

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
December 14, 2016
6:30 pm; Adelphi Campus**

Board Members Present: Amy Brown, Kate McCarthy, Stacey McDougal, Francois Waelbroeck, Ana-Barbara Llorente, Anne Idiart, Nathan Yang, Ricardo Sanchez (arrived 6:57pm), and Kathleen Baireuther (arrived 7:00pm),

Absent: Liz Wiley

Quorum: Yes

Resources: Jacques Weber, April O'Quinn

The agenda having been circulated prior to the meeting, the regularly scheduled December 14, 2016 meeting of the AIS Board of Directors was called to order at 6:35 pm. The Board convened in closed session at 9:13pm.

Proceedings – Public Session

- I. Chair Report** – Amy led the meeting in Liz's absence due to work obligations.
- II. Minutes** –Amy moved to approve the minutes from the Open Session of the November 9, 2016 Board meeting. Francois seconded and the minutes were unanimously approved.
- III. HOS Report (Jacques)** – Jacques gave a brief overview of events that had happened in and around school in the last month. Items of note included a well-attended open house for prospective parents (15 families attended).
 - a. **Fundraising** – April presented the fundraising dashboard and reported that to date \$23,787 has been raised, with \$15,019 being raised for Annual Fund so far. Efforts are underway to promote the Spring Gala which will be held February 11.
 - b. **Middle School** – Letters of intent had been requested from current parents for December 15. Only three had been received so far. A discount was offered to returning families that submitted the letter. There was discussion about ways to convince more current parents to commit to MS for next year and ideas included announcing the teachers for 6th grade and the number of students already committed to give parent some confidence. Outreach efforts being made to outside parents were reported. Ad buys were made on Sun Radio along with the banner with the ad for the MS is going to be place in the West Lake area. Additionally print ads will run in Austin Monthly and Austin Woman magazines.

- c. **Website** – Jacques gave a full tour of the forthcoming website as it stands now in its draft form. Jacques reported he is very involved with the editing and organizing of this draft version but doesn't intend to be as involved when the site is up and running. It is still in production but the target launch date is January 2017. Jacques was able to answer a lot of questions about information that would be included on the website. It will include an on-line application for new students, the site will be mobile enabled, and will be accessible in several languages.
- d. **Policy development** – Jacques presented the Admissions Policy that has been developed. The policies regarding special education and assessment are in draft form and are expected to be ready in January.
- e. **Board Communications** – Jacques is working with Fabrice to clean up issues with emails and the multiple addresses that the board has.
- f. **Enrollment** – Enrollment is at 197 after losing two students over the last month. There are currently 7 students in the pipeline for early next year.

IV. Development Committee – The Development Committee recently met including the members of the Gala Committee. Amy discussed plans for building excitement around the Gala. The Development Committee has also been considering a contributor appreciation event for people contributing to the annual fund and in other ways. This is planned as something like the wine cruise that was done 2 years ago, or held downtown last year due to weather. Amy also discussed the committee's plans to build up the alumni association by hosting a couple of events per year and a newsletter update. This will require keeping up with alumni contact information. A survey to alumni is planned to help plan the direction of this effort. Jacques discussed the idea that because the school's alum may not be local because of the international make up of our families, one way to expand the reach would be to consider any stakeholders as alum: any former teachers as well as students and parents.

There being no further business before the Board the public proceedings concluded at 9:13pm.

Approved on January 11, 2017.

Signed:

