

American School of Brasilia

Board Meeting – December 18, 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
Vice-President	Mr. Caio Prado	CP	June 15 th , 2012
Secretary	Ms. Adelle Gillen	LC	November 17, 2015
Treasurer	Mr. Jeremy Freeman	JF	June 10, 2014
Board Member	Mr. Indranil Chakrabarti	IC	August 12, 2014
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
Board Member	Mr. Marcio Queiroz	MQ	September 8, 2015
Board Member	Ms. Laura Chamberlin	AG	May 8 th , 2013
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

Adelle Gillen, Secretary

Jeremy Freeman, Treasurer

Indranil Chakrabarti

Anne Posthuma

Marcio Queiroz

Laura Chamberlin

Holly Kirking

Robert Frazier

Janice Mills

Barry Dequanne

Board Members Joining: None

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. November 2015 Board Meeting Minutes
 - ii. Board Members are reminded to update profiles on EAB website

2. Student Wellness (BD)

- a. Members of EAB's student wellness team presented on EAB's current program and future initiatives
- b. Team members in attendance: David Bair (Upper School Principal), Heather Collins (Lower School Assistant Principal), Heidi Mermis-Cava (Psychologist), Debora Santos (Lower School Counselor), Isabel Mader (Middle School Counselor), Jessica Braketa (High School Counselor), Sue Easton (Deputy Head of School for Learning), Rick Vezzoli (Upper School Assistant Principal), Elizabeth Sullivan (Business Manager), Rod Narayan (Technology Director), Henrique Franco (School Lawyer)
- c. Key question: Henrique, EAB's lawyer, explained that the school has no legal authority and recourse in relation to the actions of students in off campus, non-EAB sanctioned events. However, EAB does everything reasonably possible to work with students and families to counsel students and communicate expectations in the context of EAB's student wellness program
- d. See PDF of presentation for overview of student wellness program: [Presentation](#)

3. Finance Committee

- a. The Board reviewed the October financial report, as presented by the Finance Committee. No concerns presented.
- 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
- c. The Board reviewed the draft parameters associated with the 2016-2017 budget: VCMH, INPC, IGPM, IPCA, and Exchange Rate. Schools are anticipating a *dissidio* increase of INPC +2% of real gain (as established by the labor union)

4. Board Retreat

- a. Board confirmed its annual strategic retreat for the dates of January 22 (evening) and January 23 (all day)
- b. Mina Merkel, outside consultant, will facilitate the retreat
- c. Leadership and Board members from the School of Nations will join EAB for part of the January 23 session, in an effort to foster partnerships and collaboration

5. Board Committees

- a. The Board confirmed Committee membership
 - i. Finance:
 - Jeremy Freeman (Chair), Caio Prado, Holly Kirking, Marcio Queiroz, Marion Walshe, Barry Dequanne, Liz Sullivan (Business Manager)
 - ii. Governance:
 - Adelle Gillen (Chair), Anne Posthuma, Laura Chamberlon, Barry Dequanne
 - iii. Facilities:
 - Pedro Oliveira (Chair), Jeremy Freeman, Marcio Queiroz, Luis Gustavo, Barry Dequanne
 - iv. Development:
 - Indranil Chakrabarti (Chair), Laura Chamberlin, Marion Walshe, Caio Prado, Barry Dequanne, , Janice Mills, Andrea Cabrera (Parent), Della Henry (Chief Development Officer)
 - v. Audit:
 - Anne Posthuma (Chair), Laura Chamberlin, Indranil Chakrabarti

6. Facilities Committee

- a. Facilities Committee met with architects (Gomes) to finalize details of plan before moving to approval stage of process
- b. Board confirmed updated plan

7. Development Committee

- a. EAB’s Chief Development Officer, Dela Henry, presented an overview of the results associated with the first donation appeal letter. There has been a positive response to date.
- b. All members of the Board and the Leadership Team have been invited to donate to Envision EAB to ensure 100% commitment from EAB’s goverance and leadership teams

8. Executive Session

Board President
Marion Walshe

Board Secretary
Laura Chamberlin