

# American School of Brasilia

## Board Meeting— August 13, 2013: 19:00-21:00

### Composition of the Board of Directors

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

### Attendance

Present:

Signature

Don Jacobson, President

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David Millward, Vice President

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Caio Prado, Secretary

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Pedro Oliveira, Treasurer

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Laura Chamberlin

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Barry Dequanne, Head of School

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Board Members Joining: None

Board Members Resigning: None

Board Members Absent: Jack Thompson and Benny Garcia

### Call to order at 19:05

### MINUTES

#### 1. Consent Items

- a. June Meeting Minutes and Board Training/Retreat Schedule Approved by all Board members

## 2. Introductions

- a. EAB's Leadership Team and Board members participated in a "get to know" each other activity (Leadership Team Members Present: David Bair – Upper School Principal, Joe Atherton – Lower School Principal, Denise Turati – Brazilian Program Director, Dan de Moraes – Technology Director, Sabrina Amorim – Admissions Director, Liz Sullivan – Business Manager)

## 3. The Year Ahead

- a. Head of School briefly discussed focus of year ahead, including goals related to curriculum, assessment, and communication
- b. Board President briefly overviewed year ahead, including possible focuses on facilities, development, and fundraising

## 4. Board Meeting Norms

- a. Board meeting norms approved by all members and formally adopted by the Board
  - i. Norms: As EAB Board Members, we resolve to:
    - 1. Arrive and start the meetings on time.
    - 2. Prepare thoroughly for Board meetings by:
      - a. Following up on commitments and
      - b. Reading background documents for Board meetings so we can use our time together efficiently.
    - 3. Speak with candor and respect.
    - 4. Own our opinions
    - 5. Participate actively
    - 6. Treat Board deliberations with confidentiality
    - 7. Fully support the decisions of the Board once they have been made.

## 5. Facilities

- a. Board engaged in a discussion about the benefits and potential challenges associated with working with international and local architectural firms
- b. Initial proposal by Flansburgh (international firm) reviewed
- c. ACTION: Invite local firm to present to Facilities Committee and interested Board members, similar to the process used with Flansburgh, **in order to do a reality check on the capabilities and price competitiveness using a local firm.**

## 6. Finance Committee Update

- a. End-of-Year Report reviewed; year ended with positive results, meeting target goals

## 7. Goals for 2013-2014

- a. Head of School Goals
  - i. Review of three focus areas: Communication, Marketing, Data and Decisions
  - ii. ACTION: Refine goals for next Board meeting with more specific objectives

b. Board Goals:

- i. Review of five proposed goal areas: Facilities, Fundraising, Review of Data, Regular Feedback for Head of School, Review of Mission/Vision Statement
- ii. Board agreed to all goals except Review of Mission/Vision Statement: It was the consensus of the Board that, while it would be nice to have a more concise and inspiring Mission Statement, the current Mission/Vision statements are not a significant problem. Given the resources required to move forward on the Goals related to facilities and fundraising, the Board decided to table the revision of the Mission/Vision statements for the time being. Time and energy permitting, we could initiate this effort in March 2014, after the completion of the Fundraising Strategy.
- iii. ACTION: Board goals will be circulated among Board members for a final review in advance of the September Board meeting.

8. Executive Session

Meeting ended at 20:45

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Mr. Donald E. Jacobson

Board President

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Mr. Caio Prado

Board Secretary