

Final Minutes, Executive Board Meeting
 Florida League of IB Schools
 15 September 2016 8.00am-1.00pm
 TradeWinds Resort, St Pete Beach, FL

Board members present	<ul style="list-style-type: none"> • Ralph Cline* • Darius Davis • Nicole Deuter • David Flanigan • Alan Hamacher • Jana Hartley • Mary Kanter • Maria Lehman • Mario Mendoza • Anuj Saran • Jennifer West • Joe Williams <p>*non-voting members</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 200px;"> <ul style="list-style-type: none"> • Apologies: Darrick Buettner, David LaRosa, Pam Stewart* </div>
Announcements	None
Guests	Rosie Browning
Topic	Action
Call to order	President Nicole Deuter, 8.05am, 15 September 2016
Quorum	15 voting members, 2 open positions. Thus, we have 13 voting members and a quorum is 9. 11 of 13 voting members being present, a quorum was declared; Holly Gerlach has resigned and is replaced by Jennifer West. Jonathan Gerlach has resigned and is not yet replaced. Maria Lehman arrived a few minutes late.
Consent agenda**	<i>Moved: Kanter</i> <i>Seconded: Williams</i> Was accepted without dissent.
Conflict of interest	Forms were submitted and signed by all present voting Board members. No conflicts of interest were reported.
Board Orientation Materials**	The Board reviewed the orientation packet since today was the first meeting of several Board members. This information includes, in addition to other items, the responsibilities of a Board and a Board member, quorum rules, and Florida statutes concerning Board responsibilities.
PYP representation at this Board meeting	PYP Board representation was a challenge; since Jennifer West seemed for a time unable to attend this meeting, the Board voted to allow Mario Mendoza to extend his term temporarily by one meeting and represent the PYP at this (September) Board meeting. <i>Moved: Williams</i> <i>Seconded: West</i> Was accepted without dissent. Mario asked if those who stand to be elected to PYP positions could attend the November Board meeting as observers. He was informed that FLIBS Board meetings are public except when the Board votes to go into executive session.
Resignation letters**	The resignation letters of Holly Gerlach, Jonathan Gerlach and Dru Gainey were

	shared with the Board.
FLIBS Document retention and destruction policy	<p>Typographical errors were amended. The Board discussed if any laws existed regarding what must be saved (ED was unable to find any except IRS regulations regarding financial documents.) Discussion included whether personnel folders must be maintained. Board members David Flanigan and Mary Kanter agreed to research this question. This policy as amended was:</p> <p><i>Moved: Williams</i> <i>Seconded: Hamacher</i> Was adopted without dissent.</p>
FLIBS Whistleblower policy	<p>FLIBS has had a Whistleblower Policy for many years; this is a new policy to keep up with evolving requirements and suggestions in the non-profit world. Typographical errors were pointed out and amended. This policy as amended was:</p> <p><i>Moved: Williams</i> <i>Seconded: Mendoza</i> Was adopted without dissent.</p>
Budget report for 2015-16; projected budget for 2016-17	<p>The ED and Finance Manager provided both the budget report and the projected budget for 2016-17. In addition, the ED provided the end-of-year Financial Statement from the accountants, a handout regarding FLIBS' employees' salaries and a comparison of budgets and earnings from 2013 to 2017. For previous fiscal year, FLIBS</p> <ul style="list-style-type: none"> • Earned \$274k more than budgeted • Spent \$216k more than budgeted • For a net reserve of \$58k • With accounts receivable of \$23k [ed. Note: Within a week after this meeting, accounts receivable were below \$5k, \$18k having been collected) • For a total reserve of \$81k. <p>For the upcoming fiscal year (2016-17) the projected budget showed a \$2.8M income and expenditure. The ED pointed out that gross income has risen from \$1.9M to \$2.8.</p> <p>The Board also discussed, preliminarily, the idea of spending down the reserves in the future—specifically, at what point would we begin to spend them down.</p> <p>The budget report for 2015-16 and the projected budget for 2016-17 were approved.</p> <p><i>Moved: Lehman</i> <i>Seconded: West</i> Were adopted without dissent.</p>
Programme PD budgets**	The ED provided the Board with a record of their Professional Development expenditures for next fiscal year. DP is considering contributing to Alan November's fees and joining the presentation in February.
Financial procedures booklet**	The Board was presented an updated Financial Procedures Booklet.
Legal matters**	The ED provided the Board with an update on the progress of the pending lawsuit against FLIBS; the plaintiff has filed a Third Amended Complaint and FLIBS has filed another Motion to Dismiss (to be heard on 1 November 2016).

	<p>The Board voted to go into executive session. <i>Moved: Lehman</i> <i>Seconded: Mendoza</i> Was adopted without dissent. The ED discussed ways in which the Third Amended Complaint differed from the Second Amended Complaint.</p>
Membership report**	<p>ED provided Board members with member and non-member lists as of 30 August 2016.</p>
Project with Oxford Study Courses	<p>The Board discussed and approved a proposal for Oxford Study Courses to provide <i>SmartBacc</i>, an online IB Exam Prep Course, to DP Schools at a discount (with a small profit to FLIBS). Discussion included updating the History section of the site. The proposal also envisions a partnership between FLIBS and OSC regarding their highly-regarded face-to-face revision courses. <i>Moved: Williams</i> <i>Seconded: Mendoza</i> Was adopted without dissent.</p>
Facebook and Twitter use	<p>Board requested a full social media plan from ED for voting at the November Board meeting. Board agreed to provide input to ED by October 10. <i>Moved: Lehman</i> <i>Seconded: _____</i> Was adopted without dissent.</p>
Board Membership	<p>The Board updated the ED on present members and open positions; amendments to the roster were made. The Board nominated Cheryl Gold, Associate Dean of Continuing Education from Eckerd College to fill the open Community Representative position. ED is to contact her. [ED note: Ms Gold has accepted.] <i>Moved: Kanter</i> <i>Seconded: Lehman</i> Was adopted without dissent.</p>
Government Liaison and Workshop Manager report**	<p>ED delivered this report since the Government Liaison and Workshop Manager was attending the annual Providers' meeting in the Washington office of the IB.</p> <ul style="list-style-type: none"> • Changes to the CCD • Course list and exam crosswalk • Amendment #1 (subjects contracted with IBA to offer in 2016-17) • Workshop participation numbers • June satisfaction survey not available from IBA at this time • Discussed difference between Category 1 and Category 2
Conference of the Americas (CoA) in Orlando**	<p>Nicole Deuter is FLIBS' contact person on the local arrangements committee and will communicate with us any needs. The theme is, at this point, "All about the students." Nicole found the Toronto CoA to be sterile and hopes that we can contribute to making the conference unique and enjoyable. The open discussion mentioned such ideas as:</p> <ul style="list-style-type: none"> • We would let FLIBS members know of method to apply for presentations, performances • Poster presentations were discussed • Paul Campbell will come to the November 28 Board meeting and Programme meetings • CAS work on the pre-conference day

	<ul style="list-style-type: none"> • The ED mentioned a possible FLIBS reception • He also mentioned that the local arrangements committee is a method of IB's transferring risk, work, and expense to others • If any Board members or programme boards have suggestions, contact Nicole
Election of Board officers	<p>President Deuter directed Board members to Article 7 of the FLIBS constitution for the duties and responsibilities of these offices. The Board then went on to elect three officers.</p> <p>President-elect: Alan Hamacher (nominated by Joe Williams; nomination seconded by Jana Hartley)</p> <p>Secretary: Maria Lehman (nominated by Mary Kanter; nomination seconded by Alan Hamacher)</p> <p>Treasurer: Jennifer West (nominated by Joe Williams; nomination seconded by Maria Lehman)</p> <p>All were elected without dissent.</p>
Discussion regarding future of Grants and Scholarships Committees**	<p>In order to be certain to have the chairs' opinions before meeting with their programme boards, the Board invited the chairs of these two committees to attend this Board meeting. Joan Becker attended. Roger Tangney could not attend, but shared his ideas with Joan prior to the meeting.</p>
Adjournment at 12.55pm	<p><i>Moved: Lehman</i></p> <p><i>Seconded: Williams</i></p> <p><i>Passed: Without dissent</i></p>

Respectfully submitted
Ralph Cline, Executive Director
Maria Lehman, Secretary
10/3/16

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