

**ACAMIS BOARD MEETING  
19 and 20 May 2011, Qingdao  
Meeting commenced at 14:00**

**Attendance:** Jim Koerschen, Dave McMaster, Tom Ulmet, Brian McDouall, Tim McDonald, Jeff Fischmann, Anne Fowles attended meeting Friday only

**Absent:** Greg Rayl

**Minutes:** Taken by ACAMIS Executive Officer Kristin Post

### **1. Welcome by Vice President**

JK welcomed the Board members to Qingdao and thanked JF for hosting the meeting.

### **2. Approval of Board Minutes**

DM motioned that the March Board meeting minutes (10 March 2011) be approved. This was seconded by TU and the motion was passed unanimously.

BM motioned that the Board of Directors meeting minutes (12 March 2011) be approved. LM seconded this and the motion was passed unanimously.

### **3. Spring Conference Survey Feedback**

While the survey results indicated disappointment with the Keynote speaker, the results also indicated that the topic and concept were appropriate and the conference was very successful. For future conferences the placement of vendors needs to be considered while being aware that participants are at the conference for professional development and the refreshment breaks are a time to network.

### **4. Spring Conference Financial Update**

The Income and Expenditure report was presented to the Board, this showed an approximate profit of USD75,000.

The increase in profit was discussed and attributed to; the host school, CISS charging a minimal amount towards their overhead costs; and extra revenue generated from sponsorship and advertising.

### **5. Approval of AD Network Meeting Minutes**

LM – Proposed we endorse the AD proposal to change No. 13 of the Sports League Charter Guidelines:

That participation in ACAMIS high school sports events be limited to students who are 14 and above as of 1<sup>st</sup> September and below the maximum age limit. Exceptions to the above must be agreed to by the tournament director and all other relevant parties involved in the tournament. BM seconded the motion and it was passed unanimously.

Recommendations from TU & LM are to be included in a letter to AD Chairperson.

The EO is to invite the AD Chairperson to the September Board meeting to present his personal assessment of the overall sports programme, and to review some of the specific

issues that were so closely voted at the meeting. In addition, in view of continued steady annual growth of ACAMIS member schools, the Board would like to brainstorm possible alternate management structures for conducting ACAMIS business.

BM proposed that Graham Bonar be endorsed as the AD Network Co-Chair. DM seconded the motion and it was passed unanimously.

The Board expressed their appreciation of the work on 4.7 Home-stay Guidelines by the AD's:

The host school will make every effort to ensure that athletes are not home stayed or placed in hotels on an individual basis. Each evening visiting coaches/chaperones shall make contact with each student/parent prior to the curfew time. Host schools will provide this contact information to visiting coaches/chaperones.

The Board recommends that the following statement be added to the above Guideline:

"For home stays, with the understanding that changes do happen, host schools should provide the name and means of contact for participating students to the Athletic Directors of participating teams two days before departure."

## **6. Approval of ACE Network meeting minutes**

JF motioned that the Board endorse Andrew Kay as ACE Network Deputy Coordinator. TM seconded the motion and it was passed unanimously.

## **7. Service Award Recipients**

The Board expressed disappointment that only two applications were received for this award. Notifications had been sent to Heads of Schools, CAS coordinators and it was posted on the website.

BM motioned that USD1,000 be awarded to each applicant: AISG – Trafficking of Children in China and SSIS – International Youth Rights. The motion was seconded by LM and moved unanimously.

## **8. 2012 Spring Conference Update**

LM suggested the conference theme – 'The Next Step...Wandering or Wondering'

Yong Zhao has agreed to be the keynote speaker for the 2012 conference. With the idea of having a split keynote LM will ask Yong Zhao who on the circuit at the moment, totally disagrees with him.

Changes to the format for the two days of the Spring Conference were discussed. Day 1 following through with the theme in workshop groups and Day 2 having a mix of more general workshops for other group's interest will be explored.

LM will ask his group leaders to liaise with their network groups to find a person who will be of interest to other groups as well as their own group. These suggestions are to be forwarded to LM and KP.

Suggestions from the Board for a second keynote speaker included: David Brooks, Jim McGregor, Michael Thompson, and Kevin Bartlett. LM will follow up on these.

TU and NCCT will have a one-hour session to answer questions.

The 4 Parties Accreditation Group have committed to running a workshop on Sunday.

LM will have an outline for the conference at the September Board meeting.

It was agreed to have an early sit down dinner on the first night, with a motivational, humorous speaker and/or other entertainment. This will add to the sharing and networking. An RSVP will be required.

Registration fees will remain the same:

USD320 Early Bird Registration fee for ACAMIS Members if paid prior to 31 December 2011  
USD350 Late Registration fee for ACAMIS members if paid after 31 December 2011  
USD450 for non-ACAMIS members

## **9. Dragon Story**

The Board agreed to continue to support the publication of Dragon Story but not to support the request for sponsorship for the development of a website.

JK motioned that ACAMIS empower KP and DM to support this program up to 11,880 RMB. JF seconded the motion and it was passed unanimously.

## **10. Appointment of Board Director**

Greg Rayl resigned from the Board effective from the May meeting. The vacant position was an appointed position and is therefore a 2-year term. For banking and financial reasons it was essential that a person from Hong Kong be appointed.

JK motioned that the Board appoint Steve Dare from Hong Kong Academy to the ACAMIS Board. DM seconded the motion and it was passed unanimously.

## **11. Host for 2013 Spring Conference**

A letter from Mr. Nick Bowley, BCIS offering to host the 2013 Spring Conference was well received by the Board. KP is to request more information using the updated Spring Conference guidelines before a formal decision is made. It was noted that BCIS has good facilities and NB had served on the ACAMIS Board.

## **12. Host for CLTN 2012 Conference**

Due to staffing changes, Beijing Dulwich College reported they could no longer host the 2012 CLTN Conference.

Heads of schools interested in hosting this event will be asked to forward expressions of interest to the EO. Information on their venue, facilities, what the immediate area has to offer and the cultural context of the city are to be included in their reply.

## **13. 2011 to 2012 ACAMIS Calendar**

Discussions on adding a third conference to the calendar resulted with TU offering the Yew Chung International School of Beijing or the Yew Chung International School of Shanghai to host a Middle Managers conference (coordinators, vice principals, heads of divisions) in February or April 2012. TU and JK will discuss details with the possibility JK will present a workshop.

## **14. Board Meeting Dates for 2011 to 2012**

2 to 3 September 2011 - Suzhou Singapore International School

29 October 2011 - EARCOS meeting in Bangkok (just before welcome reception).

4 & 5 December 2011 - Nanjing International School  
9 & 10 March 2012 - Spring Conference Nanjing International School (date not confirmed)  
11 May (noon start) to 12 May 2012 - The International School Macau.

### **15. ACAMIS Salary Survey**

Before a decision is made on conducting an ACAMIS salary survey it was decided to suggest that the Business Managers might like to discuss how valuable these surveys are to them for the planning of budgets etc. at the next Spring Conference.

### **16. Growth and capacity planning**

Following on from the March, 2011 Board meeting, simple and practical ways to reach out to Chinese students: to extend relationships rather than formalize them and to bring together ACAMIS school students to work on projects was discussed.

Supporting an initiative of students such as the Service Award application, Trafficking of Children from AISG was discussed. This project has six simple achievable steps with a combination of actions and awareness. If such a project started small with 3 – 4 schools, a nucleus would form and the students themselves would galvanize the growth. BM will contact Joe Stucker from AISG to get the background information on this project and inquire if it is a core thing the school believes in and supports. BM will report back at the September meeting.

KP is to send a proposal for the future of the staffing of the executive office outlining job description, division of responsibilities to DM & AF. AF & DM were given authority to make decisions on the staffing of the office at the March 2011 Board meeting.

### **17. No. 4 ACAMIS Membership Standards**

The definition of **appropriately certified** was discussed in No.4 of the Membership standards below:

The School shall be governed by its own school board or other competent authorities who in turn shall appoint and authorize an **appropriately certified** School Director/Head/Superintendent to serve as the school's CEO.

JK motioned that we strike the words '**appropriately certified**' and substitute the word with '**qualified**' in this clause. JF seconded the motion and it was passed unanimously.

### **18. Membership Scenarios**

After looking at the whole membership scenario JF & TU presented their findings and ideas on how to expand the membership while at the same time trying to refine the concept so we have a common base for membership. After much discussion Board members were asked to reintroduce this problem into their minds for further discussion at the September Board meeting. TU & JF will write up their ideas/suggestions to be presented at the September meeting.

Participation of schools in ACAMIS events was discussed and in an effort to maintain involvement a change to the membership standards was motioned.

TU motioned that attendance by the Head of School or designate at the AGM is a requirement of membership. The motion was seconded by LM and passed unanimously.

## **19. Applications for ACAMIS Membership**

### **Guangzhou Nanhu International School**

LM motioned that we deny ACAMIS membership to Guangzhou Nanhu International School on the basis they do not meet ACAMIS membership criteria at this time. This motion was seconded by BM and was carried unanimously.

#### **ACAMIS Membership Standard**

The following general standards are designed to guide the Executive Board and the ACAMIS general membership in regard to membership decisions. "While striving to be an inclusive organization, ACAMIS believes that membership should be extended to those schools it can best serve and that, in return, can contribute to the ACAMIS community".

The Board felt that the school enrolment and facilities need to develop further for possible hosting of ACAMIS events, which is part of the participation requirements. The school is to be informed that they have access to the Spring Conference each year for professional development.

## **20. Rejection of Membership Application**

### **Shenzhen College of International Education**

The Boards original decision not to award membership to Shenzhen College of International Education stands. This decision is based on the CIS Report illustrating that the school has not met numbers 1, 2, 3 and possibly four of the membership standards:

The Board will be happy to review this application in 2012 after the school has received the special visit from CIS and has approval to begin the full CIS Self-Study. The school is to be informed that they have access to the Spring Conference each year for professional development.

## **21. More than two campuses in one city**

Several schools in Shanghai have more than one campus in the same city and one school also has a campus outside of Shanghai. These schools are paying one membership fee and are competing as separate entities in the sports divisions.

JK motioned: The Board agrees in principal that if schools that have different attendance centers and are competing as separate entities they should be billed separately. This is to take effect from the next billing cycle. TU seconded the motion and it was passed unanimously.

AF will write to these schools.

## **22. ACAMIS Sponsorship Program**

After hosting the Spring Conference and noting the confusion with the rights and terminology of Associate Membership, Vendors and Sponsors JK introduced a proposal to replace Associate Membership. (The term Associate membership could then be used as a second layer in our ACAMIS membership.) This would be cleaner with different levels of sponsorship and each level having different privileges and rights.

LM and KP are to refine the proposal and KP is to forward it to the Associate Members as soon as possible.

### **23. Operating Guidelines for ACAMIS Board of Directors**

A draft of Operating Guidelines for ACAMIS Board of Directors was presented by JK. JK introduced the guidelines as being a proactive measure to define how we work together as a Board and useful when recruiting board members.

BM motioned that the Operating Guidelines for ACAMIS Board Members be accepted. This was seconded by TU. JK abstained. The motion was passed.

### **24. Other Business**

TU motioned that the EO send out membership fees on June 1<sup>st</sup> with the statement: Payment is due by Oct 1<sup>st</sup>. The Board reserves the right to withdraw membership of a school that fails to pay its dues by Oct 1<sup>st</sup>. The motion was seconded by BM and passed unanimously.

DM requested the Boards approval for Robert Lew of East Asia Sentinel to audit the financial records from 2008. The need to ensure we have an annual audit was also discussed.

TM motioned that USD2,000 be approved as payment for the financial audit. The motion was seconded by LM and passed unanimously.

Poloshirts will be ordered for Board members to wear at the Spring Conference, EARCOS etc.

TU recommended that applicants for the positions of AD Network Chair and Deputy Chair and ACE Network Coordinator and Deputy Coordinator seek the approval of their Head of School before standing for election.

Meeting adjourned at 14:40.