

# Handout 1A

Minutes, Executive Board Meeting  
 Florida League of IB Schools  
 27 February 2013 1.00pm-5.00pm  
 TradeWinds Resort, St Pete Beach, FL

Board members present (Constitutes a Quorum)	<ul style="list-style-type: none"> <li>• Gayle Baisch</li> <li>• Darrick Buettner,</li> <li>• Ralph Cline*,</li> <li>• Kelly George,</li> <li>• Rachel Goodnow,</li> <li>• David LaRosa,</li> <li>• Jan Patterson,</li> <li>• Roseanna Rynca,</li> <li>• Lorie Starkweather,</li> <li>• Pam Stewart*</li> </ul> <p>*non-voting members</p>	<table border="1"> <tr> <td style="text-align: center;">Apologies</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Judy Lister</li> <li>• Denise Miller</li> <li>• Sandra Wesson</li> <li>• John Doshier</li> </ul> </td> </tr> </table>	Apologies	<ul style="list-style-type: none"> <li>• Judy Lister</li> <li>• Denise Miller</li> <li>• Sandra Wesson</li> <li>• John Doshier</li> </ul>
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Guests	None			
<b>Topic</b>	<b>Action</b>			
Call to order	President Kelly George, 1.00pm 27 February 2013			
Amendments to Constitution and bylaws	<p>Several amendments to the Constitution and bylaws were proposed in order to bring Constitution in line with the way in which FLIBS' present practices. The Board considered and discussed each amendment individually. The Board agreed that grammatical changes did not constitute amendments to the constitution and that they could be changed without a vote. These included changing "IB Americas" to "the IB" <i>passim</i> as well as a small number of verb changes, none substantive. Items drawing special comment: Inclusion of Louisiana and Caribbean. Constitution remains the same with regard to such Associate Members.</p> <ul style="list-style-type: none"> <li>• Moved: (Goodnow) To accept the proposed changes to the bylaws regarding election.          Seconded: (Starkweather)          Passed: Without dissent</li> <li>• Moved: (Buettner) To accept the proposed changes to the bylaws regarding bonding of employees          Seconded: (Goodnow)          Passed: Without dissent</li> <li>• Moved: (Buettner) To recommend acceptance of the proposed amendments to the constitution to the general membership.          Seconded: (Baisch)          Passed: Without dissent</li> </ul> <p>Board directed ED to post proposed amendments on website and attach them to an email sent to all members.</p>			
Website	<p>ED reported that only a few items remain to finish first website project for which TSG was hired. At that point, ED will bring recommendation for second website project that will allow schools to edit their own information. Board discussed elimination of the "Members Only" page—causing confusion regarding its purpose and use of its passwords. A membership fee discount is no longer a feature of the</p>			

	<p>“Members Only” page. The Board discussed in detail the philosophy behind and the history of the “Members Only” page—especially with regard to whether it serves as an incentive to membership. Board also discussed whether schools that have not paid FLIBS dues were allowed to vote and to apply for scholarships and grants.</p> <p>The Board decided that, until the website was sufficiently sophisticated to offer a meaningful “Members Only” page, we should dismantle it. Passed by consensus.</p>
Membership list	A physical form is being given to all attendees at quarterly meeting to gather information for updating the website.
Roundtables	Board discussed the difference between a meeting and a Roundtable, when the ED should use one term and when the other. Board also discussed when a plenary is held vs. when it is not.
Agendas	ED discussed what level of detail was needed for agendas and suggested that all 3 programs use the same format for meeting agendas.
Evaluation metrics	<p>The evaluation metrics were proposed by the consultants several years ago. ED presented set of metrics for each FLIBS employee (Workshop Manager, Finance Officer and ED).</p> <ul style="list-style-type: none"> <li>• Employees are to conduct a self-appraisal giving examples of each area of evaluation by June meeting (21 June 2013). ED evaluates them</li> <li>• ED to do a self-evaluation and submit it to Personnel Committee prior to June meeting (1 June).</li> <li>• ED to get complete QA data from Global PD regarding FLIBS workshops</li> </ul> <p>Board discussed the appropriateness of financial targets for FLIBS. ED to evaluate all other employees by September—to protect against relatives evaluating each other.</p>
Financial	ED announced that he was going to take a QuickBooks course in order to become more familiar with FLIBS’ bookkeeping processes—and that this amount was within his spending perimeters established by the Board.
Collection protocol and current collection progress	<p>ED presented a collection protocol for the Board’s approval, and the Board discussed it in detail: reasons for not paying, types of activities for which payment is typically missed, the challenges of employing collection agencies, incentivizing pre-payment. The FLIBS mission was mentioned—members remarking that our financial policies should not hinder students in our region pursuing international education.</p> <p>Moved: (Starkweather) To accept the collection protocol presented by the ED. Seconded: (Rynca) Passed: Without dissent.</p>

Financial recommendations regarding workshop registration (from auditing firm)	The Board feels that each of the 7 points has been addressed by FLIBS staff. [ED met with Don Driskell after this meeting, and he confirmed that these have been addressed.] ED to look through past minutes to see when/if these were addressed. Special attention was directed at FLIBS' collection of personal data. Item was placed on agenda for 2/28/13.
Board training session #1 (of a series)	<p>Topics covered [materials used will be posted on FLIBS website]:</p> <ul style="list-style-type: none"> <li>• Conflict of interest policy</li> <li>• Conflict of interest disclosure</li> <li>• Financial oversight responsibilities of not-for-profit Boards</li> <li>• Meeting minutes</li> <li>• Recruiting new Board members</li> <li>• Several Florida statutes regarding Non-profit Organizations</li> </ul>
Adjournment	By acclamation 5.00pm

Respectfully submitted,  
Judy Lister, Secretary  
Ralph Cline, Executive Director  
3/14/13