

**American School of Brasilia**  
**Minutes of the Board of Directors Meeting**  
June 8, 2009 - 2:00 P.M.

**I – Composition of the Board of Directors**

<b>Position</b>	<b>Nominee</b>	<b>Initials</b>	<b>Date of Entrance</b>
President	Ms. Pia Konigsfeldt	PK	November 18 <sup>th</sup> 2004
Secretary	Mr. Fred Armand	FA	March 5 <sup>th</sup> 2008
Treasurer	Mr. Celsius Lodder	CL	March 15 <sup>th</sup> 2006
B.M.	Ms. Anne Braghetta	AB	August 27 <sup>th</sup> 2008
B.M.	Ms. Annika Markovic	AM	August 27 <sup>th</sup> 2008
B.M.	Mr. Christopher Veenstra	CV	April 6 <sup>th</sup> 2009
B.M. ( <i>honorary</i> )	Mr. Délio Cardoso	DC	May 18 <sup>th</sup> 2005
B.M.	Ms. Glória Portella	GP	November 7 <sup>th</sup> 2007
B.M.	Ms. Katherine Dueholm	KD	August 27 <sup>th</sup> 2008
B.M.	Mr. Neil Storey	NS	March 15 <sup>th</sup> 2006
B.M.	Mr. Ottmar Müller	OM	August 15 <sup>th</sup> 2007
B.M.	Mr. Paul Echaniz	PE	April 6 <sup>th</sup> 2009
Headmaster	Mr. Craig Johnson	CJ	July 2006

**Joined this session:** none

**Resigned this session:** Pia Konigsfeldt and Anne Braghetta

**II – Call to Order and Roll Call**

- PK called the meeting to order at 2:00 P.M.

**Members Present**

Pia Konigsfeldt  
Celsius Lodder  
Christopher Veenstra  
Glória Portella  
Katharine Dueholm  
Neil Storey  
Ottmar Müller  
Paul Echaniz  
Craig Johnson

**Members Absent**

Anne Braghetta  
Annika Markovic  
Délio Cardoso  
Fred Armand

**Guests**

Andrea Pearson  
Beth López  
Derrick des Vignes

**III – Approval of the Minutes of the Previous Meeting**

- A motion was made by PK to approve the minutes from March 18<sup>th</sup>. The minutes were approved unanimously.
- A motion was made by PK to approve the minutes from April 6<sup>th</sup>. The minutes were approved unanimously.

**IV – Open Discussion**

*Approval of Policies*

- CJ summarized the Consent Agenda Policies to be approved by the Board during the meeting.

- CL asked for some clarification upon the scholarship policy.
- **PK moved a motion to pass the policies. The motion was approved unanimously.**

#### *Equitable Salaries*

- **PK moved a motion to approve the long term plan for making Foreign Hire and Local Hire Employees' salaries equitable. The motion was approved unanimously.**

#### *ECP Revenue in 2008-2009*

- CL commented about the great increase of 300% in the revenue from the ECP. He went on record to recognize, commend and compliment the personnel of the area as well as the Admissions office for the outstanding result.

#### *Board Policy Manual*

- KD will circulate Board Policy Manual changes over the holiday. People can send their responses and if possible, Board will approve via email. If the issues remaining are too complex, they will be addressed at the first Board meeting of 2009-10.

#### *Board Committees*

- **PK/KD moved a motion to create the Legal Committee and have GP as its Chair. The motion was approved unanimously.**
- CL inquired about the time of mandate and description of job.
- GP explained that usually Board members serve for one year mandates in committees and explained that the job of the Chair of the Legal Committee is to study all legal pending issues of the school and make recommendations to the Board and/or the Administration.
- NS suggested the discussions about the Facilities Committee be resumed at a later date, after the legal pending issues have been resolved.

#### *Board Calendar and Business Office Manual*

- CJ discussed about the 2009-2010 school year calendar and suggested Board members decide on a date for the first meeting of the year.
- The Board decided to hold the first meeting of the next school year on **August 12, 2009.**
- CL commented about the Business Office Manual and announced that, if ready, it will be presented during the meeting on August 12. He also asked CJ to add a couple of subjects to the agenda: a) scholarships for Administration; and b) 8 new classrooms.

#### *Election of New Board President and Board Membership*

- **PK officially resigned from the post of Board President and Ms. Katherine Dueholm took her place. KD's election happened at the Board Retreat and was confirmed at the General Assembly by all Associates.**
- **Ms. Anne Braghetta resigned from the Board of Directors effective June 8, 2009.**
- CL suggested that CJ should contact Mr. Délio Cardoso and discuss his honorary status as a Board member.

#### **V – Farewell Ceremony**

- CJ and KD thanked Ms. Pia Konigsfeldt for all her work with the Board of Directors and a small farewell ceremony took place.
- PK thanked the Board for the time together and stated that she really believes in joined forces in accomplishing goals.

**VI – Adjournment:** The open session adjourned at 2:43 P.M.

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Mrs. Pia Konigsfeldt  
Board President

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Mr. Fred Armand  
Board Secretary