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American School of Brasilia

Board Meeting – March 21, 2017: 16:00 - 18:00

Composition of the Board of Directors

Position	Nominee	Initials	Date of Entrance
Secretary	Ms. Adelle Gillen	AG	November 17, 2015
Board Member	Ms. Anna Lisa McBride	AM	August 8, 2016
Board Member	Ms. Anne Posthuma	AP	February 24, 2015
President	Mr. Caio Prado	CP	June 15, 2012
Board Member	Ms. Chris Chamberlin	CC	August 8, 2016
Board Member	Mr. Henrik Sjoberg	HS	August 8, 2016
Treasurer	Ms. Holly Kirking	HK	November 17, 2015
Board Member	Ms. Janice Mills	JM	November 17, 2015
Board Member	Mr. João Victor Mokdissi	JV	August 8, 2016
Board Member	Ms. Marcia Farias	MF	August 8, 2016
Vice-President	Mr. Robert Frazier	RF	November 17, 2015
Head of School	Mr. Barry Dequanne (Ex-Officio)	BD	July 1, 2010

ATTENDANCE

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

Adelle Gillen (Secretary)

Anna Lisa McBride

Anne Posthuma

Caio Prado (President)

Chris Chamberlin

Henrik Sjoberg



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Holy Kirking (Treasurer)

Janice Mills

João Victor Mokdissi

Marcia Farias

Robert Frazier (Vice-President)

Barry Dequanne (Head of School)



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MEETING MINUTES

- Members Joining the Board: None
- Members Leaving the Board: None
- Allan Bredy, incoming HOS, attended this meeting

Call to Order at 16:00

1. Consent Agenda

- The following consent agenda was approved by the Board of Directors:
 - February 2017 Board Meeting Minutes
 - December Board Meeting Self-Evaluation Summary
 - 4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree
 - a. All board members arrive on time: 3.6
 - b. It was evident that all board members were prepared for the meeting, including reading the board materials in advance: 3.6
 - c. The discussion was focused and stayed on each topic at hand: 3.6
 - d. The different topics were not over-discussed: 2.6
 - e. Board members worked to seek consensus: 3.8
 - f. The board chair expedited the meeting, appropriately cutting off or re-focusing discussion as needed: 3.4
 - g. As a board member, I have had the opportunity to be heard on issues discussed at this meeting: 3.5
 - h. The agenda was:
 - i. Too ambitious - 2
 - ii. Just right – 6
 - iii. Poorly planned - 0
 - iv. A waste of the board's time – 0

2. Finance Committee Update

- The Board of Directors reviewed the February 2017 financial report
 - The February Finance Committee meeting minutes were reviewed
 - All financial report data is within or better than year-to-date budget parameters and is on track to be within or better than end-of-year budget expectations
 - The Board voted to adjust retroactively for the 2016-17 school year the exchange rate calculation for the international fee to match the U.S. embassy budgeting process



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3. Facilities Committee Update

- Committee and representatives of Gomes Figueiredo had productive meeting with representatives from the GDF permitting authorities, identifying information not on file that was holding up the process
- Committee will explore alternative funding models to undertake the Facilities Master Plan and will seek a more detailed budget for the project to help planning

4. Canteen update

- HOS met with Community Food Service Committee which supports continuing with current canteen provider

5. Communications Strategy

- Terms were agreed to with communications consultant and HOS has been pleased with initial services received

6. Envision EAB Committee Update

- Initial campaign mailing went out and committee has been pleased with initial response
- EAB's first ever alumni day will be May 13, with goal of 200 participants

7. Dashboard Update

- Dashboard will be ready by end of school year
- Agree to continue discussing the important data points and how to measure achievement of EAB's mission

8. Board Meeting Self Evaluation

- The Board conducted a self-evaluation of the meeting

9. Executive Session

Board President
Caio Prado

Board Secretary
Adelle Gillien