



Minutes Special ACAMIS Virtual Board Meeting  
Monday, September 4, 2023  
09.00-10.00

**Board Members Attending:**

**Board Officers:** President, Steve Moody (SM); Vice President Bill Elman (BE); Jeffrey Stubbs (JS)

**Board Members:** Howard Stribbell (HS); Claire McDermott (CM); Daniel Legault (DL)

**Appointed Board Member:** Stephen Dare, Treasurer (SD)

**Apologies:** Lily Liu (LL)

With 6 of 7 voting Board Members present, the quorum of 5 was met.

**Executive Director:** Tom Ulmet (TU)

**Operations Manager:** Alexa Wang (AW)

- 1. Approval of AGM Minutes would normally take place at the live October meeting, but they are needed now for the Auditor to complete their work earlier.**

**Approval of the Minutes from the Annual General Meeting of April 15, 2023**

**MOTION:** To approve the Annual General Meeting Minutes from April 15, 2023

Moved by: Howard Stribbell; Seconded by: Clare McDermott

Vote: 6-0

- 2. Approve Office-bearers for Society Registration in Hong Kong**

**MOTION:** To approve the previous Board Officers as office-bearers for Society Registration: Steve Moody, Bill Elman and Stephen Dare. In addition, Operations Manager Alexa Wang is approved to be added as an office-bearer for the ACAMIS Society registration for Fiscal Year 2023-24.

Moved by: Daniel Legault Seconded by: Clare McDermott

Vote: 6-0

- 3. Approve Authorized Signatories for Banking at HSBC in Hong Kong**

**MOTION:** To approve previous signatories Steve Moody, Stephen Dare and Angie Lee for HSBC Banking. In October, Alexa Wang is approved to be added as Authorized Signatory for HSBC Banking for Fiscal Year 2023-24 to replace Angie Lee.

Moved by: Bill Elman Seconded by: Jeffrey Stubbs

Vote: 6-0

#### 4. Membership Update:

Membership is currently at 86, from the withdrawal of Kaohsiung American School due to travel restrictions into China. Since May four schools have applied for membership.

- **Changchun American International School**                      **SM**  
**MOTION:** To approve the membership application of Changchun American International School for full membership.  
Moved by: Bill Elman                      Seconded by: Daniel Legault  
Vote: 6-0
  
- **Harrow International School Shanghai Pudong**                      **JS**  
**MOTION:** To approve the membership application of Harrow International School Shanghai Pudong for provisional membership until successful completion of BSO inspection.  
Moved by: Jeffry Stubbs                      Seconded by: Daniel Legault  
Vote: 6-0
  
- **Britannica International School Shanghai**                      **JS**  
**MOTION:** To approve the membership application of Britannica International School Shanghai for full membership.  
Moved by: Jeffry Stubbs                      Seconded by: Howard Stribbell  
Vote: 6-0
  
- **Zhuhai International School**                      **HS**  
**MOTION:** To approve the membership application of Zhuhai International School for full membership.  
Moved by: Howard Stribbell                      Seconded by: Bill Elman  
Vote: 6-0

#### 5. Update on Spring Leadership Conference

An overview of speaker costs was presented to make the Board aware of the need to increase the number of sponsors and raise the registration fee from \$350 to \$375 in order to maintain the surplus ratio for this very important conference. Two excellent keynote speakers have been identified in Michael McQueen and Holly Ransom, both from Australia. The next SLC planning meeting will take place on September 25 at HIS.

#### 6. October Board Meeting: Friday, October 20 at International School of Tianjin, linking to the Technology Conference that follows. Welcome but no obligation to attend the conference.

The meeting was adjourned at 09.55.

Respectfully submitted,

Alexa Wang  
Operations Manager

**The Summary of Motions Made and Actions Needed follow below:**

## SUMMARY – ACAMIS BOARD MEETING – September 4, 2023

**MOTION:** To approve the Annual General Meeting Minutes from April 15, 2023  
Moved by: Howard Stribbell; Seconded by: Clare McDermott  
Vote: 6-0

**MOTION:** To approve the previous Board Officers as office-bearers for Society Registration: Steve Moody, Bill Elman and Stephen Dare. In addition, Operations Manager Alexa Wang is approved to be added as an office-bearer for the ACAMIS Society registration for Fiscal Year 2023-24 to replace Angie Lee.  
Moved by: Daniel Legault Seconded by: Clare McDermott  
Vote: 6-0

**MOTION:** To approve previous signatories Steve Moody, Stephen Dare and Angie Lee for HSBC Banking. In October, Alexa Wang is approved to be added as Authorized Signatory for HSBC Banking for Fiscal Year 2023-24 to replace Angie Lee.  
Moved by: Bill Elman; Seconded by: Jeffry Stubbs  
Vote: 6-0

**MOTION:** To approve the membership application of Changchun American International School for full membership.  
Moved by: Bill Elman; Seconded by: Daniel Legault  
Vote: 6-0

**MOTION:** To approve the membership application of Harrow International School Shanghai Pudong for provisional membership until successful completion of BSO inspection.  
Moved by: Jeffry Stubbs; Seconded by: Daniel Legault  
Vote: 6-0

**MOTION:** To approve the membership application of Britannica International School Shanghai for full membership.  
Moved by: Jeffry Stubbs; Seconded by: Howard Stribbell  
Vote: 6-0

**MOTION:** To approve the membership application of Zhuhai International School for full membership.  
Moved by: Howard Stribbell; Seconded by: Bill Elman  
Vote: 6-0

## SUMMARY – Actions Needed

Angie Lee: to file the updated Society Signatories before she departs HK

Angie Lee: to file the updated Banking Signatories before she departs HK

Tom Ulmet: to inform and welcome each of the four new members

Alexa Wang: to add the four new members to the database and webpage membership roster

Emily Chan: to send membership fee invoices to the four new members

Vivian Han: to send database requests to the four new members