

## Board Meeting—February 10, 2010: 6:00-7:30

### Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Ms. Katherine Dueholm	KD	August 27 <sup>th</sup> 2008
Vice President	Mr. Paul Echaniz	PE	April 6 <sup>th</sup> 2009
Secretary	Mr. Fred Armand	FA	March 5 <sup>th</sup> 2008
Treasurer	Mr. Celsius Lodder	CL	March 15 <sup>th</sup> 2006
Board Member	Ms. Annika Markovic	AM	August 27 <sup>th</sup> 2008
Board Member	Mr. Christopher Veenstra	CV	April 6 <sup>th</sup> 2009
Board Member	Ms. Glória Portella	GP	November 7 <sup>th</sup> 2007
Board Member	Mr. Neil Storey	NS	March 15 <sup>th</sup> 2006
Board Member	Mr. Ottmar Müller	OM	August 15 <sup>th</sup> 2007
Headmaster	Mr. Craig Johnson	CJ	July 2006

**Joined this session:** none

**Resigned this session:** none

### Attendance

#### Present:

Signature

Katherine Dueholm, President

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Paul Echaniz, Vice President

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Celsius Lodder, Treasurer

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Chris Veenstra

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Ottmar Müller

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#### Absent:

Fred Armand (Secretary), Annika Markovic, Glória Portella, and Neil Storey.

Call to order 6:10pm

1. *Approval of Minutes*

2. *President's Report (5 minutes)*

3. *HOS Report. (15 minutes)*

- Board Report Highlights:
  - Hiring
    - UNI Fair Hires
      - Guidance Counselor: Kristopher Miller
      - K5: Natalia Vergara
      - 2<sup>nd</sup>: Elizabeth Pool
      - Drama: Matthew Vaky
  - College Information
    - Recognition of EDN / EAB / BIS hosting AASB Principals' Conference together March 1-4
  - Advanced Academic Services
    - Recognized Priscila Torres for work done with Advanced Services
  - School for Parents
    - Recognized Debora Santos & Erin Hayes began School for Parents for 100% Scholarship Parents
  - Updated on Brazilian Studies Leadership while Darcy Sullivan recovers
    - Celinda Soares is curricular coordinator in Upper School
    - Rosiane Marra is curricular coordinator in Lower School
    - Selma Lopes is acting Brazilian Studies Director
    - Darcy planning to return after Jornada in March
    - KD expressed Board's sentiments and good wishes for Darcy, and asked Elizabeth Sullivan to share that it takes three people to replace her

4. *Old Business: (5 minutes)*

- Board dates for March and April need to be changed. KD will send out ideas and suggestions.
- KD will clarify dates for upcoming Board meetings
- Request for Gloria to oversee all constitutional and legal implications of EAB's General Assembly to ensure best and most constitutionally correct manner with the least publicity possible

5. *Committee Reports:*

i. Finance (15 minutes) (CJ & CL)

1. Executed Budget:

- a. Budget set at 505 students, currently have 520
- b. Currently received 60% of budget, expended 57%
- c. Operational Net Result 560,116.11
- d. Net Result -139,000 in outstanding bills to be paid to EAB
- e. Currently 95 Associates (Goal was 80)

- i. Request for information from respective embassies for future plans of families departing to plan next year's budget
  - f. Moving to needs-based budgetary process to work with revenue
  - g. Suggestion to purchase new school cars
  - h. CV moves to approve parameters suggested by finance committee; PE seconds; all in favor. Motion passed
  - i. CV moves that CJ present a 10-year analysis of students numbers, tuition figures, revenues, expenditures and other budgetary assumptions. KD seconds; all in favor. Motion passed.
- ii. Legal (10 minutes)
  - 1. CJ reported GP has promising information regarding zoning information to present to USAID, and other possible grant-organizations, in order to apply for building rights
- iii. Nominations (10 minutes)
  - 1. KD reported that the slate of candidates yet to be established; hoping to recruit associates with at least two years remaining in Brasilia
  - 2. Two associates are being recruited currently but no official interview process has begun
  - 3. Working to expand Associate base to increase association memberships; many ambassadors reporting that their governments are not yet willing to pay association membership fees on their behalf
  - 4. CV suggested considering an honorable member of Board who is an expert in their field, connected to school outside of children, whose term is predetermined to help preserve the continuity of the Board's initiatives
    - a. KD shared that according to the constitution, an honorable member is within the provisions of the Board
- iv. Policy (5 minutes)
  - 1. CV shared that the policy process is highly focused on the academic side of the school, but will share a full report at March meeting
  - 2. CJ added that many of the missing documents will likely exist in Portuguese, but that the audit will help determine what is truly not in existence
- v. Audit (2 minutes )
  - 1. No report (most updated information in *Headmaster's Report*)
- vi. Strategic Plan (15 minutes)
  - 1. Mission Statement still under discussion and will be finalized at March Retreat
  - 2. Strategic Plan final decisions will be postponed until all Board Members have an opportunity to submit feedback
  - 3. Discussion of last version of strategic plan. KD took notes and will add updated version to this document. Here are a few of the suggested edits:

- Educational Excellence: no changes
  - Community and Communication: no changes
  - Facilities: correct typo “inviting and attracting families”
  - Facilities: edit to say “Our facilities must be of a [remove appropriate] standard to support the school’s current programs...”
  - Student Life and the Whole Child: edit to say “We seek to \_\_\_\_ the full potential within each student”
  - We \_\_\_\_ students to realize their potential, celebrate diversity, and cultivate a respect of the environment through comprehensive counseling services, a diverse selection of athletics and activities, and an institutionally articulated health and wellness program.
  - Media and Technology: no changes
  - Managerial Excellence: suggestion to change to “striving to maintain the integrity of legal and financial institution”
4. General Comments:
- a. CV suggested changing the order based on impact on student learning and/or to use a visual diagram to illustrate the connectedness of each
- i. Educational Excellence
  - ii. Student Life and the Whole Child
  - iii. Community & Communication
  - iv. Managerial Excellence
  - v. Facilities
5. Board will continue editing conversation via email
6. KD received an email from PTSO members sharing that they are creating a Strategic Plan for the PTSO and KD suggested inviting a PTSO rep to join an upcoming board meeting

6. *Executive Session if needed*

7. *Adjourn Bd. Mtg.*

a. *KD adjourned meeting at 7:29pm.*

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Ms. Katherine Dueholm  
Board President

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Mr. Fred Armand  
Board Secretary