

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
December 10, 2014
6:30 pm; Adelphi Campus**

Board Members Present: David Arnow, Guillaume Hennion, Barksdale English, Ana-Barbara LLorente, Ricardo Sanchez, Liz Wiley

Proxy: Ana-Barbara LLorente, provided her proxy to Barksdale

Quorum: Yes with Guillaume's presence by Phone

Visitors: Hanifa Smine, PTO president,
PTO parents: Kate McCarthy, Stacey McDougal

Members of the Atchley & Associates auditing firm: Franklin H. Stover, Manager, Dan A. Shaner Partner, Jeremy Myers, CPA

Resources: Christophe Bonnet, Head of School.

The agenda having been circulated prior to the meeting, the December 10, 2014 meeting of the AIS Board of Directors was called to order at 6:40 pm. With a quorum present the Board convened in a public session. The chair called up the minutes of the November 12, 2014 regular meeting of the Board. David moved to approve them, Liz seconded. With no further discussion the motion passed on a unanimous vote of 5-0 with no abstentions and no dissents (with Barksdale voting for Ana Barbara who had given her proxy to him)

Proceedings – Public Session

Since Dina had not arrived yet, Liz took the minutes.

Agenda Item 2 The Audit Report FY2013 was delayed until more Board members arrived. While waiting the chair requested that the Strategic Planning Committee report be presented.

Liz gave an overview of the materials included in the packet distributed to the Board, including the status of distilling all Board input and macro issues into 3 critical issue points and a schedule that will include input from AIS staff sooner in the process, based on private sector companies' use of staff input on vision and purpose.

At 6:45 Dina and Sophie arrived. At 6:50 phone difficulties with Guillaume required his having to drop off the line. Guillaume gave his proxy to Dina. At 6:55 Ana Barbara and Ricardo arrived. Dina took the minutes of the rest of the session.

Audit Report FY2013

The report of the audit of the financial statements of AIS performed by the firm Atchley & Associates having been distributed prior to the meeting, Messrs. Stover, Shaner and Myers presented a summary of their findings to the Board.

They reported that they encountered no problem or disagreement with management, that the system of interior control displayed no significant deficiencies, and that there were no issues with the accounting system. They praised the fact that AIS spends its money very carefully.

They declared that the AIS financial operations deserve the most positive terms: highest unqualified, clean opinion,

They offered the following advice:

They explained that AIS does not have to pay taxes if it rents the school to a non profit organization. However if it rented to an other entity the mission would change and the school would loose its tax exempt status.

They recommended that 1. we look at the school insurance policies to make sure that we are properly covered and 2. we check whether we are dealing with a reputable French bank considered a high credit institution.

After the departure of Messrs Stover, Shaner and Myers, the chair requested a vote on the audit. David moved to approve, Sophie seconded. The vote was unanimous.

HOS Report to Board

a. Enrollment

In January, 6 new students will enroll and the school will have 205 students. But 4 new students are expected and AIS will have 209 students.

b. Marketing and Communication

The outreach effort is continuing in several areas such as UT and ACC.

c. Development

i. Already 100 tickets have been sold for the Gala and a good level of participation is expected. The PTO sponsors the teachers for the Gala.

ii. The Annual Fund Campaign has already generated \$7000 and this sum is expected to increase in the next year.

d. School life

i. The International week was a success. Both children and parents had a good time.

ii. The partnership with Lille gives AIS a pool of possible teachers. While in Lille in January Christophe plans to interview prospective applicants and observe their teaching.

There being no further business before the Board the public proceedings concluded and the meeting recessed at 8:00 PM.

Approved on January 7, 2015

Signed:

Dina Sherzer