

American School of Brasilia

Board Meeting— December 17, 2013: 16:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Don Jacobson	DJ	June 12 th 2013
Vice President	Mr. David Millward	DM	September 14 th , 2011
Secretary	Mr. Caio Prado	CP	June 15 th , 2012
Treasurer	Mr. Pedro Oliveira	PO	August 17 th 2011
Board Member	Mr. Benjamin Garcia	BG	May 8 th , 2013
Board Member	Ms. Laura Chamberlin	LC	May 8 th , 2013
Board Member	Ms. Marion Walshe	MW	November 19, 2013
Board Member	Mr. Jack Thompson	JT	March 12 th , 2013
Head of School	Mr. Barry Dequanne	BD	July 1 st , 2010

Attendance

Present:

Signature

Don Jacobson, President

David Millward, Vice President

Caio Prado, Secretary

Pedro Oliveira, Treasurer

Benny Garcia

Laura Chamberlin

Absent

Jack Thompson

Marion Walshe

Barry Dequanne, Head of School

Board Members Joining: None

Board Members Resigning: None

Board Members Absent: Laura Chamberlin

Call to Order at 16:10

MINUTES

1. Minutes of November 2013 Meeting

- a. November Meeting Minutes Approved by all Board members in attendance.

2. Facilities Committee Update

- a. EAB received five open proposals from the six shortlisted firms
- b. Next steps:
 - i. Continue drafting RFP, now modified to incorporate a phased approach. This RFP will only include work through the Design Development phase. RFP will now include Flansburgh's "Task Matrix-Extended Services", which each candidate will complete.
 - ii. RFP to be sent out before December 31, 2013

3. Development Committee Update

- a. Alumni Relations: Banu Chediek, Communication and Relations Coordinator, presented an update on alumni relations and launch of alumni website and database (98? alumni registered to date; 350? users connected to site)
- b. Committee Members: Development Committee seeking additional members who are connected to community in Brasilia
- c. Development Director: Proceed with process of recruiting a development officer concurrent with conducting a market analysis – approved by the Board

4. Finance Committee Update

- a. Liz Sullivan, EAB's Business Manager, presented the November budget information
- b. All budget data presented is at or better than the overall budget parameters set for the year
- c. Contingency and Capital Improvement Funds continue to meet budget projections

5. Green Space Discussion

- a. EAB currently exploring possibility of utilizing green space (lot) next to EAB's campus
- b. Hoping for a meeting, later in the week, with Minister of Housing use/ownership/lease of green space adjacent to EAB's campus

Meeting ended at 18:00

Mr. Donald E. Jacobson

Board President

Mr. Caio Prado

Board Secretary