

American School of Brasilia

Board Meeting—June 7, 2011: 18:00-20:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Michael Ellis	ME	May 12 th 2010
Treasurer	Mr. Celsius Lodder	CL	March 15 th , 2006
Board Member	Mr. Pedro Oliveira	PO	August 17 th 2011
Board Member	Ms. Christina Zuniga	CZ	June 8 th 2011
Board Member	Mr. Paul Kennedy	PK	March 16 th 2011
Board Member	Ms. Filippa Briggs	FB	June 8 th 2011
Head of School	Mr. Barry Dequanne	BD	July 1 st , 2010

Joined this session: no one

Resigned this session: no one

Attendance

Present:

Signature

Michael Ellis, President

Celsius, Secretary, Treasurer

Pedro Oliveira

Christina Zuniga

Paul Kennedy

Filippa Briggs

1. Call to order 6:10pm
2. Minutes of last meeting.
 - The minutes of the board meeting on 4 May and of the extraordinary board meeting on 25 May were approved.
3. President's Report
 - ME, in his first board as President, said that he hoped to enable the board to discuss key issues thoroughly, to use their time efficiently and always to move their agenda forward at each meeting.
4. HOS Report
 - IB results were positive, with the exception of one student who had mitigating circumstances. All students received IB diploma. Results in Portuguese were particularly good.
5. Power of Attorney
 - BD outlined the current powers of attorney which did not reflect the current staffing situation. After discussion, it was agreed that BD, Flavio Sottomayor and Andrea Pearson should be given power of attorney.
6. Board Planning Policy Calendar.
 - The latest version of the school planning calendar was discussed and a few changes agreed. The calendar would be a living document and posted on the web for reference.
7. Board Policy Manual Review.
 - ME outlined the current situation on the review of the policy manual. Most revisions had been agreed but some still needed to be resolved. In the absence of some key contributors to the discussion, it was agreed to defer finalisation of the policy manual until the next school year.
8. Committee Reports
 - Finance: CL, on his last occasion as Treasurer, emphasized the very good financial performance of the school in 2011/11. For the first time in recent years, the school was forecast to finish the year with a positive operating balance
 - Facilities: PO briefly summarized the committee's work to investigate the possibility of the state government donating land to the school. This option would be pursued over the school holiday and further information provided to the board in August.

- Audit Committee: BD said that the school audit report, by KPMG, although not finalised, was looking positive. The report would be presented to the board by KPMG at the start of next school year.

9. Committee membership.

- The members present expressed their preference for committee membership but since some members were absent, it was agreed to defer final decisions on this item until the next school year.

10. Board meeting times for 2011/12.

- The board discussed preferred times to meet. FB and GP had expressed a preference for daytime meetings. It was agreed to consult the board at a later stage in order to reach agreement.

11. Board communication.

- ME said that he hoped the board would continue to improve its communication and outreach to all parts of the school community.

12. 50th Anniversary Update.

- BD updated the board on progress with the celebrations. Consultants now in place. But more work needed to be done on the plans, budgets and marketing for events.

13. Head of School communication website.

- BD highlighted the main improvements in the website and emphasized it as a significant source of regular information for the board.

14. Board Member Recognition

- The Board recognized Celsius Lodder for his great service on the EAB Board of Directors. Celsius noted the great progress made by the school during his time, particularly on finance.

15. Executive Session

- In the light of the late hour and the absence of some board members, it was agreed to postpone the business of the executive committee until a later date.

Meeting adjourned 9:00pm

Mr. Michael Ellis

Board President

Mr. Mark Prescott

Board Secretary