



Minutes Special ACAMIS Virtual Board Meeting  
Friday, November 17, 2023  
09.00-12.00

**This meeting was held virtually**

**In Attendance: 7 of 7 elected Board Members**

**Board Members:** President, Steve Moody (SM); Jeffry Stubbs (JS); Howard Stribbell (HS); Claire McDermott (CM); Lily Liu (LL); Daniel Legault (DL)

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

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

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

1. **WELCOME FROM THE PRESIDENT (SM)**

**REVIEW PURPOSES of ACAMIS**

- broaden the learning opportunities for students of all ACAMIS member schools in a total program of education, especially in sports competitions and arts and culture;
- advance the professional development of staff of member schools;
- facilitate communication and cooperative action among member schools;
- promote understanding and international friendship through the activities of member schools;
- cooperate with other organizations and individuals pursuing similar purposes as ACAMIS.

**Essential Business from earlier meetings that is entered here for the Auditor records.**

- IRS Form 990, Carried over from email vote on June 12, 2023

**Motion:**

To approve that the Final Draft of the 2021 Form 990 be lodged with the IRS.

Moved By: SD; Seconded by: DL,

Vote: 7 for, 0 against

- Society Registration and Bank Authorized Signatory Update – Allow the Executive Office and the President to handle the transition.

**Motion:** To allow the Executive Office in consultation with the President to handle the Society Registration and Bank Authorized Signatory Update.

Moved by: JS      Seconded by: CM  
Vote: 7 for, 0 against

- Review and Approve updated title changes in the [Financial Guidelines](#)  
**Motion:** To approve the updated title changes in the Financial Guidelines  
Moved by: BE      Seconded by: JS  
Vote: 7 for, 0 against
- Approve [June 1, 2023 Board Minutes](#)  
**Motion:**  
Moved by: DL      Seconded by: CM  
Vote: 7 for, 0 against  
Review of Tasks from Minutes showed all completed
- Approve [September 4 Minutes](#) from Virtual Board Meeting  
**Motion:** To accept the Minutes as presented  
Moved by: BE      Seconded by: CM  
Vote: 7 for, 0 against  
Review of Tasks showed all completed

#### **Treasurer's Report, SD**

The Auditor's [AFS Draft](#) report from end of fiscal year, July 31, 2023, was presented for review and approval for the record. The Board was pleased with the overall result in comparison to the COVID years.

- **Motion:** To Approve the AFS  
Moved by: JS      Seconded by: HS  
Vote: 7 for, 0 against
  - [HSBC Balance](#)
  - [Investment Fund Update](#)

Treasurer, SD, reported on the HSBC operating balance and on the Investment Account and assured the Board that ACAMIS financial status remains healthy with improving conditions ahead.

#### **Spring Leadership Conference Update**

JS provided an update on the SLC, indicating that Michael McQueen and Holly Ransom will be keynote speakers and provide 2 workshops each. The call for peer presentation proposals and registration will go out later in November.

#### **Board Meeting Dates**

The following Board Meeting dates for the remainder of this year were confirmed by the Board.

- March 1, 2024 (Virtual)
- April 25, 2024
- June 3, 2024 (Virtual)

## New Membership Applications

- [Changsha WES Academy](#) - Site Visit by HS  
**Motion:** To approve the membership application of Changsha WES  
Moved: JS      Second by: CM  
Vote: 7-0
- [Tsinghua International School](#) - Site Visit by SM and LL  
It was noted that THIS, as an SCFN, was previously a member whose membership was discontinued after new regulations about separating private schools from universities and state school property. At that time a Tsinghua University Official was listed as Board Chair. After completing their complex separation from the university, they decided not to have a Board and be self-operating. After discussion of the school's qualifications, with particular reference to the absence of a governing body and recognition that several schools with similar structures have become members, it was decided to review and update the membership standards as needed to meet changing conditions and then reconsider the THIS application. BE and DL volunteered to conduct the review and will make recommendations at the next meeting.

[Operations Report](#), Written

[Executive Director Report](#), Written

## Budget 2023-24 Final Approval

Due to the submission of fiscal year-end data the day before the meeting that delayed updating the budget draft, and as a preliminary budget was approved in September, it was decided to postpone a vote on the operating budget until the March 1 virtual Board meeting when data from the first half-year will be added. HS questioned the listing of PD Academia workshops, the estimated revenue and expense and the ratio of income that ACAMIS receives. An update on the agreements and the projections will be provided at the next meeting.

## E.D. Search Update

Although the new E.D. was officially hired in December, a formal motion to approve to appointment of the new Executive Director (E.D.) is needed for the record and for the Auditor.

- **Motion:** to Approve the appointment of Dr Lawrence Hobdell as the new ACAMIS Executive Director from August 1, 2024 to July 31, 2026.  
Moved by:              Seconded by  
Vote: 7-0

Adjourned at 12.15

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

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

**MOTION:** To approve that the Final Draft of the 2021 Form 990 be lodged with the IRS.  
Moved By: SD; Seconded by: DL,  
Vote: 7 for, 0 against

**MOTION:** To allow the Executive Office in consultation with the President to handle the Society Registration and Bank Authorized Signatory Update.  
Moved by: JS      Seconded by: CM  
Vote: 7 for, 0 against

**MOTION:** To approve the updated title changes in the Financial Guidelines  
Moved by: BE      Seconded by: JS  
Vote: 7 for, 0 against

**MOTION:** To Approve [June 1, 2023 Board Minutes](#)  
Moved by: DL    Seconded by: CM  
Vote: 7 for, 0 against  
Review of Tasks from Minutes showed all completed

**MOTION:** To Approve [September 4 Minutes](#) from Virtual Board Meeting  
Motion: To accept the Minutes as presented  
Moved by: BE      Seconded by: CM  
Vote: 7 for, 0 against  
Review of Tasks showed all completed

**MOTION:** To Approve the Auditor’s AFS Report dated July 31, 2023  
Society Registration and Bank Authorized Signatory Update.  
Moved by: JS    Seconded by: HS  
Vote: 7 for, 0 against

**MOTION:** To approve the membership application of Changsha WES  
Moved: JS      Seconded by: CM  
Vote: 7-0

**MOTION:** To Approve the appointment of Dr Lawrence Hobdell as the new ACAMIS Executive Director from August 1, 2024 to July 31, 2026.  
Moved by:                      Seconded by  
Vote: 7-0

## SUMMARY – Actions Needed

Tom Ulmet: to inform and welcome Changsha as a new member

Alexa Wang: to add the new member to the database and website membership roster

Emily Chan: to send a membership fee invoice to the new member

Alexa Wang: to send request to the new member to complete an ACAMIS database

Tom Ulmet: to inform Tsinghua International School (THIS) why their membership application is postponed

Bill Elman to prepare draft letter of Board Election procedure and vacancies

Daniel Legault, Bill Elman and Steve Moody to review membership criteria and make recommendations.

Tom Ulmet to report on the agreements with PD Academia