

Minutes, Executive Board Meeting

Florida League of IB Schools

15 June 2017 8.00am-1.10pm

TradeWinds Resort, St Pete Beach, FL

Board members present	<ol style="list-style-type: none"> 1. Darrick Buettner 2. Darius Davis 3. Nicole Deuter 4. Alan Hamacher 5. David LaRosa 6. Maria Lehman 7. Anuj Saran 8. Pam Stewart* 9. Jennifer West 10. Joe Williams 11. Ralph Cline* <p>*non-voting members</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Apologies: David Flanigan, Evelyn Hollen, Lisa Vicencio, Cheryl Gold</p> </div>
Announcements	Farewell to Jana Hartley
Guests	Rosie Browning (Finance Manager of FLIBS), Karen Brown (Government Liaison for FLIBS: John Cerra (FLIBS Lobbyist)
Topic	Action
Call to order	President Nicole Deuter, 8.05am
Quorum	Board has 14 voting members, Jana Hartley—who resigned her seat—having yet to be replaced. A quorum is, therefore, 9 voting members; ten members being present, a quorum was declared. Mr Buettner left before the end of the meeting, due to illness, retaining the quorum at 9.
Consent agenda**	<p><i>Moved: Williams</i> <i>Seconded: Lehman</i></p> <p>Was accepted without dissent. Discussed: The posting of meeting papers; they are posted since the arrival of the present ED (2012). FOIL handout (power point given at a DoE meeting) regarding the growth and employment of IB, AICE, DE and AP.</p>
Conflict of interest	No written conflict of interest form was taken this meeting because the Board has gone to all-electronic handouts. These forms will be printed for next meeting; no conflicts of interest were reported.
Programme Reports**	<p>PYP, Jennifer West: PYP is going back to a popular program—the IB Boot Camp (for teachers)—in September. December—Ed Camp (good feedback from last year). Big speaker in February in concert with other programmes (content-based or service learning?).</p> <p>MYP, Nicole Deuter: MYP will do a Boot Camp (for third year) in September; December—assessment for established teachers; February a major speaker in cooperation with other programmes.</p> <p>DP, Joe Williams:</p> <ul style="list-style-type: none"> • September will be for DP Counselors, DP Coordinators and a University admissions panel. This program garners positive feedback and is very popular with DP IBC's.

	<ul style="list-style-type: none"> December: Discussion of what subjects are being revised in the current year. June: a June workshop leader is brought in early to speak on a subject that is being revised or a topic of current interest. This year the subject is the 5-year Programme Review. The DP will discuss at this meeting what the other quarterlies will feature. <p>ED mentioned that the IB Chief Academic Officer was tentatively scheduled for December for Heads of Schools.</p>
Grants	<p>Joan Becker, chair of Grants Committee, has resigned the chairmanship. ED shared the recipients, their schools and amounts. Discussions: Why did PYP only get one grant? (Only one application; while form was clearly for all programmes, file title had the letters “DP” in it.) Can the form be made a fillable pdf? (applications will be on OpenApply next year.) ED will communicate with committee members regarding the way of work for the committee and their need to elect a chair.</p>
Orlando Conference of the Americas**	<p>Nicole Deuter discussed developments regarding the conference. FLIBS has agreed to finance the curation of the art exhibit (\$900) and to finance an MVP favor item—FLIBS branded—for dignitaries (\$1,100). This is in addition to the \$18,000 already donated in sponsorship of the conference. FLIBS will also contribute two 50% registrations for workshops to the “gamification” of the exhibition.</p>
Membership report**	<p>ED shared the membership report. FLIBS has as members 76% of the IB Schools in Florida (whether counting by programme or by school)—with the preponderance of non-members being from Dade County (although several Dade County schools <i>are</i> members). This year, the ED has prepared a brochure to accompany invoices to non-joining schools. This membership level is our highest, but the 26% is a very persistent number.</p> <p>Board also discussed member benefits (financial inducements to become a member). We waive the \$50 cancellation fee for early cancellation of workshop registrations for member schools. Dues reductions relative to the number of workshop registrations was also discussed, but Board was concerned that a reduction in dues would not be readily connected to the registrations.</p> <p>ED pointed out that it would be especially helpful if IBC’s who are members could contact IBC’s of nearby or known schools who are NOT members.</p> <p>Consensus is that perceived value sells FLIBS membership better than discount pricing.</p> <p>If next year’s plan doesn’t produce results, the Board will consider the formation of a membership/marketing committee to make a detailed marketing plan.</p> <p>ED was instructed to break non-member schools into school districts so that members from that district could contact them more easily.</p>
Executive Session**	<p><i>Moved: Williams</i> <i>Seconded: Saran</i> <i>Passed: Without dissent</i> To discuss legal matters.</p>
Scholarship report	<p>ED shared the scholarship report and thank-you notes with the Board. Ms Deuter suggested that we include a flyer regarding the Challenge Scholarship on the FLIBS table at the Conference of Americas. Board discussed inclusion of the CP. ED pointed out that the minutes of the previous meeting say that the Scholarship Committee make this recommendation; ED shared a communication from Roger</p>

	<p>Tangney saying that he will have these recommendations soon. He will add a page for the CP; decision was to make it possible for CP students to apply for the existing scholarships. ED will present these changes to the Board at the next meeting.</p>
Goodbyes	<p>The Board said goodbye to Maria Lehman (leaving an IB school), Mary Kanter (end of term) and Darrick Buettner (end of term) at this meeting and wishes publicly to thank them for their devotion and work. At the beginning of the meeting, Mr Buettner asked that his one comment and two recommendations be minuted—</p> <ul style="list-style-type: none"> • Comment: that FLIBS has never been stronger than now. • Recommendations are <ul style="list-style-type: none"> ○ to keep present staff and ○ that any future ED replacement have an IB and an educational background. <p>Motion was made to authorize ED to invite John Burton to join the Board in the role of Community Representative. <i>Moved: Williams</i> <i>Seconded: West</i> <i>Passed: Without dissent</i></p> <p>Motion was made to re-nominate David Flanigan for another term on the FLIBS Board. <i>Moved: Lehman</i> <i>Seconded: West</i> <i>Passed: Without dissent</i></p>
Plans to “foster international education in Florida”**	<p>ED presented Board several documents related to the idea of FLIBS’ offering financial assistance to school districts that cannot afford to apply for IB authorization. Board will consider this project and talk about it in the future.</p>
Karen Brown and John Cerra: Government Liaison, Workshop Manager and Lobbyist report**	<p>Workshop manager report: Karen Brown shared a written report with the Board detailing attendance, income and approval ratings of the May workshops. She also shared figures and plans regarding the upcoming June workshops. We have not seen any decrease in registration as a result of our raising prices.</p> <p>Government liaison report: Karen Brown discussed recent Course Code Directory additions relating to IB; work on the Appendix L (updating for the upcoming year and being brought into alignment with this year’s courses)</p> <p>Lobbyist report: John Cerra gave Board a written report detailing actions of the last legislative session that impacted FLIBS.</p>

Finance Manager's Report**	<p>Rosie Browning shared with the Board a written budget report.</p> <ul style="list-style-type: none"> • 87% of our budget year has passed: • We have earned 94.41% of our projected earnings (\$2,673,284.53) • We have spent 64% of our projected expenditures (\$873,069.42) <p>Mrs. Browning mentioned that we have had a legal settlement to pay and that our insurance payments have increased by more than 300%.</p>
Succession Planning**	<p>The Board discussed methodology and philosophy to be employed in the event of having to replace the Executive Director. The ED provided a thought paper on the subject for the Board to consider. One concept emphasized was the desire to have candidates with knowledge of the IB, of education and of Florida. Use of "headhunting" firms was discussed. If one was used, we would narrow the search to those with IB experience. ED to take Board's thoughts and create a succession plan for their consideration and vote in the future.</p>
Motion to adjourn	<p><i>Moved: Williams</i> <i>Seconded: LaRosa</i> <i>Passed: Without dissent</i></p>

Respectfully submitted
Ralph Cline, Executive Director

6/22/17

**Information items. All un-starred items are action items.

Quorum calculations

Present

15	9.9	10
14	9.24	9
13	8.58	9
12	7.92	8
11	7.26	7
10	6.6	7
9	5.94	6
8	5.28	5
7	4.62	5
6	3.96	4
5	3.3	3