

**ACAMIS Board Meeting, 17:00 31st October,
At the EARCOS Administrator's Conference, Kota Kinabalu**

Attendance: Anne Fowles (AF), John Godwin (JG), Gez Hayden (GH), Andy Page-Smith (APS), Paul Sheppard (PS), Executive Officer: Amelia Ren-Hayden (ARH)
Apologies: Shirley Davis (SD)

Minutes were taken by ARH.

Board Meeting Items:

1. ACAMIS Luncheon Meeting at the EARCOS Conference

Arrangements of the meeting were discussed and confirmed and the following agenda was decided by the Board.

- a. Executive Officer Vacancy Updates: by APS
- b. ACAMIS Legal Status as the "Society": by APS
- c. 09 ACAMIS Spring Conference: by GH and AF
- d. Bank Account Updates: by PS
- e. Strategic Planning: by JG
- f. MEWA (Multiple Employer Welfare Arrangements): by JG.

2. 09 ACAMIS Spring Conference

- a. Review of the feedbacks and suggestions

The board reviewed the survey results from ADs, Librarians, and Heads. The board agreed to the proposal from Steve Anichowski, the Librarian Network Coordinator.

Action:

- a. PS to contact Matt MacInnis to confirm the one-day workshop.
- b. ARH to contact Jamie McKenzie on his availability and cost for the Librarian session.
- c. ARH to contact Mike Izzard for the Heads session.
- d. PS to contact counsellors' network in Shanghai for suggestions.
- e. AD Job-alike agenda will be set after the EARCOS Athletic Director session.

3. Appointed Board Directors

- a. APS suggested and the board agreed to appoint Jim Koerschen to fill the mid-term vacancy by Stuart Bryan, who has left the ACAMIS region.
- b. APS suggested and the board agreed to appoint Dave McMaster as an appointed Director. The above appointments are subject to the confirmation by the appointed Directors concerned.

4. Cost of Housing for a School-hosted AD/CAG Event

The board passed the motion on the cost of housing for a school-hosted AD/CAG event as follows:

- a. If a visiting school does not take up the host school's offer of hosted accommodation, and prefers to stay in a hotel, the visiting school will be responsible for the hotel bill.
- b. Generally, if the host school requires a visiting school to stay in a hotel, the host school is responsible for the hotel bill, and may NOT fact such costs in the event budget. In case

where the host school is hosting the event beyond its expected hosting responsibility, visiting schools may be required to pay for the hotel accommodation costs.

5. April/May Board Meeting

The date of the April/May Board Meeting will be further reviewed by the whole Board.