

# ACAMIS BOARD MEETING DULWICH COLLEGE BEIJING

3 – 4 DECEMBER 2010

Meeting Commenced 9:30

Attendance: Anne Fowles, Brian McDouall, Laurie McLellan, Dave McMaster, Tim McDonald, Jim Koerschen, Jeff Fischmann, Tom Ulmet, Executive Officer: Kristin Post

Absent: Greg Rayl

Minutes were taken by the ACAMIS Executive Officer Kristin Post

AF welcomed TM to his first ACAMIS Board Meeting and thanked BM and Dulwich College for their hospitality.

## 1. Approval of September Minutes

JK moved to pass the September 2010 Board Meeting minutes. This was seconded by DM and passed unanimously.

## 2. Spring Conference Update

- Dr Jeffrey Guy, a leader in orthopedics and sports medicine in the United States will lead a workshop session for the Athletic Directors. The Institute for Western Surgery is sponsoring him.
- A differentiation session will be added to the counselor's schedule.
- TU will liaise with Mr. Mo from NCCT re his presentation.
- A presentation on evaluation visits by Nigel Forbes-Harper from IBO School Services will be added to the Optionals section on Friday for Heads of Schools.
- Conference registration forms and the draft schedule are to be sent out to Heads of Schools before 17<sup>th</sup> December.
- TU/JK will discuss the possibility of a 20-minute student debate following a 40-minute Keynote speech by JK on the Saturday.

### a. Adding Admission Officers as a Strand to the Spring Conference

It was agreed to focus on what we already have and that it was too late to add another strand. Those not getting focus at EARCOS e.g. Marketing and Special Needs should be considered in such discussions and the facilities a school can provide and the number of participants it can cater for should be measured.

JK motioned that we place on the AGM Agenda a discussion about adding an Admissions strand to the March Spring Conference starting March 2012. This was not put to a vote.

### b. Value of Job Alikes

It was agreed these sessions are valuable providing there is opportunity for all to have an input. It's about connecting people across ACAMIS and not training them. The conversations after job alike sessions are often more beneficial. The Concordia Business Manager is liaising with other Business Managers regarding Job Alikes for the Spring Conference.

### c. Hosts of 2012 and 2013 Spring Conference

Nanjing International School and Suzhou Singapore International School expressed their interest in hosting the 2013 Spring Conference. Rotating between the three major cities Hong Kong, Shanghai and Beijing and the wisdom of the conference being hosted at a Board members school

was discussed. A set of criteria for conference hosting needs to be developed for potential host schools.

BM informed the Board he was unsure about hosting the Conference in 2012 as he would no longer be the Head of School.

AF introduced SSIS

- Easy access from Shanghai by train or a 1 hr drive by car
- A large school with good facilities
- Nice area with restaurants to suit all needs

LM introduced NIS –

- Completing a new auditorium
- Would close school for the Friday to accommodate Conference
- Good structure, technology support, space for presentation
- Hotel in city area with access to the metro and a direct line to the school
- Drawbacks –good quality hotels are not close to school, restaurants not so accessible.

BM withdrew his school from hosting the 2012 Spring Conference.

JK motioned that the March 2012 Conference be held at Nanjing in conjunction with the NIS 21<sup>st</sup> anniversary celebration. The motion was seconded by JF and passed unanimously.

#### **d. Spring Conference AGM Agenda**

- Amendment to ACAMIS By-Laws Membership Standards
- Commitment/Expectations for Board members at Board Meetings
- Nominations and Voting
- Host for 2013 Conference
- Adding new strands to the Conference.

#### **e. Nomination Committee for AGM**

The Board agreed to ask Steve Moody to organize nominations for the Committee.

**Note:** The treasurer or person in charge of finance must be resident in Hong Kong to fulfill the financial need and the membership need to be made aware of this. This requirement will be considered when scouting the membership for nominations.

As an appointed member to replace Elaine Goodard-Tame, TM will need to stand for reelection at the 2011 AGM.

BM & JF informed the Board they were unsure if their future situations would allow them Board selection.

JK motioned that DM be reappointed effective from 4/12/10 until 12/03/2011. BM seconded the motion and it was passed unanimously.

### **3. ISC Agreement**

The Agreement with ISC was discussed, in particular Clause 5 – ISC will make a presentation at each ACAMIS annual conference for heads of schools about developments and trends in the international school world with special emphasis on ACAMIS schools. This presentation has been scheduled on Friday from 12:45 to 1:15pm for the second half of the lunch for Heads. JF will talk with RG about tailoring his presentation.

The Board agreed that the ISC Agreement would be reviewed at a later time.

#### **4. Site Visits Reports**

The following schools received site visits:

a. Christian Alliance International School

DM/LM completed the site visit of CAIS. DM proposed we accept the school for Full Membership. This was seconded by LM and passed unanimously.

b. International College Hong Kong

DM/LM completed the site visit of ICHK. LM proposed that the school be granted Provisional Membership. This was seconded by DM and unanimously passed.

KP is to request an Annual report on status towards moving to accreditation pathway.

c. Discovery College

DM/LM completed the site visit of Discovery College. LM proposed that we accept the school for Provisional Membership. This was seconded by DM and unanimously passed.

d. British School of Beijing

TU completed the site visit of BSB. TU proposed that we accept the school for Provisional Membership immediately and full membership after the accreditation visit in February. JK seconded the motion. BM abstained. The motion was passed.

e. Livingston American School

JK completed the site visit for LAS.

JK moved that Livingston be granted provisional membership privileges to be removed upon successful full accreditation by WASC and to submit the annual report they send to WASC to ACAMIS. – Not seconded.

JK retracted original motion and recommended full membership into ACAMIS. Seconded by JF not passed.

BM moved to amend the motion to recommend provisional membership with the expectation they send ACAMIS a report on how they have addressed the outstanding WASC recommendations and ACAMIS review the membership in one years times. DM seconded the motion. The motion was passed unanimously.

The EO is to request an annual update from all provisional members.

#### **5. Membership application**

DM proposed that the school be informed they do not meet the membership criteria and if in future they seek accreditation authorization through an international body the ACAMIS Board will review their application. This was seconded by BM. TU abstained and the motion was passed.

#### **6. Associate Membership applications**

KP proposed that the Essential Learning Group be accepted as Associate Members. This was seconded by BM and passed unanimously.

KP proposed that Beijing Publications Import Export Corporation be accepted as Associate Members. This was seconded by TM and passed unanimously.

KP proposed that the International Book Club be accepted as Associate Members. This was seconded by BM and passed unanimously.

KP proposed that CfBT Education Trust be accepted as Associate Members. This was seconded by BM and passed unanimously.

## **7. Contacts/help for school members facing persecution**

If members of ACAMIS face problems can ACAMIS help?

ACAMIS could develop ethical practices for its member schools. ACAMIS could then revoke membership if unethical practices are carried out.

## **8. MEWA**

TU will look at insurances and make comparisons to see where additional costs come in and review and review.

## **9. ACAMIS Banking**

- DM to send bank transfer documents to AF to sign, change signing authorities and request debit card and point of contact at bank.
- DM – To organize financial audit of books.

## **10. EO Update**

### **a. CLTN Planning Committee**

- Conference dates 1 to 3 July 2011.
- Conference host – International School of Qingdao (mti).
- Conference theme “Bring Chinese Culture and Language to the World”.
- A school hosting an ACAMIS conference is accorded a special discount of 25% off the regular conference delegate rate.
- The school and not ACAMIS should officially invite the Keynote speakers and presenters.
- EO is to send the draft CLTN Guidelines to Planning Committee for completion.

### **b. Website**

It was suggested that:

- The online ACAMIS Directory be moved to the homepage and a letter be sent to the Heads of Schools informing them of this.
- We provide links to relevant websites from our website.
- We link with schools so information about calendars and diaries is continually updated.
- Calendar – show all EARCOS and events from other organizations
- KP/BM to work together on new website

### **c. Membership & Site Visit forms**

- ACAMIS Membership Application form
  - Add I have read and understand that I must abide by the ACAMIS By-Laws/Membership Standards.
- ACAMIS Site Visit Matrix
  - Add Provisional Membership under Recommendation.
  - Add Request to view the accreditation reports under Accreditation and Affiliation.

## 11. Long Term Forecast for ACAMIS

### a. Strategic Plan

TU motioned that the official name of the organization Association of China and Mongolia International Schools be entered at the top of the document. This was seconded by JK and passed unanimously.

JK motioned the Mission Statement be changed to Linking students and schools within ACAMIS. This was seconded by TU and passed unanimously.

### b. Vision Statement

TU motioned that the word highly be removed from vision statement numbers 1 and 3. This was seconded by JK and passed unanimously.

BM motioned that and staff be added after students in vision statement number 2. This was seconded by TU and passed unanimously.

JK motioned that vision statement no.1 be deleted from the Vision Statements. This was seconded by LM and passed unanimously.

### c. Purpose

DM motioned that international be added in front of education for number 1. This was seconded by TU passed unanimously.

JF motioned to strike throughout China/Mongolia from number 2. This was seconded by BM and passed unanimously.

BM motioned that number 5 is changed to: To offer a professional service for member schools. This was seconded by LM and passed unanimously.

The completed Vision Statement following the above amendments is:

#### Association of China and Mongolia International Schools Strategic Plan

**MISSION: Linking students and schools within ACAMIS.**

#### ***VISION STATEMENTS:***

1. Optimal opportunities and experiences link ACAMIS students and staff through sports, cultural and academic activities and events
2. A successful, respected and effective ACAMIS international teaching community continues to improve through professional development

#### **PURPOSE:**

- to broaden the dimensions of international education at all ACAMIS schools
- to advance the professional growth of individuals within ACAMIS schools and like schools.
- to cooperate with other organizations and individuals pursuing the same objectives as ACAMIS.
- to support national and regional networking to link ACAMIS schools.
- to offer a professional service for member schools.

#### **d. Development of the two vision statements for Strategic plan statements.**

The committee separated into 2 groups to look at the two Vision Statements; Linking through ACAMIS events and Professional Development.

Refer to the attached draft documents:

Revised ACAMIS Strategic Plan 4Dec10.docx

Strategic Plan for Students and Staff Links.xlsx

In preparation for Growth and Capacity planning at the 10 March 2011 meeting Board members will research the following:

- DM/JK – Conference Hosting Guidelines.
- TU/JF - Further defining membership eligibility/criteria.
- AF – Ethical Practices
- KP - Growth and Capacity planning, organization management issues, Demographics mapping
- BM/KP - Website, refine and add staff groups
- DM - Banking & Auditor
- BM's lawyers Hosting Issues & liability
- JK Board Guidelines, Governance (elected or self-perpetuating) for May meeting

#### **12. Other Business**

The next Board meeting will be Concordia International School on Thursday March 10, 2011. Time to be confirmed. ACAMIS will cover cost of hotel rooms for Wednesday night.

For the May Board meeting in Qingdao Board members will need to arrive in time for a lunchtime start on the 19<sup>th</sup> May. The meeting will finish late afternoon on May 20<sup>th</sup>.

Meeting closed 2:45