

American School of Brasilia

Board Meeting—October 24, 2012: 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 |
| Vice President | Mr. David Millward | DM | November 3 rd , 2011 |
| Secretary | Mr. Mark Prescott | MP | December 8 th 2010 |
| Treasurer | Mr. Pedro Oliveira | PO | August 17 th 2011 |
| Board Member | Ms. Marianne Alker | MA | May 12 th 2010 |
| Board Member | Mr. Paul Kennedy | PK | March 16 th 2011 |
| Board Member | Mr. Caio Prado | CP | June 15 th , 2012 |
| Board Member | Mr. Mitch Romero | MR | May 23 rd , 2012 |
| Head of School | Mr. Barry Dequanne | BD | July 1 st , 2010 |

Joined this session: no one

Attendance

Present:

Signature

Michael Ellis, President

Mark Prescott (Secretary)

Pedro Oliveira, Treasurer

Marianne Alker

Caio Prado

Paul Kennedy

David Millward

Board Member Resigning: None

Board Members Absent: Mitch Romero

Call to order at 18:00

1. Minutes of last meeting

- Minutes approved by all

2. Feedback from AASSA Governance Conference

- Participants summarized their experiences and observations:
 - Smaller preconference was more effective than the larger sessions
 - Many practical suggestions taken from the experience: i.e. (i) complete and sign minutes at the end of the meeting; (ii) important to review policy manual.
 - The idea that an effective board does not actually “do” much – the focus is on setting policy for school
- Board discussed about who should take minutes during meetings and how detailed they should be
- Concern about Board’s limited institutional memory; suggestion that Annual Report should record history each year
- Governance committee will consider these options and report back to the Board.

3. Future of the Association Fee (and Board succession in 2013-2014)

- Taking account of the papers prepared for the meeting, the Board agreed, as the best option, to pursue the proposal to make Association membership mandatory for international families.
- Before formally agreeing to this change, the Board agreed to consider issues such as the expected impact on international admissions, the impact on the budget and the optimal level for the Associate Fee.
- The Governance Committee would work further on these points and report back to the Board.

4. Facilities Committee

- Second Flansburgh visit to EAB focused on further conversations with community members around some initial designs
- Board expected more communication from Flansburgh between meetings. BD will pass this message to Flansburgh
- Important to ensure that a design plan is not defined too narrowly too quickly and that alternative ideas continue to be discussed
- Flansburgh’s final report/presentation needs to include their thinking process, community feedback trends, and the various design model possibilities that were examined

5. Finance Committee Update

- PO presented an update from the Finance Committee on issues being considered in the preparation of the school budget for 2013/14.

6. Risk Assessment Report

- BD presented a first draft of a risk assessment report and invited comments from the Board in advance of the next Board meeting.

7. Enrollment & Tuition Proposal

- BD presented a proposal related to tuition discounts for families seeking financial support
- After discussion at which no agreement was reached, the Board agreed to revisit the issue at the next board meeting

8. Other Business

- Flavio Sottomayor resigned as EAB's Business Manager on [September 28 , 2012]. The Board confirmed that Flavio Sottomayor no longer has signing authority at EAB
- The Board agreed to invite the Director of Teaching and Learning (Sue Easton) to present to their November Meeting her experiences to date in EAB and priorities for the future. It was also agreed that Derrick des Vignes would be invited to speak at a future meeting to share his experiences over 12 years working at EAB.

Meeting ended at 20:06

Mr. Michael Ellis
Board President

Mr. Mark Prescott
Board Secretary