

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
January 11, 2017
6:30 pm; Adelphi Campus**

Board Members Present: Liz Wiley, Amy Brown, Kate McCarthy, Stacey McDougal, Francois Waelbroeck, Ana-Barbara Llorente, Anne Idiart, Nathan Yang,

Absent: Ricardo Sanchez and Kathleen Baireuther

Quorum: Yes

Resources: Jacques Weber, April O'Quinn

Members of the Public: Holly Johnson

The agenda having been circulated prior to the meeting, the regularly scheduled January 11, 2017 meeting of the AIS Board of Directors was called to order at 6:35 pm. The Board convened in closed session at 8:49pm.

Proceedings – Public Session

- I. Chair Report** –The Chair reported that elections for board officers would be coming up and that these positions are open any member. Although Governance Committee is tasked with identifying potential candidates, any board member interested in holding an office next year should reach out to Ricardo, Amy or Liz.
- II. Minutes** – Liz moved to approve the minutes from the Open Session of the December 14, 2016 Board meeting. Amy seconded and the minutes were unanimously approved (with minor edits).
- III. Report from the Auditors** – The auditors from Atchley & Associates, LLP presented the results of report. The report was clean and they identified only minor corrections and suggestions on procedures. Some of the recommendations made by the auditors included making it a goal to increase the unrestricted net assets of the school, performing a periodic inventory of fixed assets (computers, printers, etc.), review liability and medical insurance coverage as the \$10,000 coverage currently in place seems low, and to evaluate cash deposits in banks that are greater than the FDIC insured amount of \$250,000. The Auditors noted that previous points identified, such as increasing commercial general liability policy limits, had been addressed. April reported that an inventory had been recently taken, which may have not been reported to the auditors. The Board discussed previous inquiries it had made about the FDIC issue; April will look into the insurance and diversifying bank deposits for how necessary it may be given the sums in question.

- IV. HOS Report (Jacques)** – Jacques gave a brief overview of upcoming events that include a “Learning Journey” for the PS, MS and GS classes that is going to be tied into an admissions event with prospective parents invited.
- a. **Gala & Annual Fund status** –72 tickets for the gala had been sold. Tony Parker’s wife agreed to attend the gala and has donated four tickets to the Spurs vs. Rockets game for the auction. All honorary consuls in Austin have been sent a letter to invite them to the gala as a way of getting AIS’s name out. Often the consuls will be contacted with questions regarding schools in the area. Invitations for sponsorships have also been sent out. Holly Johnson, the chair of the gala committee, reported that a lot of great auction items had been donated. The annual fund has raised \$21,891, \$5,000 of which was restricted. To date, 658 gift solicitation letters have been sent to alumni, grandparent and friends that also mention the opening of the middle school.
 - b. **Middle School** – Jacques reported that he has been making calls to MS2 parents regarding the middle school and has invited parents to have a one-on-one coffee to discuss any concerns. Due to questions about high school preparation, Jacques is planning a workshop for parents about preparing for high school preparation in the middle school years. Some other questions have been about how arts are being incorporated in the curriculum and how might team sports be handled, which Jacques will manage by reaching out to other small schools. To date there are three students that are “yes” for middle school and maybe three or four “maybes.” Jacques and April were questioned about what other schools our students were considering. They reported that in general, parents who were not continuing at AIS were planning to move to public school, not other private schools.
 - c. **School Calendar** – VOTE.
 - i. Jacques presented the proposed calendar for the 2017-2018 school year. Amy moved to approve the calendar. Liz seconded and the motion was approved unanimously.
 - d. **Benefit Status** – April reported that Principal needed seven days to make the required changes and that it was expected to be done by the end of January. An update was sent to staff today. The new retirement benefits will then be started approximately 90 days after that is resolved.
 - e. **Enrollment** – Enrollment is at 200. Two additional students are expected in February. There are 45 prospects and inquiries that are currently being pursued.
 - f. **Budget** – April drafted a budget tied to enrollment projections and reported that scenario budgets are currently being worked on.

- g. **Upcoming Events** – An open house is planned for February 4, the Gala is February 11. Jacques reported that a youth poetry contest is going to be held on campus one weekend in April as part of the Austin International Poetry Festival. The Board addressed inquiry from the poetry festival's Board chair regarding any concerns about some mature content in the presentations. Consensus was there were no concerns for this event taking place outside school hours.

- V. **Board Committee Reports** – Liz explained that she would like to have committee reports to be included in meetings, ideally brief overviews and any votes that would need to be held, with most work occurring in committee meetings separate from the monthly board meeting. This month there was a reminder to contact Ricardo of the Governance committee if anyone had a reference for new board members or was interested in running to be an officer of the Board. The Finance committee is still working on budget issues, including the 2-year budget.

There being no further business before the Board the public proceedings concluded at 8:22pm.

Approved on February 8, 2017.

Signed:

A handwritten signature in black ink that reads "Kate McCarthy". The signature is written in a cursive style with a large, stylized "M".