



BOARD OF DIRECTORS

Meeting

March 11, 2009

12001 Oak Knoll Drive, Austin, TX 78759

MEMBERS PRESENT: Jean-Marc Guyot, Isabelle Gunasena, Mark McCain, Rozina Maredia, Ahmad Chamseddine, Laura Cho, Eileen Lundy, Anne Léonetti

MEMBERS ABSENT: Pierre Grandjouan, John Harmon, Dominique Chastres, Laurence Denis

STAFF PRESENT: Eric Thuau, Janet Shotwell

CALL TO ORDER: 5:35 pm

ADJOURNMENT: 9:25 pm

AGENDA	DISCUSSION	ACTION/DECISION TAKEN OR TO BE TAKEN	ACTORS
INTRODUCTION OF THE BOARD PRESIDENT	<p>Meeting called to order. Welcome by the Board President, Isabelle Gunasena. Introduction of a new Board member: Anne Léonetti. Anne will be in charge of marketing and PR.</p>		Isabelle
EXECUTIVE DIRECTOR'S REPORT	<p>Enrollment</p> <ul style="list-style-type: none"> ▪ Current enrollment for 2008-2009: 150 ▪ Confirmed enrollment for 2009-2010 school year: 83 ▪ Pending enrollments: 58 ▪ When compared to the same time period last spring, 10 more students have enrolled as of today for next school year. <p>Curriculum update</p> <ul style="list-style-type: none"> ▪ Presentation of current projects at each grade level. ▪ Francophonie project. ▪ Third trimester School Project: focus on oral and written languages, work to be used for the end of the year show. <p>Choir Exchange project</p> <p>Plans presented for 2010-2011, French American culture Exchange project with "Schola Cantharel", a French choir.</p> <p>Marketing</p> <ul style="list-style-type: none"> ▪ Current advertisement on radio on NPR/KUT 	<p>Action to be taken:</p> <ul style="list-style-type: none"> ▪ Change wording of KUT advertisement to include general promotion of the school with Summer Camp as additional information only. 	Eric

	<p>Web & IT Security</p> <ul style="list-style-type: none"> There are some issues with the austininternational.org site and we need to add/update security level to the school computers. Eric is working with the webpage host as well as the IT maintenance contractors. <p>Faculty</p> <ul style="list-style-type: none"> Report on ongoing faculty recruitment and hiring. <p>Summer Camp enrollment update</p>	<p>Action to be taken:</p> <ul style="list-style-type: none"> Fix the current website and computer related items: to be done by the end of spring break 	Eric
FINANCIAL REPORT	<p>Reports reviewed and figures discussed with Mark and the school accountant Janet:</p> <ul style="list-style-type: none"> Year to date P&L Balance sheet Forecasted figures for next year budget preparation 	<p>Action to be taken:</p> <ul style="list-style-type: none"> Presentation format of the financial reports will be modified further to facilitate board discussion/needs. Eric to work with Janet for next Board meeting presentations Mark to present at the next Board meeting. 	Mark, Janet, Eric
FACILITY REPORT	<ul style="list-style-type: none"> Restated: an amendment to extend the lease for 3 years for the current location was signed in February 2009. Expansion into the adjacent Remax building is on hold for now. Will re-evaluate if needed, based on enrollment figures for 2009-2010 school year. 		Board
BOARD OPERATION	<p>Renewal of the Board President</p> <ul style="list-style-type: none"> Election was held for the position of the President of the AIS Board of Directors to replace the current President Isabelle Gunasena Board members voted using the secret ballot method 	<p>Decision taken:</p> <p>New President for the Board of Directors was elected: the new President is Jean-Marc Guyot.</p>	Board
CLOSED SESSION	<p>No minutes recorded during closed session.</p>	<p>Action to be taken:</p> <ul style="list-style-type: none"> Continue current work on the budget for the school year 2009-2010 The signed and amended 990's are ready; and will be filed with the IRS 	Board Mark, Eric
ANY OTHER BUSINESS	<p>The board will meet on April 15th, 2009 at 5:00 p.m. in the multipurpose room.</p>		

Approved: _____

03.16.2009

Jean Marc Guyot, President

Date