



Learners inspiring learners to be inquisitive in life, principled in character, and bold in vision.

American School of Brasilia

Board Meeting – February 4, 2020: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Ms. Annette Windmeisser	AW	June 5, 2018
Vice President	Mr. Mark Pannell	MP	July 1, 2019
Secretary	Ms. Márcia Farias	MF	August 8, 2016
Treasurer	Ms. Julia Staunig	JS	February 19, 2019
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
Board Member	Mr. João Victor Mokdissi	JV	August 8, 2016
Board Member	Ms. Megan Gernes	MG	July 1, 2019
Board Member	Ms. Anna More	AM	May 22, 2018
Board Member	Mr. Caio Prado	CP	June 15, 2012
Board Member	Mr. John Njenga	JN	April 23, 2019
Head of School	Mr. Allan Bredy (Ex-Officio)	AB	July 1, 2017
Board Member	Mr. Kirn Braich (Ambassador's Representative/Non voting member)	KB	July 1, 2019

ATTENDANCE

Signature (If in Attendance) / N/A (If Not in Attendance)

Annette Windmeisser (President) - P

Mark Pannell (Vice President) - P

Márcia Farias (Secretary) - P

Julia Staunig (Treasurer) -A

Anne Caroline Posthuma -A

Caio Prado - P

Anna More -P



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João Victor Mokdissi - P

Kirn Braich - P

John Njenga - P

Rebecca Clark - P

Megan Gernes - A

- P - present
- A - Absent

MEETING MINUTES

- Members Joining the Board: None
- Members Leaving the Board: None

Call to Order at 16:13

1. Consent Agenda

- December Board Meeting Minutes
- December Board Meeting Self-Evaluation Summary

4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree

- All board members arrive on time: 4
- It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.4
- The discussion was focused and stayed on each topic at hand: 3.7
- The different topics were not over-discussed: 3.7
- Board members worked to seek consensus: 4
- The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 4
- As a board member, I have had the opportunity to be heard on issues discussed at this meeting: 3.7
- The agenda was:
 - a. Too ambitious -
 - b. Just right – 9
 - c. Poorly planned -
 - d. A waste of the board's time -

2. Draft- RFP for Strategic Communications Plan - presented by Mark Pannell

- MP presented a draft for the RFP Strategic Communication. A few edits were suggested by other Board members.
- The communications task force will meet again and update the Board of Directors.



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3. Budget Parameters for 2020-2021 - presented by Liz Sullivan

- The budget parameters were presented by Liz Sullivan and the Board of Directors approved them.
 - CP moved the action
 - JV seconded
 - All in favor

The Board Meeting ended at 17:00 and the board members went into executive session.

Board President
Annette Windmeiser

Board Secretary
Marcia Farias