

American School of Brasilia

Board Meeting – February 16, 2016: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Ms. Marion Walshe	MW	November 19, 2013
Vice-President	Mr. Caio Prado	CP	June 15 th , 2012
Secretary	Ms. Laura Chamberlin	LC	May 8 th , 2013
Treasurer	Mr. Jeremy Freeman	JF	June 10, 2014
Board Member	Mr. Indranil Chakrabarti	IC	August 12, 2014
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
Board Member	Mr. Marcio Queiroz	MQ	September 8, 2015
Board Member	Ms. Adelle Gillen	AG	November 17, 2015
Board Member	Ms. Holly Kirking	HK	November 17, 2015
Board Member	Mr. Robert Frazier	RF	November 17, 2015
Board Member	Ms. Janice Mills	JM	November 17, 2015
Head of School	Mr. Barry Dequanne	BD	July 1 st , 2010

ATTENDANCE

Signature (If Present)

Marion Walshe, President

Caio Prado, Vice President

Laura Chamberlin, Secretary

Jeremy Freeman, Treasurer

Indranil Chakrabarti

Anne Posthuma

Marcio Queiroz

Adelle Gillen

Holly Kirking

Robert Frazier

Janice Mills

Barry Dequanne

Board Members Joining: None

Board Members Resigning: None

MINUTES

Call to Order at 16:00

1. Consent Agenda (MW)

- a. The following item was approved by the Board as part of the consent agenda:
 - i. December 2015 Board Meeting Minutes
 - ii. Board Members are reminded to update profiles on EAB website

2. Head of School Search Process (MW)

- a. Barry Dequanne confirmed that he is not seeking to extend his contract beyond June 2017. This will complete a 7-year tenure at EAB.
- b. EAB's Board of Directors has contracted the search/recruitment agency Carney, Sandoe, and Associates to lead EAB's search process to contract a new Head of School, to begin working in July 2017.
- c. The Board engaged in a Skype conversation with a Carney Sandoe representative, John Chandler, to plan the initial aspects of the search process.
- d. The following Board members will serve as the Search Committee: HK (Chair), AG, CP, MW.

3. Finance Committee

- a. The Board reviewed the December and January financial reports, in addition to the midyear summary, with concerns raised with regards to the fluctuating and weakening exchange rate (e.g. increase costs associated with US\$ related expenses, such as professional development) and unpaid tuition.
- b. The Board also continued its ongoing analysis of the impact on EAB's budget and financial status given the concerns surrounding the question of exchange rates
- c. The Board reviewed the draft parameters associated with the 2016-2017 budget: VCMH, INPC, IGPM, IPCA, and Exchange Rate. Schools are anticipating a *dissidio* increase of INPC +2% of real gain (as established by the labor union)

4. Historical Reference

- a. The Board reviewed the school's process over the past five years to ensure the most effective policies and procedures are in place, in addition to measures taken to ensure compliance with local and international requirements.

5. Facilities Committee

- a. Facilities Committee has confirmed that the initial stages of approval, by local authorities, for the master facilities plan have been progressing very well, with key initial approvals already in place.

6. Development Committee

- a. EAB’s Chief Development Officer, Dela Henry, presented an overview of the results associated with the first donation appeal letter. There has been a positive response to date. Initial donations have surpassed R\$70,000.
- b. All members of the Board and the Leadership Team have been invited to donate to Envision EAB to ensure 100% commitment from EAB’s governance and leadership teams

7. Executive Session

Board President
Marion Walshe

Board Secretary
Laura Chamberlin