

ACAMIS Board Meeting AGENDA
17.00 November 4th, Room ECC1, Shangri-la Hotel, KL

Attendance: Anne Fowles (AF), John Godwin (JG), Gez Hayden (GH), Andy Page-Smith (APS),

Bill Parker (BP), Executive Officer: Amelia Ren-Hayden (ARH)

Apologies: Nicholas Bowley (NB)

Minutes was taken by ARH.

Board Meeting Items:

1. Approval of September Minutes

Motion to approve the September Board Meeting Minutes was moved GH and seconded BP. Motion carried unanimously.

2. Treasurer Report and Membership Fees

i) BP presented the ACAMIS financial statement as of end of October. The current balance of the year 2007/2008 is ¥173988.32.

ii) BP also presented ACAMIS Financial Statement 0607 from WAB.

Action: BP to contact WAB for clarification on AGM expenses.

iii) Surplus from previous years' operation has not been transferred from WAB to SCIS yet.

Action: BP to follow up.

The board decided to take a more active role in planning Professional Development workshops.

BP moved and GH seconded the motion to pass the financial statements. Motion carried unanimously.

3. Executive Officer Report

ARH presented the job scope of Executive Officer and made the October status report.

i) Parent Packet: The parent packet is accepted as the draft with addition of "and agree to cover any cost incurred" at the end of Clause D. Suggestion was made that ACAMIS website could build links to policy page of other schools as resources. Suggestion was also made that obtaining public liability insurance should be made necessary for all applying schools.

Action: a. ARH to contact Athletic Directors for input.
b. AF to bring her school's policy on school activities and trips to Dec meeting.

ii) Service Award: Service award nomination will be invited to send to ARH pending the confirmation of the fund.

Action: ARH contact AISG to confirm the fund and invite nomination.

4. Membership Application

- a. Canadian International School of Beijing
APS presented the letter from “New Brunswick” to support the application of CISB and recommended the admission of CISB. BP moved and GH seconded the motion to approve CISB’s application for admission on the Annual General Meeting. Motion carried unanimously.
- b. One school that was declined stated that ACAMIS was recommended by IBO and wrong assumption was made by that school that any IB school will be accepted by ACAMIS.
- c. Ivy College, Taiwan: APS will pay a school visit in mid November and make a recommendation on Dec meeting.
- d. New applications
No application was received in October. Potential applicant has been contacted.
- e. Revised membership application documentation
Membership application form will be reviewed by APS and ARH after the meeting. A draft will be presented to the whole board for review on December meeting.

Action: APS and ARH to meet to review the application form.

5. ACAMIS Financial Account in HK

APS informed the board that he had contacted a parent lawyer who had offered to guide through the legal process. Another special lawyer has to be contacted for application process. The board will not charge APS with Treasurer responsibilities even if the legal status is finalised in HK.

Action: APS to meet with lawyer and report back the cost estimate for setting up ACAMIS legal status in Hong Kong on December meeting.

6. Review and Update Strategic Plan

Strategic Plan handover is postponed and will be reported on Dec meeting.

7. Accreditation Status of British Schools

Discussion on membership criteria was carried out to ensure quality control of British Schools that opt for British inspection instead of international accreditation.

Action: a. GH to modify the membership criteria and report back on December meeting.

b. ARH to review British schools who are current members for benchmarks.

8. Issue raised by Tom Ulmet, YCIS
Issue of who can vote on the AGM was discussed and suggestion will be made on December meeting.

Action: APS to recommend to the December board meeting

9. MEWA
GH moved and JG seconded the motion that a message from JG will be sent out to all ACAMIS schools not as ACAMIS's initiative, asking any schools interested in MEWA for next year and future years to contact JG directly or through ARH.

Action: ARH to send a letter to all ACAMIS heads and Business Managers.

10. AOB

a. Search Associates

The information from Search Associates of its intent to hold a recruitment fair in HK open to ACAMIS schools only, was shared with board. The board received the information positively. More detailed proposal will follow.

b. December Meeting

The December board meeting will take place whole day on 1st December 2007 in HK. A social meeting may be arranged for HK potential schools on the evening of 30th Nov.