

General Meeting: Introductions, agenda overview

Attendees: See appendix A

Jon Lane offered his apologies, returning to Suzhou, due to a tragic death of an SSIS student.

The meeting opened at 08.30: introduction was given by Mike Williams of Board Members and thanks to Cooper Tires for sponsoring the catering for this ACAMIS meeting. Prizes awarded for first school to register for this meeting (John McBryde), first school to return the ACAMIS Directory Survey (Jon Lane), and Pat Ferking for his help in organising this conference.

Breakout into groups took place early at 0835.

I) Heads of Schools Meeting 08.35 March 18

1. Treasurer's Report

- a. ACAMIS has 28 registered member schools, of which 27 are fully paid.
- b. Income for this year US\$14000, most of which supports the Executive Office.
- c. The budget will break even this year.
- d. There is a carried forward surplus of US\$27,000.
- e. The breakdown is US\$14000 income. Expenditure is assumed in budget at US\$15,500, but some budgeted expenses will not occur. The treasurer predicts breakeven this academic year.
- f. A motion to approve the treasurer's report as presented was approved by the meeting.
- g. A question was raised regarding receipt and disbursement of funds:
- h. Funds are received as donations to ACAMIS by WAB and are processed by WAB accounting department.
- i. As the organisation matures, we continue to seek to regularize this situation.
- j. The issue of personal income tax for the EO was raised. This is currently the responsibility of the EO.
- k. Disbursements of ACAMIS Secretariat expense involve AISG

ACAMIS Statement of Earnings					
Report Prepared as of Mar 6, 2006					
<u>Account</u>	Actual- YTD		Budget		TBg
	FY05/06		FY05/06		via AC
x-rate	8.05		8.11		
Number of members	28		28		-
Member Donation	500		500		-
Funding:					
ACAMIS: Donation	13,001		14,000		999
Total Funding	13,001		14,000		999
Expenditure					
Fall Meeting - Annual Luncheon	-		500		500
Spring Meeting - Annual Dinner	-		1,500		1,500
Other Expenses	3,786	*	13,500		9,714
Total Expenditure	3,786		15,500		11,714
Net Surplus/(Deficit)	9,215		-1,500		-10,715
Cumulative Surplus/(Deficit)	27,336	**	-		-

*Other Expenses included Guangzhou Int'l School Payment for Sue Arnold

**Cumulative Surplus as end of FY 04/05 - US \$18,121

2. **President's Report**

Communication needs to be further improved.

- a. There have been problems with the Executive Officer's AOL email address. Sue now has the following email address sarnold@acamis.org This should be used for contact in future.
- b. The heads are key in ensuring information is disseminated to the appropriate people in schools.

3. **ACAMIS Directory**

- a. The ACAMIS Directory is an important document, but can rapidly become out of date. Email Directory updates are now sent by the EO, and hard copy can be printed, cut and pasted into the hard copy directory, over the original entry.
- b. It is important that schools to keep EO informed of changes as they occur. Schools are encouraged to identify an ACAMIS contact person who would take on this responsibility.
- c. The intended print date for the next Directory is May 2006 – schools are requested to review their entry.

4. **ACAMIS Website**

- a. The ACAMIS website remains a good source of information. Problems experienced earlier this year have now been addressed and the website is working well.
- b. The calendar and email addresses for network leaders have proved particularly helpful.
- c. Members are encouraged to notify Andrew Watts of events taking place at their schools, for both ACAMIS and non-ACAMIS events.

5. **Executive Officer Involvement**

- a. The Executive Officer would like to receive more rapid feedback on ACAMIS sports, PD and cultural events. These can be posted on the website only as soon as that information is received by the.
- b. Please inform EO of all participant schools. Sometimes, non-members participate in ACAMIS events. In such cases, the EO would invite the non-member school to join ACAMIS.
- c. New website feature: there is a bulletin board on ACAMIS website. It resembles a chat room. This is not a log in facility, but there is the possibility to post private comments.

6. **Sports Leagues... Principles on realignment**

- a. ACAMIS Board decided, following consultation with schools, to keep the same alignments for two years (September 2005), and floated the idea of formation of a division 4, for the ADs to review.
- b. ADs discuss realignment of divisions at this meeting. Heads are ready to entertain recommendations for realignment on the basis of the ADs' discussion, but the matter of continuity and stability are important.
- c. Substantial review is envisaged in two years' time, as there will be more ACAMIS schools and as member schools' circumstances may have changed. At that point, the underlying principles regarding why we have, and how we organise divisions, should drive debate.
- d. It is nevertheless important that discussion take place during the time between now and any major restructure. The ADs' voice should be heard.
- e. Discussion ensued as follows:
 1. Underlying guiding principles of inclusion must be taken into account.
 2. There is a conflict between the need for structure, and the need for flexibility.
 3. Size, ability to host, facilities on site important. We need to be able to cope with a wide range of differences between schools.
 4. Autonomy of divisions to be able to manage arrangements in ways which suits division members is important.
 5. There are hierarchical implications of numbered divisions – this is questioned as regards its consistency with ACAMIS aims in establishing divisions as a basis for competition.
 6. Application of ACAMIS guidelines during events – some conflict exists between actual practice and ACAMIS guidelines.
 7. Current arrangements for the above were outlined, as in the ACAMIS Directory : 3 divisions, six teams each, three sports (Basketball, soccer, volleyball), each school hosts at least once per 3 years.
 8. Promotion and relegation from one division to the next was not part of the original vision. However, as schools' circumstances change moving from one division to another becomes important.
 9. It is important that divisions provide a basis for meaningful competition (integrity of competition) for our students.
 10. guidelines are 40 US per day for up to 2 days.
 11. The Heads identified the following principles which should guide decision-making: opportunity for students to travel; school size; ability to host; maximum autonomy within each division; maturity of athletics provision; integrity of competition – no single dominant school.

6. Membership

- a. David Shawver explained three schools are now applying to ACAMIS, and that there is an application process which involves meeting membership criteria outlined in the Directory, plus a visit by a board member.
- b. Ron Ford of Taihu IS (an applicant school) presented his school to the meeting. Michael Williams visited this school. A motion to admit Taihu IS to the organisation was approved.
- c. Tim McDonald presented International Academy of Beijing, another applicant school. Andrew Watts visited. A motion to admit IAB to the organisation was approved.
- d. Beijing City IS was visited by John McBryde and presented to the meeting for this applicant school. A motion was made to admit BCIS to the organisation. Following discussion of the schools' ability to enroll Chinese students, the school was deemed to meet ACAMIS standards for internationalism and for candidacy for accreditation. The motion was approved by 14 votes to 3.

7. Strategic Plan (Please see Appendix C)

- a. Sue McMillan reported general success in achieving most aspects of the ACAMIS strategic plan.
- b. Objective 1 *establishing of an effective and efficient organizational structure and systems of operation*. Particular success achieved in appointing the Executive Officer, and consequential target achievement (sponsorship of events is evidence of generating alternative income streams).
- c. Objective 2 *developing and refining the range of educational, social, cultural and recreational opportunities for students*. We have been unsuccessful in improving ACAMIS provision for K – 5 students.
- d. Objective 3 *enhancing professional development opportunities, networks and support services for member schools*. The venue for the next Business Manager meeting is still to be confirmed, Kunming has been cancelled. The orientation packages, and the database for new school set up have not been started.
- e. Elementary Principals' conference Shanghai, ESOL conference in Beijing, and the forthcoming Mandarin institute were cited as indicators of success in this sphere of the strategic plan.

8. Review of CAGS Guidelines:

- a. a full review process has taken place and we are now at draft 2 of the guidelines.
- b. Margot and Jennifer took the sporting charter as the basis for the cultural events charter, and many aspects of the cultural charter mirror the sporting events charter exactly.
- c. Hosting is a problem for cultural events as well as for sports events.
- d. The draft was issued to the meeting.
- e. There was a suggestion that a code of conduct also accompany the cultural document (as well as the sporting one). It was pointed out that the current code of conduct was meant to cover all ACAMIS events. Language needs to be audited so, for example, *participant* and *competitor* are both covered.
- f. Requirement to host may exclude smaller schools, and the suggestion is to review stipulations to make allowances on hosting for smaller schools.
- g. Questions were raised over transport rules (no public transport).
- h. Draft to be reviewed at May ACAMIS Board meeting.
- i. Margot Jennifer and Leah were thanked for their hard work in preparing the draft.

9. MEWA:

- a. interested schools encouraged to contact Howard Kravitz regarding this health insurance package. Michael Williams will ask Mr Kravitz proactively to contact the interested schools, which Michael will make known to him. There appears to be an interest above the level of 400.
- b. The financial advantage of a multi-school deal was underscored.

10. EARCOS/ACAMIS Cooperation

- a. David Shawver and John McBryde will attend the EARCOS strategic planning session in Bali.
- b. It is in the interests of both organisations to figure out the most effective interface.
- c. Discussion took place over the accessibility of EARCOS workshop information.
- d. Clarification was given that this is the responsibility of the host school.

11. ACAMIS Board elections

Tom Ulmet presented:

- a. David Shawver is up for reelection, at the end of his term.
- b. Sue McMillan is returning to Australia and needs to be replaced on the ACAMIS Board
- c. Gez Hayden was nominated to replace a board member who left, and has not yet been elected to the Board.
- d. The slate of candidates of Nick Bowley, Gez Hayden, David Shawver was presented to the Heads' meeting.
- e. Nick Bowley, Gez Hayden, David Shawver were elected unanimously to the ACAMIS Board.

II) Heads and Athletic Directors, Heads and CAGS Representatives Meetings

- a. The minutes will show the proposed calendar of events 2006/7 as the part of the record for these discussions (Appendix B)
- b. Margot Marks will provide minutes for the separate session of the CAGS group (Appendix D).
- c. AOB David Shawver: website underscored the importance of archiving website material.
- d. Request to EO to lead development on Avian Flu. Ideas sought from membership for website development. Adding links was requested.
- e. Sue Arnold requests information on problems or suggestions for improvement for website.

III) ACAMIS AGM Sunday March 19 2006 Minutes

Opening Remarks

Mike Williams thanked participants and summarised the election process for board members, which took place yesterday.

1. Athletic Directors' Meeting Report.

- a. Scott Carr explained the minutes of the Athletic Directors' Meeting of Saturday 18 March (attached – Appendix C). Particular focus was on realignment of divisions.
- b. Request for the ACAMIS Board to rule on how Division 3 should be constituted, and considering appointment of the chair of the AD group.
- c. Blair Schmalenberg volunteered for this position and his candidacy was unanimously accepted by the Heads present at the meeting.
- d. Of particular note in the report were the following: Division formulation criteria: 2 teams from each region, high school size, tournament results, hosting ability, hosting facilities.
- e. Tournaments to become 3 day events, with the first competition taking place on Thursday afternoon/evenings.
- f. Continued emphasis on sportsmanship award.
- g. A motion to use colours for division names was put forward: in favour 8 – against 10. Division names remain 1, 2 and 3 as per the ADs' meeting.
- h. Division 3 is going to pilot separate girls and boys' venues in the coming year. This will be reviewed during 2006/7 and an evaluation presented at the next ACAMIS AGM.

2. CAGS Coordinators' Meeting Report

Margot Marks presented.

- a. MS events will be split into north and south regions. High School Cultural Convention is possibly going to split also.
- b. Concern was expressed over the adequacy of budget levels for cultural conventions, which seem to be more expensive than sporting events.
- c. A motion to establish RMB650 per day was put forward as a reasonable daily amount was put forward and withdrawn, following discussion.
- d. A second motion was put forward that there be no change to the daily cultural convention cost of RMB320 per day, but in special circumstances this may be exceeded with the agreement of the ACAMIS Board. Budgets for cultural conventions must be presented to potential participants by October 01. In favour of the motion 15, against 0.
- e. A description of each proposed CAGS event on the calendar will be posted on the ACAMIS website.
- f. Margot Marks will continue as CAGS chair in the coming school year.

3. AOB and closing

- a. Middle School ACAMIS South announced they are in the process of codifying their operation. Information will follow.
- b. Closing thanks to all participants for their hard work and time over the weekend.
- c. Thanks offered to Sue Arnold for her organisation and tenacity in organising the meeting.
- d. Thanks to Pat Ferking and Concordia for making their school available as a venue.
- e. Recognition and Appreciation Awards made to: Scott Carr, Margot Marks.
- f. Valedictory Appreciation Awards made to Iain Stirling and Sue McMillan.

IV) ACAMIS Board Meeting Concordia International School Sunday 19 March 2006

1. Presidency and other Board Matters

- a. The motion to accept Mike Williams as President for 2006/7 was approved unanimously
- b. The motion was approved unanimously to accept the Nick Bowley as secretary of ACAMIS Board, with the support of the EO, who will attend all ACAMIS Board Meetings at ACAMIS expense.
- c. EO asked to submit receipts for reimbursement.
- d. Date of next ACAMIS Board meeting Monday May 15th in Nanjing. GH to make arrangements

2. ACAMIS Finances

- a. Difficulties continue in managing the practicalities of ACAMIS finances due to the status of the organisation in Chinese law.
- b. Several routes exist for regularization of ACAMIS legal status, all of which carry potential difficulties. JM to pursue from Beijing.

3. Surpluses of Funds from ACAMIS Events

- a. Discussion took place of the current mandarin institute and what should happen to the surplus generated.
- b. ACAMIS Board commends SAS action in using previous MI funds generated to subsidise actual costs for the 20006 MI.
- c. Discussion generalised to other events which have generated surpluses.
- d. Schools organising ACAMIS events should send statements of accounts for events, and surpluses generated, to the ACAMIS EO.
- e. EO assists reporting on ACAMIS events using the event follow-up form procedure.
- f. A motion was put forward to include a financial statement produced by the event organiser, as part of the EO's follow-up procedure.
- g. Motion to implement this procedure immediately was accepted unanimously.
- h. There is a clear need to establish further policy on the issue of use of surpluses generated, and for guidelines for targeted contingency levels.

4. Accommodation for ACAMIS Events

- a. The recommendation is to keep costs low.
- b. There is perceived inconsistency between different ACAMIS guidelines on participation in sports.
- c. There is a need for review for consistency and congruence of various documents and sets of guidelines and centralized review of ACAMIS documents, by EO.
- d. Scott Carr to forward all related documents to the EO, who will review them and bring a proposal to the next Board meeting.

5. ACAMIS and Its Relationship With Other Organisations

- a. There is a need for clarity and standardization of how different ACAMIS leagues relate to each other.
- b. There is a need for clarity of how ACAMIS relates to regional leagues and groups, such as ISAC, SISAC, and CISSA.
- c. Some alignment exists between APAC and ACAMIS, in sequencing events.
- d. ACAMIS rules and procedure need to reflect the relationships, which remain to be defined at this stage.
- e. A strategic direction for sport for our students needs to be established by the ACAMIS Board, in the light of development and growth of schools in China.
- f. There is a need to clarify the applicability of ACAMIS rules to subset ACAMIS sports and other events – particularly when such subset events involve non-ACAMIS schools

6. **Next AGM**

- a. The next AGM was agreed to take place at WAB in 2007.

7. **Agenda Items for Next Board Meeting**

- a. Hosting and costs for events: accommodation, costs born by participants or host school?
- b. Discussion: posting of costs for cultural conventions by October 01.
- c. Cost levels for Cultural Conventions.
- d. Income generation from events: policy for use of surpluses generated.
- e. Criteria for honoring ACAMIS members who have offered exceptional service to the organisation.
- f. Crisis management support.
- g. ACAMIS service, and using events to fulfill the aim to serve our host community.
- h. Inclusion of Network reports in AGM.
- i. Possible inclusion of job-alike session for AGM.
- j. Evaluation by EO of future AGMs.

The meeting closed at 12.00 Sunday march 19 2006.

Appendix A: Attendees

ACAMIS ANNUAL MEETING 2006 ATTENDEES

Beijing

Beijing BISS Intl School

Wayne Denmar
Iain Fitz-Gerald

Alan Hough

Intl School of Beijing-Shunyi

Dirk Kraetzer

Jeff Johanson

Western Academy of Beijing

John McBryde**

Gary Agg

Margot Marks

Yew Chung Intl School of Beijing

Marika Depooter

Guangzhou

Amer Intl School of Guangzhou

David Shawver**

Judy Hunter

Brendon Breen

Steve Toms

Utahloy Intl School Guangzhou

Gavin Machell

Sean Maj

Hong Kong

Australian Intl School Hongkong

Sue McMillan**

Jennifer McLachlan

Leah Cassidy

Hong Kong Intl School

Richard Mueller*

Kunming

Kunming International Academy

Alicia Castillo

Nanjing

Nanjing Intl School

Gez Hayden**

Harry Tawse

Tony McMullen

Ningbo

Access International Academy

Flora Lee*

Qingdao

Qingdao Intl School

Jeff Fischmann*

Nick Carroll

Qingdao MTI Intl School

Debbie-Sue Blanks

Mark Eckles

Shanghai

Concordia Intl School

Pat Frerking

David Harris

Todd Luedtke

Shanghai American School

Todd Parham

Julie McMullin

Shanghai Community Intl Schools

Michael Williams**

Scott Carr

Tim McKamey

Yew Chung Intl School-Shanghai

Tom Ulmet*

James Fielding

Shekou

Shekou Intl School

Mike Neeland

Pauline Aguilera

QSI Intl School of Shekou

Maynard Yutzy*

Jay Hamric

Valerie Nathanson

Rex Grey

Suzhou

Suzhou Singapore Intl School

Jon Lane*

Brendan Doyle

Sze Ying Sim

Tianjin

Teda Intl School

Andrew Watts**

Blair Schmalenberg

Olinga Mazlum

International School of Tianjin

Nick Bowley*

Steve Hickey

Scott Fitzgerald

Tianjin Intl School

Michael Bevis

Kimberly Hogsett

Xiamen

Xiamen Intl School

John Godwin*

Edmund Go

Taihu

Non-ACAMIS School

Taihu International School

Ron Ford*

* Indicates Head of School

* Indicates ACAMIS Board Member

Appendix B: Draft ACAMIS Calendar 2006/2007

DRAFT 2006-2007 ACAMIS Calendar			
Month	Date	Event	Host
September			
October			
	19-22	D3 Volleyball-Boys	TEDA
	19-22	D3 Volleyball-Girls	YCIS-Beijing
	26-29	D1 Volleyball	IST
	26-29	D2 Volleyball	SCIS
	28	Swimming	ISB
November			
	9-11	Table Tennis	SAS
	10-11	Chess	TEDA
	17	Math Olympiad- North	WAB
	17	Math Olympiad-South	QIS-Shekou
		MS Literature North	ISB
		MS Literature South	SIS
		Community Service Teachers	AISG
	25-26	MAD Teachers	WAB
December			
January			
	19-20	Community Service Students	AISG
		MS MUN-North	BISS
		MS MUN-South	
February			
	1-4	D1 Basketball	CISS
	1-4	D2 Basketball	XIS
	1-4	D3 Basketball-Boys	QMIS
	1-4	D3 Basketball-Girls	SIS/QSI-Shekou
March			
	9-11	HS Cultural Convention	YCEF-Shanghai IST-Sculptor
April			
	5-7	Badminton	ISB
	13-14	Band Festival	SAS
	13-14	Drama Festival	CISS
	19-22	D1 Soccer	AISHK
	19-22	D2 Soccer	BISS
	19-22	D3 Soccer-Boys	SSIS
	19-22	D3 Soccer-Girls	QIS
May			
	4-6	Tournament of the Minds	AISHK
	17-19	Track	SCIS
	18-19	Middle School Cultural Convention-North	Suzhou
	18-19	Middle School Cultural Convention-South	QSI-Shekou
All Year		Art on the Go	IST

Appendix C: ACAMIS Strategic Plan

OBJECTIVE 1

Establishing of an effective and efficient organizational structure and systems of operation.

ACAMIS establishes systems of operation and develops plans to generate resources to effectively service its members.

Strategies

- Define specific membership criteria and standards
- Establish an Executive Officer of the Board and an ACAMIS secretariat
- Examine and develop income generating streams
- Establish a process of membership communication, consultation and review

Key Performance Indicators

- Documentation, review and collation of policies and procedures.
- Board develops strategies for the establishment of an Executive Office, Executive Officer function & secretariat
- Develop a purchasing consortium
- Review fees & increase membership

Targets 2005 - 2006

- Documentation complete by May 2005
[Compiled and published in ACAMIS Member Directory for 2005 school year](#)
- ACAMIS functions & administration centralized by November 2005
[Executive Officer appointed. Functions centralized August 2005](#)
- Establish ACAMIS Executive Officer & secretariat roles & responsibilities November 2005
[Executive Officer appointed. Functions centralized August 2005](#)
- Proposed income generation plan to the ACAMIS Board by November 2005
[Work in Progress](#)

OBJECTIVE 2

Developing and refining the range of educational, social, cultural and recreational opportunities for students.

ACAMIS ensures that the full range of students K -12 have opportunities across the spectrum of activities.

Strategies

- Evaluate current offerings in relation to student participation and logistics
- Maintain and enhance current programs and logistics
- Develop programs for K – 5 students
- Further develop non-sporting opportunities for the full range of students
- Increase the focus on internationalism

Key Performance Indicators

- Calendar of all activities K – 12 in place for 2005 -6 by May 2005
- Develop structures & systems to establish key volunteer leaders for each aspect of the program by May 2005
- 2 new non-sporting programs developed for 2005-6 year
- Consult with members to collect ideas for inclusion of K – 5 students by May 2005

Targets for 2005

- Calendar of all activities K – 12 in place for 2005 -6 by May 2005.
[Workshops identified on website. Sports Calendar constructed September 2005](#)
- Board establishes structures & systems with Key volunteer personnel for each aspect of the program by May 2005
[Key personnel identified September 2005](#)
- 2 new non sporting programs established for the 2005 – 6 year
- Ideas for inclusion of K – 5 students collated and plans for 2005 – 6 published by May 2005

OBJECTIVE 3

Enhancing professional development opportunities, networks and support services for member schools.

ACAMIS establishes systems of organization and operation which deliver quality professional services and opportunities to member schools.

Strategies

- Develop and deliver annual conferences for a range of personnel
- Provide a regular program of targeted workshops
- Establish an information resource and advisory service for the establishment and development of member schools in China

Key Performance Indicators

- Formulate and implement a Professional Development plan
- Provide a system for the ongoing provision of a broad range of targeted workshops
- Establish a system of sustained networking for school personnel
- Consult members re their expertise with the aim of developing an information guide and advisory service

Targets for 2005

- Annual conference for Heads & Business Managers delivered [Hong Kong International School hosted conference/meeting 2005](#)
- Establish a baseline provision of 3 targeted annual professional workshops
- Maintain and enhance professional networks including Special Needs, ESL, Sport, Cultural, Academic / experience, China Studies, Chinese Language [Network Coordinators appointed Sept. 2005](#)
- Establish a database and opportunities to share expertise in new school development by December 2005
- Assess need for new staff orientation package, by December 2005

Appendix D: Athletic Directors Meeting Report:

**ACAMIS GENERAL MEMBERS ANNUAL GENERAL MEETING
2006 Athletic Directors Meeting Report
CISS (Shanghai, PR China), MARCH 18, 2006**

Attendance:

- D1: AISG, AISHK, CISS, ISB, IST
- D2: BISS, SAS Pudong, SCIS, UISG, WAB, XIS
- D3: QIS, QMIS, QSI, SIS, SSIS, TEDA, YCIS Beijing
- YCIS Shanghai – was represented at the meeting
- NIS – No representative attended
- ISU – No representative attended

BREAKOUT SESSION 1: STRUCTURE OF ACAMIS H.S.S.L.

Introduction:

- Review: Purpose of this meeting, and voting procedure
- Roles needed for today: note taker, timer
- *What does ACAMIS mean to your school and community: A brief review of the AHHS�, what we presently are, and where are we going?*

Agenda Item 1: *Review / confirm October's Divisions 1-3 voting items, and in particular, to maintain the status quo divisional lineup for another 2 year cycle. PLEASE NOTE, OUR VOTE FROM VBALL MEETINGS WAS PASSED BY THE ACAMIS BOARD BUT THERE MAY BE A VALID REASON TO ADDRESS THIS AGAIN AT OUR A.G.M. AND PROCEED FROM THERE.*

- Divisional switches for Divisions 1 and 2 was unanimous by the 12 school ADs well as the ACAMIS Board. SAS (mid) replaced NIS (mid) in division 1, while WAB (north) replaced ISB Gr 9s (north)
- New Divisional 1 & 2 Alignments are as follows:

Division 1:	Division 2:	Division 3:
AISHK (south)	UISG (south)	SIS (south)
AISG (south)	XIS (south)	QSI - Shekou (south)
SAS PD (mid)	SCIS (mid)	YCIS Shanghai (mid)
CISS (mid)	NIS (mid)	SSIS (mid)
WAB (north)	ISB (north)	QMIS (mid)
IST (north)	BISS (north)	QIS (mid)
-	-	TEDA (north)
-	-	ISU (north)
-	-	YCIS BJG (north)

- Division 3 2006-07 proposal for ACAMIS major sports tournaments are as follows:
- to leave all 9 schools in 1 division and have separate tournaments for girls and boys

Division 3 boys:	Hosting:	Division 3 girls:	Hosting:
SIS (south)		SIS (south)	*Girls B-ball
QSI – Shekou (south)		QSI - Shekou (south)	*Girls B-ball
YCIS Shanghai (mid)		YCIS Shanghai (mid)	
SSIS (mid)	Boys Soccer	SSIS (mid)	
QMIS (mid)	Boys B-ball	QMIS (mid)	
QIS (mid)		QIS (mid)	Girls Soccer
TEDA (north)	Boys V-ball	TEDA (north)	
ISU (north)		ISU (north)	
YCIS BJG (north)		YCIS BJG (north)	Girls V-ball

Agenda Item 2: *Should we have movement in future divisional rotations? If so, what criteria can we agree on as the determining factors?*

Through joint AD and ACAMIS Board dialogue, it was unanimously voted that maintaining an equal regional balance, meaning equal schools from the north – mid – south regions. It was then agreed that the criteria for determining divisional realignment were (not any particular order):

- *HS population*
- *Tournament results*
- *Competition integrity (upholding the ACAMIS spirit both in and out of games)*
- *Hosting ability (that agreed upon basic objectives are met satisfactorily)*
- *Hosting facilities*

Agenda Item 3: *Should ACAMIS move to a 3 day tournament format?*

It was a majority vote that schools will aim to arrive by 12:00 Noon. All teams will play a first round game on Thursday. Rounds 2-4 will be played on Friday. Round 5 and Playoff games will be played on Saturday.

Agenda Item 4: *Should we agree on a tournament draw format which can be in place for each tournament (A v D, B v E, C v F with host being A etc.)?*

A standard tournament draw will be constructed and distributed by Brendon Breen of AISG. This document will be included in the ACAMIS Hosting Guidelines. All teams will play a first round game on Thursday. Rounds 2-4 will be played on Friday. Round 5 and Playoff games will be played on Saturday. Playoffs will consist of a single-elimination bracket with 1v4, 2v3, 5v6, 3rd place and Championship games. In 2006-07 Boys Championships matches will be played first, in 2007-08 Girls Championship games will be played first.

Agenda Item 5: *Review: what are the basic requirements for a school who participates in ACAMIS-HSSL? We did not discuss this matter.*

Agenda Item 6: *Should we revamp the divisional names so that they don't imply that one division is better than the other, rather that reflect the reality of bigger schools, and smaller schools (or whatever rationale we have given them)?*

Divisions will continue to be named 1, 2 and 3 as is the current practice.

BREAKOUT SESSION 2: STRUCTURE OF TOURNAMENTS & RULES REVIEW:

Agenda Item 7: *Review: Homestay issues and guidelines: anything to add or revise?*

Discussion about curfew violations on the last night of the tournament were discussed. Discipline of such violations are to be handled by the schools' principal. Todd Parham will distribute an updated homestay host policy for board consideration.

Agenda Item 8: *Are we ready for a "host-pay-only" format for the 6 school (3 sports x 2 years) major sport events?*

This item was not discussed by the ADs during this meeting.

Agenda Item 9: *Is there an opportunity for schools to co-host ACAMIS events? If so, what roles and responsibility and general agreements should be in place?*

This item was not discussed by the ADs during this meeting.

Agenda Item 10: *Should we amend local league game rules (SISAC, ISAC or others) with ACAMIS rules in volleyball, basketball and soccer?*

Volleyball, Basketball and Soccer rules were reviewed and amended. Updated rules will be included in the 2006-07 ACAMIS Hosting Guideline.

Agenda Item 11: *Are current travel numbers per school (20 boys/girls vball and bball and 24 for soccer) sufficient? What is our policy of student-managers?*

Agreement of current practice was confirmed. No changes are recommended at this time.

Agenda Item 12: *Should there be a "one coach on bench policy" at ACAMIS tournament?*

Current practice of Head Coach and Assistant Coach allowed on the bench was confirmed and continue as each school deems accordingly.

Agenda Item 13: Sportsmanship Award: 2 issues:

- a) *Should we amend the sportsmanship award for one whole school, rather than per gender? The current practice of separate boys and girls team sportsmanship awards will continue.*
- b) *Are the rubric descriptors relevant to and reflective of a major competitive athletic conference? The sportsmanship rubric, created by ISB, was shared with all of the Athletic Directors. All tournaments are encouraged to use the sportsmanship rubric to identify award recipients.*

BREAKOUT SESSION 3: INTER-DIVISIONAL MEETINGS

Agenda Item 14: *Divisions meet and confirmed hosting responsibility for both 2006-07 and 2007-08 major sports calendar.*

Tournament host assignments were made for only the 2006-07 school year. Division 1 and 2 schools will rotate the hosting responsibilities equally among the six member schools within each division. Division 3 will create hosting assignments at the 2007 AGM.

2006-07			
	Division 1	Division 2	Division 3
Volleyball	IST	SCIS	TEDA
Basketball	CISS	XIS	SSIS
Soccer	AISHK	BISS	QMIS

Agenda Item 15: *Should the ACAMIS events reflect a true balance of seasons? If so, how to attain?*

Tournament dates for the 2006-07 events were made with this consideration in mind.

Agenda Item 16: *Should a financial statement be released to divisional schools following completion of an event?*

No decision on this item was made by the ADs during this meeting.

Agenda Item 17: *What are the status, and how is the general participation level, of our non-major sports (badminton, table tennis, etc...)*

The 2004 track meet was canceled due to a lack of interest among ACAMIS schools. No one volunteered to host the 2005 track meet. Track will be reintroduced to the 2006-07 calendar. Badminton, Table Tennis and Swimming events and hosts were agreed upon. Swimming at ISB – Oct. 28. Table Tennis at SAS Pudong – Nov 9-12. Badminton at ISB – April 5-8. Track at SSIS – May 17-20.

Agenda Item 18: **Revisit any outstanding issues from the 1st 3 breakout session*

No additional items were brought forth.

Agenda 19: *Nominations: Who would like the ACAMIS ADs chair role next year?*

No nominations and no volunteers stepped forward for the ACAMIS AD Chair for 2006-07.

Appendix E: CAGS Meeting Report:

**CAGS Annual Meeting
March 18 2006
Concordia International School Shanghai**

Attendance

IST
Harry Tawse Nanjing
Todd Luedtke Concordia
Judy Hunter AISG
Val Nathanson QSI Shekou
Olinga Mazlum TEDA
Sze-Ying Sim SSIS
Ian McCuaig SAS
Kimberly Hogsett TIS
Paulina Aguilera SIS
Iain Fitzgerald BISS
AISHK
Tim McKamey SCIS
James Fielding YCIS – Shanghai
WAB

A. Review of 2005/2006 events

MS MUN
MS Cultural Convention North
MS Cultural Convention South
Math Olympiad North
Elementary Arts Day
Art on the Go – cancelled

Discussion ensued

1 Re about the success of 05/06 events.

Many positive comments were made about the events. Both students and teachers were inspired and enjoyed the events.

2 That events should be rotated between schools

In the establishment of CAGS, many of the larger schools hosted the events

3. The cost of holding cultural conventions

It was suggested that the charge per day be raised for hosting the cultural conventions as the costs for schools far out weighs the revenue raised. Extra costs include hiring of artists for workshops, performers for the opening event and materials for workshops.

B. Discussion of events for 06/07

1 Except for the High School Convention all events will be divided into Northern and Southern regions.

2 Suggestions for new events including dividing events into Northern and Southern regions, Band and Drama festivals, community service conferences for students and teachers, and a get together for all ARTS teachers.

3 It was decided to compile a list Visual Art, Music, Drama, Dance teachers and to list these on the ACAMIS website to enable networking between teachers.

The following is a table of events –

ACAMIS CAGS

Dates 2006/2007

Middle School

Event	Host School	Dates	Contact person
MS MUN	BISS		Michael Rorie, Allison White Iain Fitzgerald, ifitzgerald@biss.com.cn
MS Cultural Convention Southern Region	QSI Shekou	18/19 May	Val Nathanson Val_nathanson@hotmail.com
MS Cultural Convention Northern Region	Suzhou	18/19 May	Sze-Ying Sim sim@ssis-suzhou.com.cn
Math Olympiad Beijing/Tanjin	WAB	17 November	fcowin@wab.edu
Math Olympiad	QSI	17 November	Val_nathanson@hotmail.com
Chess MS/HS	TEDA	10/11 November	Olinga Mazlum Olinga62@hotmail.com
MS Literature Quiz Northern Region	International School Beijing		Vida Juozaitis vjuozaitis@isb.bj.edu.cn
MS Literature Quiz Southern Region	SIS		Paulina Aguilera paguilera@sis.org.cn

Pan China

HS Cultural Convention	Yew Chung Shanghai IST Sculpture	9- 11 March	James Fielding jamesf@sh.ycef.com Steve Hickey wernerhickey@yahoo.com.au
Art on the Go	IST - postcards	All year	Steve Hickey wernerhickey@yahoo.com.au
Community Service For students	AISG	19/20 Jan	Mike Lees mlees@aisgz.edu.cn
Community Service Coordinators	AISG	November	Mike Lees mlees@aisgz.edu.cn
Tournament of the Minds	HK Aus	This event is to be confirmed	Jason De Nys Sharn De Nys
Visual Arts teachers Drama Teachers Music Teachers Dance teachers	Informal meeting Hosted by WAB Sections run by individual people	November 25/26	Nanjing mmarks@westernacademy.com Todd Lueotke Concordia toddl@ciss.com.cn AISHK jlmusic@aishk.edu.hk Dance
Band festival	SAS	April 13/14	Ian Mc Cuaig Ian.mccuaig@saschina.org
Drama Festival	Concordia	April 13/14	Todd Lueotke toddl@ciss.com.cn