

ACAMIS Board Meeting Minutes

Suzhou Singapore International School September 2 and 3, 2011 8:45am

Attendance: Anne Fowles, Jim Koerschen, Tom Ulmet, Jeff Fischmann, Tim McDonald, Laurie McLellan, Brian McDouall, Steve Dare (*Katherine Little, Joanne Rodriguez, Damian Johnson and Julian Manders-Jones attended sections of the meeting*)

Apologies: Dave McMaster

Minutes: Taken by Kristin Post ACAMIS Executive Office

1. Welcome

AF welcomed Steve Dare to the Board and the Board members to SSIS and Suzhou.

2. Approval of May 2011 Meeting Minutes:

JK motioned that the May minutes be approved. This was seconded by TM and passed unanimously.

3. Matters Arising from the Minutes:

a. Schools with more than one campus:

Following discussions between TU and Kerry Jacobson at Shanghai American School, KJ has agreed to separate memberships for the Puxi and Pudong campuses. The invoices have been issued.

TU will continue the communication with Jeff Stubbs at Shanghai Community International School and report back to AF. AF will then talk to Jeff and clarify voting rights with a formal email.

b. ACAMIS Service Award

BM contacted Joe Stucker to inquire about the project "Trafficking of Children in China" and if it is a core project the school believes in and supports. JS didn't know the students had applied for this award and was concerned about offending the Chinese authorities. This group will not receive the Service Award.

The Service Award application form has been amended to include a section for the Head of School to sign their support of the application.

Payment to SSIS was delayed until it was clear that the International Youth Rights Group was still operating. AF reported that the group is continuing. The EO will make the payment.

A general discussion on the merit of the Service Award and how to better promote the award followed. BM will follow up on this at the next Board meeting.

c. Staffing of EO Office

As a possible candidate to join the ACAMIS Executive office AF introduced Katherine Little to the Board members highlighting her business and hotel marketing experience, organizational skills and her fluency in the Chinese and English language. The Board

agreed to employ Katherine with either part time or contract work. Details to be decided in the coming weeks.

4. Financial Report

By means of Skype, DM (and his secretary Samantha Mann) updated the Board on the progress with the HSBC Bank to change the official ACAMIS address from Hong Kong Academy to the Canadian International School of Hong Kong and to change the official signatories to AF, DM and KP. Debit cards will be issued to DM & KP. Credit cards will be issued to DM, AF, and KP. KP and DM will be issued with security devices to access the Internet banking. While this information is being processed there will be 7 working days when the bank accounts will be inaccessible. KP now has a direct point of contact at the bank for banking issues.

DM suggested the Board ensure that ACAMIS is able to sustain this year's expenditure for the Keynote speakers at the conferences for the following 5 to 10 years.

A profit and loss report was produced for the 2010 – 2011 Academic year. There was an error under the Program Income for the Mandarin Institute; this needs to be corrected to reflect the correct income. Future financial reports should include simple graphics to look at trends, have comparative data and a column for projections.

The main revenue areas are from the membership fees, the Spring Conference, the Conference for Chinese Language and Culture teachers, Associate membership/Sponsorship and the Learning 2.0 Conference. The risk of having to cancel a conference, the effect this would have on ACAMIS finances and diversification into more than one conference was discussed.

Changing the dates of the fiscal year was discussed and a decision postponed until the December meeting when DM would be present.

It was agreed that the ACAMIS School Heads be canvassed to find out what they would find useful from ACAMIS. SD will compile a list of questions for the survey and the survey link will be sent out with the conference registrations. A time at the spring conference will be set aside for the Heads to explore the findings.

5. Conference for Teachers of Chinese Language and Culture (CLTN)

This conference was hosted by the International School of Qingdao (mti). It consisted of 3 days of Keynote speeches and workshops and 1 day of optional cultural activities/tours. 217 participants registered; 157 from China, 33 from Hong Kong, 14 from Macau, 7 from Taiwan, 2 from Kuala Lumpur, 2 from Seoul and 1 from Vancouver. 32 ACAMIS schools were represented and 35 Non member schools. The EO collected the registration fees and \$30,000.00 was forwarded to ISQ to help cover their set up costs. The feedback during the conference and from the survey indicated a successful conference.

The Board would like a connection with the planning of this conference to gain a better idea of the quality. This happens with the Spring Conference through the Board member at the host school giving regular feedback. The next conference planning meeting will be held at SSIS on 22 October and AF will spend time with the committee. AF suggested a conference theme more related to inquiry, how Chinese teachers can use these techniques in their teaching and how this might change their pedagogy in what is going on in the classroom.

The Planning committee plans the conference schedule and chooses the keynotes and workshop presenters. The host school takes care of the logistics. The committee does not have an input into Dragon Story or the Chinese spelling, character or cultural competitions.

A discussion if a committee member should be paid as a Keynote speaker concluded that such a person should rescind their membership from the committee before being paid as a keynote speaker.

Staff from ACAMIS schools only, are eligible to stand for election to the Planning committee.

6. Presentation of Outline for 2012 Spring Conference

LM updated the Board on the conference planning:

The Next Step ... Wondering or Wandering is the theme for the 2012 Spring Conference.

- Yong Zhao Ph.D will be the Friday Keynote speaker with workshop sessions to follow for Heads of Schools.
- Kevin Bartlett (Common Ground Curriculum) will be the Saturday Keynote speaker and Kristen Pelletier a specialist in Inclusive Education will join him to co-lead workshop sessions for Heads of Schools.
- Dr. Carol Gordon an Associate Professor in the School of Communication, Information and Library Studies at Rutgers University will lead workshops for the two days for the Librarians.
- The Business Managers have ideas of what they would like to do from within including following up on ideas about sustainable schools.
- Athletic Directors are working through contacts as initial contact didn't work out.
- ACE Network Coordinators are looking at various options.
- Need help with counseling contacts.
- A sit down dinner with a guest speaker is planned for the Friday night. The Auditorium has seating for 500, seating disappears and room can be set up for dinner.
- 160 rooms (RMB 500 net inc. breakfast) have been blocked at the new Novotel Hotel. The hotel is brand new, is slightly isolated but only a 5 minute drive from NIS. The rooms have high speed Internet and there is wireless access in the public areas. There is a gymnasium and swimming pool.
- Participants will have access to the school pool, a 400m running track and a gym.
- There are shops and the metro line immediately outside the school gates.
- Eurest will help sponsor to a degree but distribute the money a little differently, negotiations continue.
- There will be a low emphasis on breakfast with the understanding that there is a good breakfast at the hotel.
- Registrations will be open to ACAMIS and non-ACAMIS schools early November.
- Early bird registration will be due by Dec 31st.

7. 2013 Spring Conference Host

JK moved that the 2013 Spring Conference be held at BCIS. LM seconded the motion and it was passed unanimously.

It was noted that the 2012 September Board meeting should be held at BCIS.

8. Middle Management Meeting YCIS Pudong

TU gave an update on the planning of the Middle Management meeting at YCIS Pudong on 13 and 14 April 2011. Two representatives from Intelligent People Solutions (IPS) will be leading workshops on managerial etiquette including listening skills, email etiquette etc., team work, team leadership, time management building a culture of service, problem definition and resolution, presentation skills and understanding cultural differences. There will be 6 interactive program segments 1.5 hours long, and workshop groups will be restricted to 25 participants.

While organizing this conference TU and JK are developing a finance-planning model to serve as a guide for the creation of workshops by others. They propose to have a parallel workshop for support or business staff in October or November 2012.

9. Board travel

AF outlined the history of ACAMIS Board members travel costs from when the Board started up as a volunteer group and they had to pay all of their own costs. At a later stage ACAMIS covered meals and then accommodation. AF then raised the question – was it time for ACAMIS to cover the cost of Board members travel?

After making comparisons with similar organizations LM moved that ACAMIS Board members outside of EARCOS and ACAMIS annual conferences have economy travel expenses reimbursed. JK seconded the motion and it was passed unanimously.

10. ISC Research

Richard Gaskell and Kate Landau signed an agreement between ISC Research Ltd and ACAMIS on 13 October 2009. Part of this agreement allows ISC to give a presentation at each ACAMIS Spring Conference for heads of schools about developments and trends in the international school world with special emphasis on ACAMIS schools. To end the agreement each party may give notice of termination, to be effective six months after notice has been given. The Board agreed to continue with this agreement.

11. Introduction of ACE Network Coordinator – Joanne Rodriguez SSIS

JR highlighted that not all schools have ACE coordinators and that the focus is more on the Athletics. These schools are going to be approached and asked to assign a representative for their school. MS Cultural Convention does not have a host – a number of schools have been canvassed and KP and JR will continue to pursue this. With the new website there will be guidelines for the hosting of individual events. Before the meeting the ACE coordinators are going to be asked to come to the meeting having already worked out what they can host and have discussed this with their heads of schools.

12. Hong Kong EDB and Membership Scenarios continued

Discussion regarding Hong Kong EDB qualifying as an independent external accrediting body under No. 3 of the ACAMIS Membership Standards was forwarded to the December meeting. As EARCOS has reviewed all organizations that were considered in some way equivalent to accreditation AF will check the list and SD will research the EDB accreditation criteria in preparation for the December meeting.

13. Meeting with AD Network Chair – Damian Johnson

The AD Network Chair was invited to the 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 on at their AGM.

It was clarified that the AD AGM minutes must be forwarded to the Board for their approval of any changes to the Hosting Guidelines or Sports Charter and that changes cannot be made to these documents without the Boards endorsement.

Following a discussion on the conduct of Athletic Directors DJ was asked to draft an outline for a code of conduct and a protocol for complaint for people that are acting inappropriately and to forward these to the Board before the December meeting.

At the May Board meeting the board endorsed the change to 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 1st 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.

DJ proposed that this guideline is trialed for the 2011–2012 year with the understanding that a student under the age of 14 cannot participate in events unless the school cannot field a team and the student can safely play. This will be discussed in a small group at the AGM, voted on by the member schools and brought back to the Board.

LM motioned we accept all of the proposals put forward to the guidelines **except** 4.3 Trophies and Awards. JK seconded the motion and it was carried unanimously. Team trophies will be awarded and all-star selections will continue to be made.

Changes to the ACAMIS Tournament Hosting Guidelines:

4.4 Results Database

Host school will email end of tournament results to the ACAMIS Executive officer at the conclusion of the event – eo@acamis.org

2. Payment / Entry Fees

Tournament fees for participant teams in the three core ACAMIS sports (volleyball, basketball, soccer) shall be based on the formula of 750RMB/student with a maximum of 18,000RMB per school for an event.

Changes to ACAMIS Sports League Charter:

14. Tournament Fees

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17. Rules Infractions

A student who represents a school in an ACAMIS event is to be a full time enrolled member of that school. Any school found playing ineligible players in an ACAMIS event will be disqualified from the immediate tournament. If this information is forthcoming after the event then this team will be deemed disqualified and trophies and rankings will be adjusted accordingly.

Any incidents regarding the above mentioned shall be reported to the ACAMIS Board.

LM motioned that ACAMIS pay Damian's costs to travel to attend the meeting. This was seconded by TU and carried unanimously.

14. Liability Insurance

KP is to ask JLT for the payment date to be extended to December 15.

KP is to ask DM and Len Archer to research the Liability Insurance further to ensure it provides cover in China and that it is not for cover only within Hong Kong and to provide a written summary of what this the Liability Insurance covers. The summary provided with the last insurance policy was difficult to understand.

15. ACAMIS Logo

BM reported that with the development of the new website it had become apparent that the ACAMIS logo posed difficulties with its shape and large size. It was agreed that now is the right time to change the logo; bringing in an expert would be the most effective way to do this, incorporation of East and West is a fundamental thing to maintain and as it affects 55 schools it would need to be done thoughtfully. It was suggested the website developer and the ACE Network coordinator look at this together and provide the Board with suggestions.

16. Demonstration of Proposed New Website

The focus for the development of the website was to enhance the existing work practice for ACAMIS, develop a website which can be easily maintained and which avoids deeper lock-in through industry standard modules, a secure environment to collaborate online using tools that ACAMIS members are already familiar with, a one stop location to keep up-to-date with all ACAMIS events and to easily apply for membership, a modern and attractive look and feel.

Julian Manders-Jones from Honeycom Intranets gave an online demonstration to the Board showing the website in its initial stage. This will be developed further if the Board accepts the website proposal.

It was agreed that with moving into another level with the types of people we are inviting to the annual Spring Conference as Keynote speakers a more up to date website is required and that it would have a greater impact if the new website and the conference are launched together.

AF will formalize the agreement.

Other Business

Board members were issued with navy blue polo shirts with the ACAMIS logo and the word Board Member.

EARCOS Conference: There will be a Board meeting on Saturday 29 October at 4:30 pm in the Chairman's Room. At the Sunday luncheon AF will introduce SD, LM will give a conference update, BM will introduce the new website and DM will give a financial report.

Meeting Closed at 12:00 Saturday.