

March 2nd, 2018

ACAMIS ACE AGM Minutes

Essential Agreement

- Be respectful of others
- Be mindful of time
- Follow through with commitments and responsibilities in a timely manner.

Items to Bring

- 2018-2019 Calendar with firm dates for events you would like to host.
- Laptop or electronic device with access to the [ACE share folder](#)

Attending

Karl Garrett IST
Des O'Shea TEDA
Jennifer Waite SSIS
Anna Yuen NIS
Doreen Stribbell TIS
Karen Bailey-Summers ISU
Andres Sanchez HIS
Mike Livingston SIS
Matthew Thorne ISQ
Gloria Carnevale ISNS
Matthew Krakowski DAIS
Fritha Jameson SWIS
Andrew Weaver QISS
Joan Philp UISG
Liz DenHartigh UISZ

Agenda

- Introduction of Academic and Cultural Enrichment (ACE)
- Calendar of events
- Review Board Meeting
- Regional Divisions within ACE
- Visibility of ACE

Discussion of Agenda Items

Agenda Item	Discussion Summary	Action Items
Introduction of ACE	<ul style="list-style-type: none"> Brief discussion of the role of ACE within ACAMIS from the charter. Clarified ACE and events for new members. 	None
Calendar of ACE events	<ul style="list-style-type: none"> Discussed calendar of events with brief explanation of each event. Determined hosting schools and entered them into <u>2018-2019 ACE Events spreadsheet</u>. Discussed making ACE events more relevant to students. Robotics was mentioned. Jenf Waite began a WeChat group to facilitate more discussion. 	<ul style="list-style-type: none"> Input all events to the <u>2018-2019 ACE Events spreadsheet</u> with firm dates by Friday, March 16th (All hosting schools). Review survey results regarding events and discuss with board (Jennifer Nicklas). Further discussions regarding robotics (ongoing, Jenf Waite, and all interested parties).
Board Meeting Review	<ul style="list-style-type: none"> Reviewed the Board <u>PPT Presentation</u> with attending ACE Reps. Apparent that communication with member schools a priority. Discussed as a group how to clearly define the roles and responsibilities of the ACE representative. 	<ul style="list-style-type: none"> Write formal role and responsibilities of the ACE Representative position for dissemination at individual schools (ASAP, Jennifer Nicklas and all ACE reps). Create PPT presentation and a standardized procedure for ACE reps to communicate their roles back to their member schools (Jennifer Nicklas). Create quarterly newsletter to send to ACE reps for dissemination to their individual schools (on-going Jennifer Nicklas).
Regional Divisions	<ul style="list-style-type: none"> Discussed the possibility of having regional division heads to assist with communication for regional events. Determined regional heads. 	<ul style="list-style-type: none"> Create list of regional heads based on region (Anna Yuen NIS) Include regional head role and responsibility in the ACE Rep description (ASAP Jennifer Nicklas).

Visibility of ACE	<ul style="list-style-type: none"> • Discussed how to improve the visibility of ACE throughout ACAMIS and member schools. • Padlet is a possible solution for creating more visibility and collaboration among member schools. • Determined that when posting ACE related things to social media, make sure to tag it as #acamisace. 	<ul style="list-style-type: none"> • Meet with the Executive Officer to set up Padlet for the website (On-going Jennifer Nicklas). • Create clear instructions and rules for posting both on Padlet and social media (ASAP, Jennifer Nicklas).
--------------------------	---	--

New Business

Clarify Hosting Guidelines	<ul style="list-style-type: none"> • Cultural Event hosting guidelines document needs updating/clarification regarding inviting non ACAMIS schools. 	<ul style="list-style-type: none"> • Update hosting guidelines and include that schools are allowed to invite local, non-member schools as long as they do not meet the qualifications to apply for membership into ACAMIS (Jennifer Nicklas).
Database/resources for hosting events	<ul style="list-style-type: none"> • Discussion was had about creating a place to house documents and examples of how other schools have hosted past events. • It would be helpful to have a document that keeps track of who hosted past events so new, hosting schools can have someone to contact for information. 	<ul style="list-style-type: none"> • Create a place in the shared folder for these documents (Jennifer Nicklas). • Get list of past events and hosting schools from the Executive Officer and put in shared folder (EO & Jennifer Nicklas).
Database for other shared resources/ideas.	<ul style="list-style-type: none"> • It was suggested that we create a place where teachers can share resources and ideas. 	<ul style="list-style-type: none"> • Create a place on the shared folder for these documents (Jennifer Nicklas). • Maintain them in an organized way as documents are added (On-going All ACE reps).