General Meeting

a) Programme

The 2008 ACAMIS AGM will take place on Saturday 15th March 2007 as a part of the ACAMIS Spring Conference. The programme will be modified as per Board discussion by Friday, 7th December and be circulated to all ACAMIS schools by Friday, 14th December.

b) Associate Membership

BP moved and JG seconded the motion to pass the Associate Membership Form as modified. Motion carried unanimously. (*See appendix*)

c) AD meeting proposal

The proposal from Athletic Director was presented. The ACAMIS Spring Conference programme has accommodated the need as proposed by the AD. Further review will be carried out at the end of Spring Conference.

d) Four Parties Session (NCCT/CIS/WASC)

There have been concerns from member schools about the misleading statement made on NCCT accreditation in the introduction material of the Four Parties Session. The board

charged GH to write and APS to review the letter to Marilyn George and ask her to address the concerns.

e) Budget

The budget for the 2008 ACAMIS Spring Conference will be modified and presented to Board by Friday, 7th December.

Action: 1) ARH and GH to circulate the revised ACAMIS Spring Conference Programme and Budget to ACAMIS Board by Friday, 7th December.

2) APS to distribute ACAMIS Spring Conference Programme to all ACAMIS schools by Friday, 14th December 2007.

3) GH to write and APS to review the letter to Marilyn George and ask her to address the concerns over statement of NCCT accreditation.

8. Board Term Limits and Replacement Guidelines

JG moved and AF seconded the motion that the proposed changes to ACAMIS Constitution will be presented at AGM for vote. Motion carried unanimously.

BP moved and NB seconded the motion that the proposed changes to ACAMIS the ACAMIS By-Laws/Membership Standards will be presented at AGM for vote. Motion carried unanimously.

Action: ARH to prepare the proposed ACAMIS Constitution and ACAMIS By-Laws/ Membership Standards as agreed by the Board for AGM.

9. Service Award (fundraising for future year)

NB moved and JG seconded the motion to charge ARH to seek corporate sponsorship to ensure the continuation of Service Awards for future years, and that should the corporate sponsorship does not materialise for year 2008/2009, ACAMIS Board is committed to fund the award for the year. The Board would like to thank AISG officially for the school's contribution. Motion carried unanimously.

Action: 1) ARH to seek corporate sponsorship.

2) ARH to contact John Stucker to thank his school for his contribution

10. Spring Middle Management Training

The Leadership Institute for Middle Managers will take place at NIS, in Nanjing on 27—28, April 2008.

11. PD for Personal Assistants/Secretary to Heads of School

The proposal from Stella Valentino was presented.

Action: ARH to contact Deirdre Fischer for possible workshop and contact Stella Valentino to suggest job-alike for year 2008/2009 to identify needs.

12. Other Businesses

a) ACAMIS/Search Associates Recruitment Fair

The board authorised APS negotiate with Search Associates about the Job Fair.

Action: APS to contact Rob Graham.

b) International Schools Pension Plan

Action: GH to write to ISPP for possible Associate Membership and sponsorship.

c) Next meeting

The Next ACAMIS Board Meeting will take place at 16.00 on 6th January, 2008 prior to the Job Fairs. NB will be participate the meeting through video conference.

d) Executive Officer Working Hours

GH reclused himself from the discussion.

Action: ARH to circulate the time log to the Board by January 2008.

e) ACAMIS Board Meeting Per Diem

Gez moved and JG seconded the motion that up to CNY4000 may be claimed as expenses for each ACAMIS Board meeting.

Meeting adjourned at 16.30.

Appendix:

- 1) ACAMIS Membership Application Form
- 2) ACAMIS Site Visit Report and Recommendation Template
- 3) ACAMIS Associate Membership Application Form
- 4) ACAMIS Constitution
- 5) ACAMIS By-Laws/Membership Standards