

American School of Brasilia

Board Meeting – November 17, 2015: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Ms. Marion Walshe	MW	November 19, 2013
Secretary	Ms. Laura Chamberlin	LC	May 8 th , 2013
Treasurer	Mr. Caio Prado	CP	June 15 th , 2012
Board Member	Mr. Indranil Chakrabarti	IC	August 12, 2014
Board Member	Mr. Jeremy Freeman	JF	June 10, 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: Adelle Gillen, Holly Kirking, Robert Frazier, Janice Mills

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. October 2015 Board Meeting Minutes
 - ii. Confirmation of New Board Members: Adelle Gillen, Holly Kirking Loomis, Janice Mills, Robert Frazier

2. Orientation Activity (BD)

- a. Board members participated in an activity to learn more about EAB's constitution, Board policy manual, and core documents.

3. New Board Members (BMW)

- a. With five new members recently joining the Board, the Board communication website has been updated to reflect these changes

4. Board Retreat

- a. Board agreed to holding a retreat during the dates of January 22 (evening) and January 23 (all day)
- b. Mina Merkel, outside consultant, will facilitate the retreat

5. Board Committees

- a. The Board reviewed Committee membership
 - i. Finance: Jeremy Freeman (Chair), Caio Prado, Marcio Queiroz, Marion Walshe, Barry Dequanne, Liz Sullivan (Business Manager)
 - ii. Governance: Laura Chamberlin (Chair), Anne Posthuma, Barry Dequanne
 - iii. Facilities: Pedro Oliveira (Chair), Jeremy Freeman, Barry Dequanne
 - iv. Development: Indranil Chakrabarti (Chair), Laura Chamberlin, Marion Walshe, Caio Prado, Barry Dequanne, Della Henry (Chief Development Officer)
 - v. Audit: Anne Posthuma (Chair), Laura Chamberlin, Indranil Chakrabarti steps
- b. New Board members will review Committees and determine membership at December board meeting

6. Finance Committee

- a. The Board reviewed the October financial report, as presented by the Finance Committee
- 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

7. Development Committee

- a. EAB's Chief Development Officer, Dela Henry, presented an overview of the results associated with the first donation appeal letter. EAB is starting to receive donations in the name of Envision EAB and the school's giving program
- b. All members of the Board and the Leadership Team have been invited to donate to Envision EAB.
- c. A new Development Committee member, Andrea Cabrera, was approved to serve on the Committee

8. Executive Session

Board President
Marion Walshe

Board Secretary
Laura Chamberlin