

ACAMIS Board Meeting

09:00 December 5th, Xiamen International School

Attendance: Shirley Davis (SD), Anne Fowles (AF), John Godwin (JG), Gez Hayden (GH), Jim Koerschen (JK), Dave McMaster (DM), Andy Page-Smith (APS), Executive Officer: Amelia Ren-Hayden (ARH),

Apologies: Paul Sheppard (PS)

Minutes were taken by ARH.

Before the meeting started, the Board officially welcomed the new board Directors: Jim Koerschen and Dave McMaster.

Board Meeting Items:

1. September and October Meetings Minutes

September meeting minutes were passed unanimously with the following amendments:

6.f. Appointment of AD/CAG Chair:

“The ACAMIS Board approved the recommendation of Blair Schmalenberg as the AD Chair”.

9.b.iv.

“GH moved and JG seconded the motion to charge the Executive Officer with the responsibility to maintain the oversight of all ACAMIS Professional Development activities. Motion carried unanimously.”

October meeting minutes were passed unanimously.

2. ACAMIS Finances

The financial report to date was presented by ARH. The report will be improved for next board meeting with explanation area.

Action: ARH to work out a provisional budget with PS for year 2009/2010 before the 09 Spring Conference.

3. The Director’s Insurance

GH moved and JG seconded the motion to charge APS to go ahead and purchase the Director’s Insurance as suggested.

4. Spring Conference

a. Hotels: the board compared the quotes from Kempinski and Hilton, the two hotels near the Canadian International School of Beijing, and decided to host the conference Cocktail Reception at the Kempinski Hotel.

b. Programme

i. Heads: Discussion on contents and presenters for the Saturday workshops were discussed at length.

ii. Counsellors: Possible workshop presenters recommended by counsellors were discussed at length.

iii. Librarians: updates on the librarian programme were reported by ARH. Budget will be done when costs involved are confirmed.

c. Annual General Meeting Agenda:

- i. Constitution and By-law: suggested changes to the ACAMIS By-Laws/Membership Standards will be presented at the Annual General Meeting for approval.
- ii. Network Charter: the board recognizes there are inconsistencies in charters of different networks and will present one standard charter for all ACAMIS network groups for the Annual General Meeting for approval.
- iii. Strategic Planning: The ACAMIS strategic plan will be reviewed and measured where possible, and updated for the Annual General Meeting's approval.
- iv. Board Election: There will be at least two vacancies for the next board election: GH is leaving the ACAMIS region, and JK will serve till the 09 Annual General Meeting as filling a mid-term vacancy and stand for re-election.

Actions:

ARH to contact Kempinski to block 130 rooms, and arrange for the cocktail reception.

ARH to contact Mike Izzard for more details on the workshop.

PS and DM to get a confirmation from Matt MacInnis.

The professional development group: GH, SD, and AF to explore further opportunities for the Saturday sessions for the Heads.

ARH to contact Helen Cowley and Jonathan Borden, and Dr. Yong Cho (Ph.D.) from the Tree Group.

APS to contact Michael Thompson through Robert Randall.

PS to contact Bambi Betts on CTC.

ARH to send out a notice on Spring Conference to all possible participants with updated information confirmed to date by Friday, 12 December 2008.

ARH and GH to work on a standard charter for all networks to be approved by the board.

SD and JK to work on the changes to the ACAMIS By-Laws to set up fundamental guidelines on new events.

JG and DM to review and measure the strategic plan, where possible.

5. MEWA (Multiple Employers Welfare Association) Health Insurance

GH moved and JG seconded the motion that in recognition of high cost of health insurance, and in response to the requests of a few ACAMIS member schools, the ACAMIS Board offers, as the service to the organisation, the MEWA opportunity as proposed by SCI Group to all member schools for collaboration. Motion carried unanimously.

Action: JG to draft a letter in the spirit of the above motion to be reviewed by GH and APS, and then distributed to all heads and business managers of the member schools.

6. CLTN and Mandarin Summer Conference

The minutes of the planning meeting for the conference was presented to the board. The board decided that APS would meet the advising committee members in Hong Kong at the cost of the ACAMIS, possible in March 09.

In response to feedbacks from some participating schools, the board would strongly suggest the mandarin conference to take on presenters who have learning and teaching experience of Mandarin as Foreign Language.

The board decided that CNY5,000 may be kept by the host school as the float for the next conference.

In response to the questions asked by the committee members, after discussion with EARCOS representatives, ACAMIS board advised the individual schools to contact EARCOS directly regarding Chinese teacher presentations at the EARCOS Teacher Conference.

The motion that XIS hosts the 2010 Mandarin Institute was moved by DM, seconded by JK and moved unanimously.

Action: ARH to contact Erica Liu with the above information.

7. Executive Officer Applications

Five applications to the Executive Officer positions were received. The board short-listed the applications and appointed GH as the Chair of the selection committee to interview in Beijing the shortlisted three candidates with the support of SD, and JG should SD be available. The committee will report back to the board with recommendation.

Actions:

GH, SD, JG to arrange for interview of shortlisted candidates.

ARH to inform other candidates.

8. Professional Development

The following events were decided at the meeting:

2010 March: Spring Conference in Hong Kong

2010 April: Middle Manager Workshop at SSIS in Suzhou, or BISS in Beijing

2010 Fall: Early Childhood Workshop in Hong Kong

Actions:

AF, SD and GH to meet and work out a three year rota of ACAMIS professional development events.

ARH to contact Bambi Betts for suggestion on workshop presenters for 09 Middle Manager Workshop at AIAN.

9. The Next Board Meetings

The next board meeting will take place on Friday afternoon on 9th January 2009 in Bangkok.

The May board meeting will take place at ISU at Ulaanbaatar on 15-16 May 2009.

Dates and Venue of the Board Meetings in year 2008/2009

a. 11-12th Sep 2009, Ningbo

b. At EARCOS Conference (*optional*)

c. At the Search/ISS Fair in Bangkok or Search Fair in HK (*optional*)

d. March 2010, after Spring Conference in Hong Kong

e. 7-8th May 2010, Kunming