

ACAMIS Board Meeting
09:37 September 8th 2009, Access International Academy Ningbo

Attendance: Shirley Davis (SD), Anne Fowles (AF), Elaine Goddard-Tame (EGT), John Godwin (JG), Jim Koerschen (JK), Brian McDouall (BM), Dave McMaster (DM), Andy Page-Smith (APS), Tom Ulmet (TU), Executive Officer: Kate Landau (KL),

Minutes were taken by Executive Officer Kate Landau (KL).

Before the meeting started, the Board officially welcomed new Board Director: Tom Ulmet who was appointed at the May Board Meeting to replace the vacancy left by Paul Sheppard. It was also noted that all Board Members were present.

Board Meeting Items:

1) Approval of May Minutes

The May Board Meeting minutes were passed with small amendments. (attached)
JK moved, seconded by AF

2) Report back on Action Plan from May Board Meeting

a. Non Accredited Schools:

6 schools were identified as not being accredited by an approved accreditation agency. Accreditation is now a mandatory requirement to being a member of ACAMIS.

b. Mandarin Summer Institute:

BM talked to Tom Hawkins, Director of ISB and reported back that ISB wants to support and will promote ACAMIS where appropriate. Their summer institute is more of a teacher training but in the future ACAMIS/EARCOS need to communicate before fixing dates.

3) Executive Officer Update

New EO KL has started. Official channels were used and an office has been created for ACAMIS at WAB. KL went to Nanjing 8-9 June for hands on training and partial handover with ARH and has just received all website data and financial records from ARH.

4) 2010 Spring Conference, 12-14 March 2010

Canadian International School of Hong Kong
“Developing the Leadership of Tomorrow”

DM submitted a conference outline.

A committee at CDNIS has been created.

It was agreed that:

Needs for a start to the conference - Bring in keynote speaker.

Have more than one facilitator for 2 days – need variety.

Advertise early and send out e-flyers

The conference will target the same groups as last year:

- Heads and Aspiring Heads; ADs; ACEs; Business Managers; Librarians; Counsellors

Two new hotels located very close to each other would be used: L Hotel and Empire Hotel with bus transport to/from CDNIS

Discussions took place about:

- topics for Bambi Betts to present on.

- Opening conference to other HK schools, what they should be charged and offering them the opportunity to join ACAMIS.

b. 2011/2012 Spring Conference

2011 Spring Conference will take place on 11-12 March 2011 at Concordia International School Shanghai, possibly with other schools in Pudong.

2012 Spring Conference will take place on 16-17 March 2012 at Dulwich College Beijing

It was agreed that the conferences should be revolve around a dynamic keynote speaker.

5) Learning 2.010 Concordia International School Shanghai, 24 September 2010

A proposal from the Learning 2.010 Shanghai committee was jointly sent to EARCOS and ACAMIS requesting seed funding of US\$10'000.

Tu moved to support, seconded by AF. Unanimously approved

KL will go to Shanghai one day prior to Board Meeting to meet with organisers. JK thanks on behalf of committee

6) Financial Statements and Budget

The July P&L and Balance Sheet were presented to the Board.

JK moved and EGT seconded the motion to accept P&L and balance sheet as is.

Motion carried unanimously.

Gez Hayden was listed as office bearer when society was formed in HK

BM moved and JG seconded a motion to remove GH as an office bearer and replace with DM. Motion carried unanimously.

SD moved and JG seconded a motion to replace Paul Sheppard with DM for bank records and replace ARH with KL. Motion carried unanimously.

7) EARCOS Lunch and Skype-in with Dick Krajczar from EARCOS

It was agreed the following topics would be discussed at the Lunch held at EAC09, Manila on Sunday 1st November at 12.30pm

Introduce board members and individual responsibilities - selves

EARCOS - ACAMIS relationship - APS/AF

2010 Spring Conference - DM

Learning 2.010 - JK / others

A collaborative Skype-in discussion took place with Dick Krajczar EARCOS Executive Director.

8) ACAMIS MEWA with SCI

JG advised that after a bumpy first few weeks the MEWA with SCI is up and running.

SCI is the broker. 9 schools have signed up with 4-5 more coming on board. Plans are signed for 2 years and can be enhanced individually. Different insurance companies are used depending on where the claim is made.

Inside China, China Property Insurance Company (CPIC)

Outside of China, Norfolk Mobility

9) Membership Applications and Issues

a. American School of Ulaanbaatar

SD moved and BM seconded the motion to have APS talk to ASU and to Greg Rayl to have Greg do the site visit. If this doesn't work one of APS/SD/BM will go. Motion carried unanimously.

b. Utahloy SI Guangzhou Zengcheng Campus

The Board decided that Utahloy would be billed as two schools for the year 2009/10, until such time the school is considered one school through accreditation or if they are issued only one licence by the government.

c. Compliancy and probationary membership

BM proposed the introduction of a provisional membership as new member schools need support at the beginning. A proposal to change the by-laws will be put forward at March 2010 AGM.

For existing member schools, BM motioned to give the non accredited existing member schools 3 years to achieve accreditation. If not compliant after 3 years, then the offending school will be required to make a presentation to the board. The 3 years will start from 1st November 2009. This was seconded by JK. Motion passed unanimously.

For new member schools, it was agreed to layout specific steps and time limits by which standards and accreditation have to be met. Likewise ensuring that existing members continue to comply.

Various provisions were discussed and this will be continued at the next Board Meeting in December.

10) Associate Membership Fees

How to handle Associate member fees who join mid year?

APS proposed that for the first year charge full amount for 12 month membership and then charge pro rata for the 2nd year.

KL will send message to Board each time there is a prospective member to enquire more about who they are.

11) H1N1

With the onset of H1N1, discussions took place as to whether ACAMIS should be putting out a statement. For the time being it is important to communicate as much and as far in advance as possible.

12) Strategic plan

“Linking students and schools”

This is to become guiding principle – catch phrase

Each Board member has specific responsibilities

JG motioned and seconded by JK that KL with DM approval outsource redevelopment of website incorporating “Linking Students and Schools”. Unanimously approved.

JG put forward a draft 2009-2010 Strategic Plan. This will be reviewed at December Board meeting

13) CLTN Feedback and Proposal

a. Conference Update

A survey was completed and Erica Liu submitted a report on the CLTN. In summary the conference was very successful and has gained a good reputation.

The Board would like the CLTN committee to make a presentation to all heads on what they do.

From this it was also realised that procedures need to be put in place.

b. Proposals from Erica Liu

- 1) Request of RMB 3,000 to fund Chinese Character Spelling Contest and Talent Show
- 2) Reduce publishers' fees to RMB 1,000 – Agreed
- 3) Financial support for planning meetings and
- 4) USD 1,000 compensation to host school
- 5) Registration fee refund – Agreed
- 6) RMB 10,000 financial support to Wendy Da's Dragon Stories publications.

These initiatives were applauded and Erica thanked for her hard work. In respect of 1, 3, 4, and 6 more details are required and guidelines set so as to avoid any precedence.

14) Sustainability Cup Proposal

The Board believe this is a worthy cause and support the concept of fostering sustainable ideas. They struggled with the difficulty of judging and do not like elevating one idea above another. They proposed an invitation to schools to write articles about what they are doing in the different fields which could then be posted on the ACAMIS website.

15) Event Hosting Guidelines

Tim Allen submitted revised Guidelines for Sports Tournaments. The Board thanks Tim. Discussions took place re the reporting of finances as it was noted that some ADs did not realise they had to report back to ACAMIS.

JK motioned and seconded by SD to approve the guidelines. Approved unanimously. Other discussions were started re standardising forms for reporting back after an event, advertising and consistency.

Steve Hickey submitted a proposal to have an ACE regional responsibility committee meeting.

16) 19 year old Kaohsiung American School case appeal

After much discussion DM moved to reject this appeal. This was seconded by TU. 5 in favour 1 against, 2 abstentions

DM motioned and seconded by BM to make all 19 year olds ineligible for sports events. This was passed unanimously.

17) Science Bowl proposal for HS

Proposal from Christina Wang from SAS to host a Science Bowl

As this event was not scheduled it will be supported as an invitational for this year.

18) AOB

Future Board Meetings

The next Board meeting has been changed to **3rd and 4th** December in Shanghai.

Directors are to arrive on 2nd December at Pudong airport.

There will be a 14 March 2010 Sunday morning meeting after the Spring Conference in Hong Kong lasting until 12pm.

Adjourned 11.59 September 9th 2009