

American School of Brasilia

Board Meeting— November 19, 2013: 16:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
President	Mr. Don Jacobson	DJ	June 12 th 2013
Vice President	Mr. David Millward	DM	September 14 th , 2011
Secretary	Mr. Caio Prado	CP	June 15 th , 2012
Treasurer	Mr. Pedro Oliveira	PO	August 17 th 2011
Board Member	Mr. Benjamin Garcia	BG	May 8 th , 2013
Board Member	Ms. Laura Chamberlin	LC	May 8 th , 2013
Board Member	Mr. Jack Thompson	JT	March 12 th , 2013
Head of School	Mr. Barry Dequanne	BD	July 1 st , 2010

Attendance

<u>Present:</u>	Signature
Don Jacobson, President	_____
David Millward, Vice President	<u>Absent</u>
Caio Prado, Secretary	_____
Pedro Oliveira, Treasurer	_____
Benny Garcia	<u>Absent</u>
Laura Chamberlin	_____
Jack Thompson	_____
Barry Dequanne, Head of School	_____

Board Members Joining: Marion Walshe

Board Members Resigning: None

Board Members Absent: Benny Garcia, David Millward

MINUTES

1. Minutes of October 2013 Meeting

- a. October Meeting Minutes Approved by all Board members

2. Academic Focus

- a. EAB's College Counselor, Kenya Galdamez, presented on EAB's college guidance process, including sharing positive statistics that highlighted the significant increase in the number of universities visiting EAB and the increase in students attending universities in the U.S. and other international destinations
- b. EAB's Brazilian Director, Denise Turati, presented statistics associated with EAB's student acceptances at Brazilian universities, highlighting the high acceptance rates. Ms. Turati also spoke about the measures taken to prepare students for the vestibular examinations, including EAB's offering of supplementary classes.

3. Governance Committee Update

- a. The Board unanimously voted for Marion Walshe to be added as a new member of EAB's Board of Directors.

4. Finance Committee Update

- a. Liz Sullivan, EAB's Business Manager, presented the September budget information
- b. All budget data presented is at or better than the overall budget parameters set for the year
- c. Contingency and Capital Improvement Funds continue to meet budget projections

5. Facilities Committee Update

- a. Facilities Committee has interviewed seven top architectural firms during the last month in preparation for the next phase of the selection process
- b. The Board agreed to three next steps:
 - i. Invite the interviewed architectural firms to submit an open proposal in association with EAB's facilities project
 - ii. EAB's Facilities Committee will develop a Request for Proposal (RFP) document, to be approved by the Board
 - iii. BD will work with the Board to invite architects and engineers from EAB's parent community to serve as members of EAB's Facilities Committee

6. Development Committee Update

- a. A review of the details associated with EAB's Alumni event, set for Friday, November 22, 2013; a special recognition was highlighted for the work of Banu Chediek (Communications and Marketing Coordinator), Liz Sullivan (Business Manager), and LC for their work towards organizing the Alumni event.

- b. The Board agreed to move forward with further developing the job description and profile associated with a development position, with the goal of conducting a virtual vote in advance of the December Board meeting to decide whether to proceed with recruitment.

Meeting ended at 18:50

Mr. Donald E. Jacobson

Board President

Mr. Caio Prado

Board Secretary