



# Board of Directors Meeting

Wednesday, October 25, 2017, 09.00 – 16.45

Shangri La Hotel, Bangkok

**Board Members:** **President:** Sandra Webster (SW); **Vice-President:** Steve Moody (SM); **Treasurer:** Steve Dare (SD); **Secretary:** Robert Stearns (RS); Jeffrey Stubbs (JS); Howard Stribbell (HS), Kate Sutton-Jones (KSJ);

**Executive Director:** Tom Ulmet (TU)

**Executive Officer:** Angie Lee (AL)

## SUMMARY – ACAMIS BOARD MEETING – OCT 25, 2017

### AGREED

- to hold the 2017-18 AGM on the first day of the ACAMIS Spring Conference, March 2, 2017.
- to rotate the ACAMIS May BOD meetings regionally across China.
- that the fiscal year budgets will be presented for BOD approval at the May BOD meeting of the preceding fiscal year.
- that an ACAMIS BOD member's attendance at an event while in the capacity of an ACAMIS BOD member is appropriate and not a conflict of interest provided that the BOD is advised of such attendance and that the BOD member attending such event make it clear their name and ACAMIS title may be used only with their permission.
- that the decision by an ACAMIS school to allow the use of commercial "sponsors" names, logos or other on their students' sports kit or otherwise, is that school's decision and is not of matter of concern to ACAMIS.

### MOTIONS

- to approve the minutes of the May 1, 2017 ACAMIS Board meeting – moved by JS /seconded by SM; passed unanimously.
- to invite, on an annual basis, the slate of candidates to be affirmed at the AGM to attend the immediately preceding BOD meeting as observers – moved by SM/seconded by SW; passed unanimously;
- to direct the Executive Director to investigate with Raymond-James the possibility of registering ACAMIS as a 501-C3 NGO entity – moved by SD/seconded by KSJ; passed unanimously;
- to approve the 2017-2018 fiscal year budget as presented – moved by SD/seconded by KSJ; passed unanimously.
- to invest a further USD200,000 in existing investment portfolio with instructions to Raymond-James to continue the 50:50 balance, taking into account the total investment balance, including the USD300,000 in the HSBC interest-bearing deposit account to be managed also by Raymond-James at no charge to ACAMIS – moved by SD/seconded by SW; passed unanimously.
- to approve the renewal of the Jardine liability insurance policy for 25 Million HKD – moved by HS/seconded by SM; passed by majority vote (6 of 7); 1 abstention.
- to approve the revised Sport Charter 2017/18 as presented from the AD Group – moved by SD/seconded by KSJ; passed unanimously.
- to allow the ED to amend the charters of the CLTN and ACE in order to make these charters consistent other ACAMIS Committees – moved by JS/seconded by SW; passed unanimously.
- to revise wording of BOD travel reimbursement policy to align with the previous November 2012 version – moved by

*SW/seconded by KSJ; passed unanimously.*

- *to schedule the Fall ACAMIS BOD meeting where possible at the time of an ACAMIS conference or event with the ACAMIS region – moved by SD/seconded by HS; passed unanimously.*

## **ACTIONS**

- **TU** to contact Xiamen International School re hosting the May 2018 BOD meeting.
- **TU** to contact Raymond-James re possibility of and costs of registration of ACAMIS as a 501-C3 entity.
- **TU** to obtain D&O liability insurance for the ACAMIS Board of Directors.
- **TU** to determine the status of ACAMIS' registration in China.
- **TU**, using the results of the Decision-Making Matrix analysis activity, to populate six ED-vs-Board charts (in accordance with the draft list and charts provided) that identify the broad decision-making roles & responsibilities of the two parties.
- **TU** to work with SM and SW to refine charts and present them for further discussion and endorsement at next BOD meeting.
- **SD, SM and KSJ** to work with TU to develop financial guidelines for the ED and these then to be added to the agenda for the March BOD meeting.
- **TU** to work with the BOD Executive to link the ED's personal goals with 5-item operational plan and the 3 strategic directions.
- **TU** to add an item on the March 2018 BOD meeting agenda regarding the ACAMIS logo design.
- **AL** to add a calendar link in an obvious location on the front page of the new website.
- **TU** to follow up with schools who have not sent a representative to the AGM for the past 2 years.
- **TU** to amend the CLTN and ACE charters to ensure their consistency with the charters of all other ACAMIS committees.