

ACAMIS Board Meeting 08.30 May 18th 2008, Shekou International School

Attendance: Stuart Bryan (SB), Shirley Davis (SD), Anne Fowles (AF), John Godwin (JG), Andy Page-Smith (APS), Paul Sheppard (PS), Executive Officer: Amelia Ren-Hayden (ARH),

Apologies: Gez Hayden (GH)

Minutes were taken by ARH.

Board Meeting Items:

1. March Meeting Minutes

PS moved and JG seconded the motion to approve the March meeting minutes with the following amendments:

a. Item 1.a.c) Action:

PS to liaise with Bill Parker for the transfer of ACAMIS fund from SCIS to SSIS, *if necessary*, for management of the ACAMIS account *based on the situation of legal status and banking status in HK*.

b. Item 4.e&f

- March 13-15th, Beijing
- April 17-18th, Kunming

2. Legal Status and Treasurer's Handover

APS informed the board that ACAMIS has officially registered as a Society in Hong Kong and HSBC has been contacted for possible bank account with online banking, electronic transfer, and different currencies.

Discussion was carried out on how the finance was to be handled between the Executive Officer, Treasurer and President.

a. Motion to charge APS to establish an opening bank for ACAMIS possibly with dual access was moved by JG and seconded by PS. Motion carried unanimously.

Action: APS to establish an opening bank for ACAMIS possibly with dual access.

b. Motion to charge PS to formulate guidelines and procedures on financial management and present to the whole board for ratification by email by June 15th 2009 was moved by AF and seconded by JG. Motioned carried unanimously.

Action: PS to formulate guidelines and procedures on financial management and present to the whole board for ratification by email by June 15th 2009

c. Motion to charge APS to investigate Director's/liability insurance in HK was moved by JG and seconded by SB. Motion carried unanimously.

Action: APS to investigate Director's/liability insurance in HK for ACAMIS Board.

3. AD/CAG Report/proposals

a. AD meeting minutes were presented to the board. The board only agreed to the motions which were carried at the AD meeting.

b. As age limit was discussed and agreed at the General Meeting at the 08 Spring Conference, the following item will be added to the AGM minutes:

Student Age Limit to participate ACAMIS Sports Events:

ACAMIS sports events are open to students below Age 19. If a student turns 19 before the tournament, he/she may appeal to the ACAMIS Board for consideration.

- c. CAG's meeting minutes and suggestions were presented to the board.
- d. Motion to charge ARH to contact a few ADs, CAGs and at least one School Head with institutional memory about ACAMIS for a meeting before the September board meeting to streamline and strengthen of the Sports/non-Sports Events hosting guidelines was moved by AF and seconded by SB. Motion carried unanimously.

Actions:

- a. ARH to contact a few ADs, CAGs and at least one School Head with institutional memory about ACAMIS for a meeting before the September board meeting to streamline and strengthen of the Sports/non-Sports Events hosting guidelines.
- b. ARH to draft an event budget form for hosting schools to use before the event and send to PS and GH for review.

4. Membership Application

Applications from two schools were rejected as the schools do not meet the membership criteria.

Action: ARH to reply to the two schools and offered them to contact SB if these schools need advice on how to meet the ACAMIS membership criteria.

5. ACAMIS/EARCOS relationship

The board discussed the relationship between ACAMIS and EARCOS and future Technology conferences mutually run by ACAMIS and EARCOS.

Action: APS to invite Dick Krajczar from EARCOS to attend the September Board Meeting to discuss the future cooperation between ACAMIS and EARCOS.

6. Associate Members

Feedbacks from associate members on the recent Spring Conference were reported to the Board.

The board charges PS and ARH to review the Associate membership fee and guidelines.

7. Spring Conference

Feedbacks from participating schools on the recent Spring Conference were reported to the Board.

The motion to set the theme of 09 Spring Conference as "Transforming Schools through Technology" was moved by JG, seconded by AF. Motion carried unanimously.

Action:

- a. SD, AF, GH and ARH to work on the structure for 09 Spring Conference
- b. AF to explore the venue in Beijing for the 09 Spring Conference
- c. APS to contact Matt MacInnis, and Atlas Rubicon as a possible presenter at the conference
- d. SD to contact Apple delegates in summer in California
- e. ARH to contact Bambi Betts for 2010 Spring Conference

8. Hosting Responsibility

The hosting record of past school years was shared with the Board, and issues of events lacking hosting school were discussed. The Board decided that all member schools

should be responsible for hosting ACAMIS events and that a rotation schedule could be applied in case of events without host, which will be factored in the streamlining and strengthening discussion of the Sports/non-Sports Events hosting guidelines.

9. Professional Development

- a. 09 Middle Management Workshop will take place at AIAN on April 24-25 2009.
- b. The ACAMIS Professional Development opportunities in year 2009/2010 will be published on the ACAMIS website. (<http://www.acamis.org/resources/PD.shtml>)

Action:

- a. PS to contact Bill Parker to find out the host school on Middle Schooling/Lower Secondary Workshop in 2009 spring.
- b. ARH to contact member schools to ask for contacts to establish more networks between member schools.

10. ACAM IS Service Award

The Board will vote on the award winner through email by Friday, May 23rd.

11. ACAMIS Executive Officer Post

ARH excluded herself from the discussion.

Sue Arnold has officially resigned from the Executive Officer position. The Board will explore options in relation to staffing for 2008/9 and should it choose to advertise the position this should be done no later than May 26th.

12. ACAMIS Directory Survey

ARH will send out survey on 08/09 ACAMIS Directory with added fields by May 23rd. for the vacancy.

Action: APS to contact Bill Parker to ask for technical support from Jon Zurfluh who helped with the Survey for 07/08.

13. Appointed Board Members

The board decided that APS may contact Dave McMaster from Canadian International School of Hong Kong for possibility as an appointed board member for south region, and wait until new heads arrive in Beijing for north region.

Action: APS to contact Dave McMaster for possibility as an appointed board member.

14. Earthquake Relief

The board decided that ACAMIS will explore the possibility for a long-term project on the quake relief, but that current efforts by individual schools will continue.