

American School of Brasilia

Board Meeting— March 26, 2014: 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

Jack Thompson

Marion Walshe

Barry Dequanne, Head of School

Board Members Joining: None

Board Members Resigning: None

Board Members Absent: None

Call to Order at 16:10

MINUTES

1. Minutes of February 2014 Meeting

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

2. Academic Focus

- a. Presentation of proposed facilities changes to be formally submitted for review by FINCOM and then the Board of Directors at April Board meeting.
 - i. The proposal will be presented in terms of the different focus areas and associated costs

3. Finance Committee

- a. Financial report was presented to Board via Board website
- b. No concerns with current budget report
- c. Recommendation that EAB actively participation in union meetings to determine *dissidio* increases.

4. Facilities Update

- a. RFP process has included the following steps:
 - i. Step 1: Draft RFP1 sent to all architectural firms to seek feedback
 - ii. Step 2: Architecture firms sent feedback in response to Draft RFP1
 - iii. Step 3: Draft RFP2 prepared based on models from other schools and Flansburgh
 - iv. Step 4: Draft RFP3 prepared, reflecting all previous work and incorporating feedback from architecture firms and lawyers
- b. RFP is ready to be formally sent to architectural firms
- c. Board approved proposal to send out RFP tomorrow
- d. Board approved proposal to nominate PO as the new chair of the Facilities Committee
- e. The Board recognized and commended the outstanding work of JT in his role as the chair of the Facilities Committee during the last year.
- f. Board actively recruiting community members who work in the areas of architecture, engineering, and construction to serve on the Facilities Committee

5. Metrics

- a. Proposed metrics dashboard reviewed. Next step is to populate the dashboard and share an upcoming Board meeting

6. Governance Committee

- a. Part I: Board conducted a mid-year review of the Board’s strategic goals and the Head of School’s operational goals.
- b. Part II: The Board decided not to schedule a Brasilia governance retreat and contract an external consultant until the Board has established on a clear purpose and focus. This item will be addressed at future meetings.

7. Board Member Recruitment

- a. The Governance committee is actively seeking to recruit potential new Board members in preparation for 2014-2015.

8. Board Policy Manual Review

- a. The Board of Directors reviewed the Board policy manual, as part of an annual review cycle, and did not recommend making any changes to the policy manual at this time.

9. Other Business

- a. The Board of Directors approved the following changes:
 - i. PO is the new Chair of the Facilities Committee
 - ii. CP is the new Treasurer
 - iii. LC is the new Secretary.
- b. The Board recognized the following Board members for their outstanding contributions and commitment: JT’s work with the Facilities Committee, PO’s work as the Treasurer, and CP’s work as the Secretary.

Meeting ended at 18:30

Mr. Donald E. Jacobson

Board President

Mr. Caio Prado

Board Secretary