

AISB Board Meeting Notes – Regular Session

AISB Library, Tuesday May 19, 2009

Present: David Henry- AISB Director, Omar Saibou, Steve Lutterbeck, Magnus Bucht, Rick Caswell, Claudia Vondrasek, Monique Uwimana, Iris Berfelo , Kathleen Peoples-US Ambassador's Representative

Absent: No one

Others present: Lynn Robinson- Teachers Representative, Randy Brown-Project Manager

The meeting opened at 7:15 pm.

1. The meeting minutes for April 21, 09 were approved.
2. Elections were held and results are: Iris Berfelo, Chair, Oumar Saibou, Vice Chair, Steve Lutterbeck, Treasurer, Claudia Vondrasek, Secretary

Reports made to Board

3. Teachers Report: Lynn spoke about past events that went well - High School event; Dakar Volleyball tournament and mentioned upcoming events such as Africa Day, May 22, Teacher Appreciation, May 29. School offices will be open during the summer 9 am-3 pm but no activities will be conducted on the campus.
4. Director's Report (Attached): Important points – enrolment expected to be over this year's enrolment of 165, MAP testing has been completed and report will be available for next Board meeting. Hopefully parents will get copies of their children's performance scores before the end of the school year. A team is currently reviewing health insurance plans for the coming year. An MOU between the US Embassy and AISB has been signed to outline changes as part of the process to establish AISB legal status in Mali.
5. Facilities Report (Attached): There is a site walk planned next Saturday, May 30. Building permit is expected to be signed soonest by the Governor, although commonly a process which takes long time, our lawyer has made this a priority. OPIC loan process is moving ahead: the screening process is over, due diligence begun. Need to provide the environmental impact assessment report. Looking for confirmation letter on the loan approval in July. AISB submitted request to get the required political risk insurance for this loan. Security grant application also in final stages for fence and security measures for new school. Finally, a new project manager is being recruited to replace Randy. Should have this person on board soonest as Randy leaves Aug 1. New facilities committee meeting planned for Tuesday May 26, 6 pm.
6. Finance Committee Report (Attached): 1.1 million loan does not yet appear on the table where school equity is listed for the April report. Should be shown for next report as the first disbursement was not received until May.

7. Policy Committee Report: There was no report, but recommendation made by the Director that Sections 10, By Laws, Finance and Business Policy sections need to be revised. Steve also remarked that there were many sections that probably needed to be updated.

8. Committees

Committee members were identified as follows:

Finance – Omar Saibou, Steve Lutterbeck, David Henry

Facilities – Magnus Bucht, Rick Caswell, Claudia Vondrasek and David Henry

Policy – Kathleen Peoples, Monique Uwimana, and Iris Berfelo, David Henry

Each committee will plan initial meetings. In each committee, Board members who missed training sessions will be briefed by fellow committee members. The Policy Committee volunteered to review and clean up the notes developed during the Board training workshop: Implementation of Agreements, Principles and Practices, and Roles and Responsibilities.

9. Board Training -- Positive feedback was registered from all members of the Board on the training workshop, and the quality of the trainer, John Ritter.

10. Organizational Goals Draft

The 3 Organizational Goals developed during the Board training workshop will be voted upon during the June 9 meeting. All members of the Board are invited to send any edits on the strategies to the Chair or Director and they will to be discussed during the same June meeting.

Board Goals will be proposed during the June meeting, and a suggestion was made that each Committee develop a Board Goal.

The Regular AISB Board meeting came to a close at 8:45 pm.