

**Minutes**, Executive Board Meeting  
 Florida League of IB Schools  
 4 December 2012 8.00am-1.00pm  
 TradeWinds Resort, St Pete Beach, FL

Board members present (quorum present)	Gayle Baisch, Darrick Buettner, Ralph Cline*, Kelly George, Rachel Goodnow, David LaRosa, Denise Miller, Judy Lister, Roseanna Rynca, Lori Starkweather, Pam Stewart*, Sandra Wesson *non-voting members
Guests	Karen Brown, Rosie Browning, John Cerra, Don Driskell, David Youngman
Call to order	President Kelly George, 8.00am, 4 December 2012
Item of information	Executive Director pointed out that, at this time, he saw no need for FLIBS to issue credit or debit cards—that this is an issue to be considered in the future.
Topic: FLIBS staff—Workshop Manager and Finance Officer Positions	Executive Director announced that Don Driskell was willing to stay on for 2-3 years. Executive Director suggested that stipended apprenticeships be created so that those interested could begin to train to replace Mr Driskell when he retires. Executive Board agreed. Rosie Browning has also agreed to stay on for at least 3 more years. Executive Director discussed the possibility of changing the pay structure of staff members and considering contributions to tax-deferred savings plans for them since they are employees without employee benefits.
Topic: Consent agenda	<b><u>It was moved and seconded that the consent agenda items be approved. Motion passed.</u></b> The consent agenda items were: <ul style="list-style-type: none"> <li>• Quarterly meeting preparation schedule</li> <li>• Contract renewal for Cerra Consultants.</li> <li>• Changing the title of a position to <i>Associate Workshop Manager</i></li> <li>• Exhibitor fee proposal (return to the \$2,500 level with increases over a longer period of time)</li> <li>• To schedule presentations from Pro-vice at quarterly meetings 1 and 3.</li> <li>• Add time to February’s meeting for a discussion of policies, constitution and bylaws (Executive Board and Program Board)</li> </ul>
Topic: Possible legal action	The data-destruction letter Board members received was discussed. Our attorney has responded to Atty. Lawrence saying that we will be prudent, but that—until we know the nature of any action—we can’t know exactly what data to save. FLIBS is too small (has too few employees) for a discrimination suit. Our attorney feels that the contemplated action seems to be concerned with unfair compensation. The person concerned is now collecting unemployment benefits. Since no legal action has been taken, the Board agreed to take prudent action to preserve all data related to the possible action and to take no further actions itself. Executive Director to contact our attorney as to whether any documents need to be created.
Topic: Staffing the executive board:	The executive board discussed Ann Whitney as substitute for Chancellor Stewart when Pam was unable to attend meetings. The Executive Director requested a clarification of the non-voting/voting status of Board members. The executive board discussed filling the position of “Educator” member of the Board. <ul style="list-style-type: none"> <li>• Don’t want preponderance of representatives from the area around the</li> </ul>

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- UCF was discussed as a university that doesn't have the best of relations with the IB. FAU was discussed, also.
- Proposed that Ralph send feelers to FAU Honors, New College, and FGCU to see if anyone is interested.

The executive board discussed Board terms. Board members' terms were reviewed, and the following terms were agreed.

	<i>Role</i>	<i>Name</i>	<i>Term began</i>	<i>Term ends</i>
<b>3</b>	PYP	Sandra Wesson	9/2012	9/2014
		Gayle Baisch	6/2011	6/2013
		Rachel Goodnow	12/2012	12/2014
<b>3</b>	MYP	Judy Lister	9/2011	9/2013
		Roseanna Rynca	9/2011	9/2013
		Lorie Starkweather	9/2011	9/2013
<b>3</b>	DP	Jan Patterson	9/2011	9/2013
		Darrick Buettner	9/2012	9/2014
		Kelly George	9/2012	9/2013*; 9/2014*
<b>2</b>	Community (Appointed)	Jon Doshers <sup>&amp;&amp;</sup>	?	?
		Vacant		
<b>1</b>	Educator (Appointed)	Vacant		
<b>1</b>	Past President ( <i>ex officio</i> )	Denise Miller	6/2012	6/2013
<b>1</b>	Head of School	Vacant**		
<b>1</b>	FL DoE (non-voting)	Pam Stewart (Ann Whitney as alternate)		No fixed term
<b>1</b>	Executive director (non-voting)	Ralph Cline		Position evaluated annually
<b>16</b>	<b>14 voting; 2 non-voting</b>	<b>3 Vacancies</b>		<b>Nominations for vacancies to be made 2/28/2013<sup>&amp;</sup></b>

\*Term as president ends on 9/13; term as Past President ends on 9/14.

\*\*David LaRosa's term ended at this meeting; Head of School is an appointed position. Executive Board Program Board members were instructed to discuss possible nominees with their membership, to report those names to Executive Director. The Executive Director is to present those names to the Executive Board in February. Mr LaRosa to attend February meeting pending election of new Head of School Member.

<sup>&&</sup>Jon Doshers has, since the meeting, notified Executive Director that he is still on the Board; therefore, we only need one. When Executive Board has decided which member it wants, Executive Director to contact.

The executive board discussed the method by which program representatives are appointed (or elected) to the Board. Since article V, Section 5 says that each

	<p>“Program Board is to develop and manage its own Board structure, governance planning and other policies,” <b><u>it was moved and seconded to specify a date by which each Program Board is to inform the Executive Board of the members elected to Executive Board positions. That date is by the end of the February quarterly FLIBS meeting, thus 1 March 2013 for this year and by the end of the February quarterly meeting each year. The take-office date is September 2013.</u></b></p> <p><b><u>Motion passed.</u></b> The Executive Board added that Program Boards should not replace all three Executive Board members at the same time.</p> <p>[NB: This February due date violates the Bylaws as revised on 10 March 2011. The Bylaws state (Article III, Section 4) that “The three programs shall hold elections for their Program Boards at the annual June meeting.” I therefore suggest that we work as we are presently constituted and that we follow the Bylaws, expecting from the Program Board the names of their Board members by the end of the June meeting. Ralph]</p> <p>Each Program Board is to notify the Executive Director of the names of Program Board members.</p>
Topic: Community Executive Board members	<p>Chris Steinocher, president St Pete area Chamber of Commerce, was suggested. Terri Bennati, creator of Buy Owner, was suggested. &amp;&amp;Jon Doshier has, since the meeting, notified Executive Director that he is still on the Board; therefore, we only need one new Community Board member, and two have been nominated. When Executive Board has decided which member it wants, Executive Director to contact.</p> <p>Therefore, the Board needs to choose between Ms Bennati and Mr Steinocher.</p>
Topic: The constitution	<p>Discussion of most recent version of the constitution. President to send Executive Director the most recent version of the constitution and the Executive Director to distribute. [NB: Included with these minutes as well as a series of recommended amendments]</p>
Topic: Board treasurer	<p>Executive Board discussed two seemingly conflicting articles in the constitution: Article VI, which specifies the membership of the Executive Board and does not discuss a Treasurer and Article VII, Section 5 which states that “It shall be the duty of the Treasurer to serve as a member of the Executive Board and to oversee financial policy. David Youngman serves as Chairman of the Financial Committee but is not a member of the Executive Board. <b><u>It was moved and seconded that the Executive Director peruse the constitution to find areas where amendments were necessary to marry practice to rules. It was specified that these recommendations were to include a solution to the Treasurer situation mentioned above. Motion passed.</u></b></p>
Topic: Secretary’s report	<p>Minutes were accepted without change. <b><u>Motion made and seconded. Motion passed.</u></b></p>
Topic: Legislative report	<p>John Cerra, FLIBS lobbyist, and Karen Brown, FLIBS Governmental Liaison, reported on current legislative items pertinent to FLIBS’ mission. While money is still an issue, IB was going to come through without any cuts in funds provided to Diploma Program schools.</p>
Topic: Final discussion of FLIBS logo	<p>All logos have been sent to IPLS (Intellectual Property and Legal Services) in IB for “approval” (even though IB’s approval is not needed). Executive Director noted that the official IB logo for Associations is not often used by FLIBS. Logo was</p>

	<p>chosen. Ms Rynca noted that the ligature between the “f” and the “l” made them look like a backward “N”. Executive Director was asked to speak to TSG graphics to see if this could be re-designed.</p> <p>The Executive Director explained that “The Florida Association of IB World Schools” is a name we agreed to use in a written contract with IB. In return, they allowed us to retain our traditional name (“Florida League . . .”) as a secondary name. The new logo acknowledges that agreement. We are, however, still the Florida League of IB Schools and can use that elsewhere on our stationery.</p>
Executive Director’s job description and evaluation	The Executive Director pointed out that the proposed job description has 79 discreet tasks upon which he is to be evaluated. Executive Director instructed to consider this job description and report back in February.
Topic: February meeting	Several dates were considered since originally proposed date conflicts with the IB Associations’ meeting in Bethesda. <b><u>Moved and seconded to change the meeting to 28 February-1 March. It was also moved to include an additional Board meeting on the afternoon of 27 February. Motion passed.</u></b>
Topic: Mission statement	<p>The Executive Director suggested a modification of the existing mission statement to:</p> <p>The Florida League of International Baccalaureate Schools <b>fosters excellence in international education for students</b> in our region <b>through</b></p> <ul style="list-style-type: none"> <li>• Support of students in IB programmes</li> <li>• Premier teacher education and professional development</li> <li>• Support of teachers and administrators in IB programmes</li> </ul> <p><b>To accomplish</b> this mission, FLIBS works with students, teachers, schools, governments, other Associations of IB World Schools and the International Baccalaureate. <b><u>Moved and seconded to change the mission statement to the above. Motion passed.</u></b> Executive Director to splash it all over the place.</p>
Topic: Membership report	Nature of this report was discussed. Executive Director instructed to have such a report at each meeting. Board Secretary to send minutes to Executive Director; Executive Director to distribute. It was also discussed that the Executive Director was to be the central point of outgoing/incoming information.
Topic: Priorities from the strategic planning meeting	<ul style="list-style-type: none"> <li>✓ Training of Board members (Board responsibilities) and creation of Board Manuals</li> <li>✓ Explore alternate (additional) revenue streams</li> <li>✓ Processes and procedures</li> <li>✓ Exploring other services (transcript services, authorization, evaluation)</li> <li>✓ Tighten communication</li> <li>✓ Planning and “streaming” the quarterlies farther ahead of time (for a year).</li> <li>✓ Exploring cooperation with other organizations: AP and others. The Executive Board was not positive about cooperating with AICE.</li> </ul>
Topic: Quarterly meetings	<ul style="list-style-type: none"> <li>✓ A discussion of if, when and how often we schedule “distinguished” speakers for the plenary at quarterlies. If Executive Director is aware of the theme, he can help to locate a distinguished speaker. The topic of “Service Learning” (and tying it to content) was discussed as a possible subject for the February plenary. General agreement to hold a plenary each quarterly.</li> <li>✓ IBA’s yearly theme was discussed. Should FLIBS follow that for each year? “Innovate, Educate, Create” is theme for 2013. Perhaps to capacious to be of</li> </ul>

	<p>help.</p> <ul style="list-style-type: none"> <li>✓ Date for the February Quarterly was changed to 28 February-1 March in order to accommodate the IBA Associations meeting in Bethesda. <b><u>Moved and seconded. Motion Passed.</u></b></li> </ul>
Topic: Sponsorship of IBA's ARC	<p>Discussion of the purposes for this sponsorship: goodwill, name recognition, pressure from IBA (mentioned as an important factor). We give them \$12k. We discussed the small Association vs. large Association situation. Exhibit booth has not been advantageous for FLIBS; around 150 people came to booth. We have a strong liaison with IBA Outreach and IBA PD. Less strong liaison with curriculum. Executive Director to investigate in a cost-benefit analysis fashion and report back. This meeting DOES support our mission to support international education; it does not sell workshop spaces, however.</p>
Topic: Committee reports	<ul style="list-style-type: none"> <li>✓ No report from SCRC</li> <li>✓ Personnel Committee did not meet</li> <li>✓ Scholarship and grant committees met in September; new forms finally on website</li> <li>✓ Budget Committee chair David Youngman reported that the committee only meets once per year. Discussion followed about who was on the Budget Committee, and the Executive Director was instructed to investigate and to report to the Board.</li> </ul>
Topic: Financial report, Rosie Browning	<p>Accountant hasn't gone over this statement yet (due to date of meeting); numbers might change slightly. Financial report given to Board; questions entertained and answered; item-by-item analysis provided. We should have expended about 33% of our budget; we have expended 30%. C. \$47k delinquent payments; Rosie is calling and working on collection. Collection protocol was discussed; at what point to we refer to collection agency, retire debts, bring legal action, refuse registration for future meetings, etc.? FLIBS must assume that any school that submits a PO will pay. IB will not allow FL teachers to be given preference in registrations. Executive Director will create a collection policy and present it to the Executive Board for approval—barring persistent scofflaws at this point, but only after gaps are closed (that resulted from transition from previous Executive Director). Flowers were sent to Jan Patterson in memory of her mother.</p>
Topic: Workshop report	<p>See above. Mr Driskell mentioned that we have two Field Representatives from IBA (Ross Duran and Lorne Young), and observer from IBA PD (Jaime Clark) and an observer from Global PD (Sherri Sutton). Mr LaRosa questioned whether paying attendees are being wait-listed while non-paying registrants take the spaces. Mr Driskell responded, including an explanation of IBA's caps that lead to waiting lists. He suggested registering straw attendees ahead of time when schools know that they will need training.</p>
Topic: Website progress	<p>End date had to be advanced due to additional tasks given to TSG that were necessary to complete registration for this meeting. Executive Director reported satisfactory work, however. New stationery being printed, new logo on site, databases transferred from Cold-Fusion Site to new site. Completion expected before 1 January 2013.</p>
Topic: Financial procedures committee	<p>Consideration postponed until special Executive Board meeting 27 February 2013 regarding policies and procedures. Procurement policy (featuring RFPs and reviewing bids) was discussed as a needed policy.</p>

Adjournment	1.00pm 4 December 2012, by President Kelly George
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Respectfully submitted,  
Ralph Cline, substituting for Secretary  
12/19/2012

Approved 2/28/13 without dissent

<i><b>Minutes, special Board Meeting</b></i>	<i><b>Convened 2/9/13 via email</b></i>
<i><b>Present (constitutes quorum):</b></i>	<ul style="list-style-type: none"> <li>• Gayle Baisch</li> <li>• Darrick Buettner</li> <li>• Ralph Cline (non-voting)</li> <li>• John Doshier</li> <li>• Kelly George</li> <li>• Rachel Goodnow</li> <li>• David LaRosa</li> <li>• Judy Lister</li> <li>• Denise Miller</li> <li>• Jan Patterson</li> <li>• Roseanna Rynca</li> <li>• Lori Starkweather</li> <li>• Pam Stewart (non-voting)</li> <li>• Sandy Wesson</li> </ul>
<i><b>Item 1:</b></i> It has been moved and seconded (Rynca, George): \$750 shall be allocated for a one-time payment of honorarium and expenses to presenters at the MYP meeting that is part of the 28 February-1 March 2013 FLIBS Quarterly Meeting.	12 "Aye" 0 "Nay" Passed
<i><b>Item 2:</b></i> It has been moved and seconded (Cline, Doshier): FLIBS agrees to pay transportation expenses and accommodation expenses for the University (Educator) Board position for the 2013-15 term.	12 "Aye" 0 "Nay" Passed

Respectfully submitted

2/12/13

Approved 2/28/13 without dissent