



ASIBA
Association des Sections Internationales
Britanniques et Anglophones

**ASSOCIATION DES SECTIONS INTERNATIONALES
BRITANNIQUES ET ANGLOPHONES**

Association subject to the law of 1st July 1901 and the Decree of 16th August 1901

Association régie par la Loi du 1^{er} juillet 1901 et le Décret du 16 août 1901

Reference no. / No. de référence: **W922003590**

Registered address / Sièges social: **Section Britannique, Lycée International,
2bis rue du Fer à Cheval, 78101 St. Germain-en-Laye**

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
PROCÈS-VERBAL DE LA
RÉUNION DU CONSEIL D'ADMINISTRATION**

DATE: 9th March 2015

PLACE: Salle de Réunion, 2nd floor, Bâtiment D, Lycée de Sèvres, 21 rue du Docteur
Ledermann, 92310 Sèvres

PRESENT

1. James Cathcart (St. Germain), President
2. Peter Woodburn, (Ferney-Voltaire), Associate President
3. Rob Miller (Lyon), Vice President, Subject Leader History-Geography
4. Shaun Corrigan (Fontainebleau), Treasurer
5. David Gage (St. Germain parents), General Secretary
6. Aviva Brooks (Balzac parents) (outgoing Board member)
7. Lilli Parrott (Balzac parents) (incoming Board member)
8. Betty Lau (Sèvres)

ABSENT EXCUSED

9. Nick Baker (St. Germain), Subject Leader English

MEETING

The President, James Cathcart, opened the meeting at 10:15

1. Agenda

The President briefly ran through the main agenda items.

2. New Board Member

- 2.1 The meeting noted that Aviva Brooks was stepping down as a director with effect from the end of the meeting and that Lilli Parrott was willing to take over this role from her. Lilli gave some background information about herself.

- 2.2 In accordance with its powers under the articles of Association, the meeting unanimously elected Lilli Parrott as a director to hold office until the next AGM.

3. FDEI conference

- 3.1 Peter Woodburn informed the meeting that FDEI conference will be held in the near future in Fontainebleau and that he will be attending. Peter gave some background information about the activities of FDEI and made some observations about its structure, organisation and policies. The FDEI had played a very important role in 2006 in ensuring a future for international sections but things have moved on since then and its role has evolved.
- 3.2 Discussions took place on the relationship between ASIBA and FDEI and it was felt that direct communications with the representatives of FDEI would be useful to seek to renew links and see how ASIBA can assist FDEI in its activities.

4. Website

- 4.1 There was a general discussion on the proposed new website development. It was generally thought that WordPress would be an appropriate platform to use as it is known to be relatively easy for non-specialists to use.
- 4.2 The Board discussed the two quotes for the website development which had been received and after some debate on merits and issues the Board voted in favour of proceeding with BoldSet (one abstention).
- 4.3 It was agreed that a small steering group would be created to lead the project with all due urgency in the hope that the new website could go live at the start of the next academic year.
- 4.4 Some discussions took place on the architecture of the site, the possible headline tabs, drop-down menus, colour scheme and proposed new logo design. A spreadsheet will be prepared by Rob Miller and board members invited to contribute online.

5. Budget and Expenses

- 5.1 Shaun Corrigan, the Treasurer, reported that ASIBA currently has a balance of around €12,000 and gave some further details about the state of ASIBA's finances.
- 5.2 A discussion took place on a subject raised by Rob Miller and Peter Woodburn namely the costs of travel incurred by Steering Group members, the work of which is vital to the OIB. It was agreed to revisit this subject when the financial effect of the examiner expenses reimbursements scheme became clearer and when there was more clarity on ASIBA's expected annual revenues.
- 5.3 The President presented the proposed expenses claim form to be used by teacher examiners. The completed forms would be sent to the Treasurer, he would approve or not, and forward the approved claims to the bursar at St. Germain-en-Laye who would make the payment on behalf of ASIBA. The Board unanimously approved the form and this procedure.

6. Association d'intérêt général / sponsorship / donations

The Secretary reported that he hoped to be able to finalise soon the draft letter to the tax authorities seeking approval of ASIBA as an *association d'intérêt général* so that it would be able to accept donations and issue tax receipts (giving tax deductibility for the donor up to a certain limit).

7. Cambridge

7.1 The President informed the meeting that discussions were ongoing between Cambridge (CIE) and the Ministry of Education as regards the proposed new Memorandum of Agreement including as regards an increase in the fee paid to Cambridge which has not changed for many years. Cambridge (CIE) is a not-for-profit entity but it cannot afford to make any prolonged material loss on the running of the OIB.

7.2 An increase in the fee to Cambridge may result in the Ministry seeking savings elsewhere and it is possible that the facilities provided to ASIBA by the CIEP for subject meetings may be reduced. ASIBA will work to seek to minimise the effect of this and some discussions took place on ideas to reduce the number of nights' accommodation, cost of lunches and alternative sites for the meetings.

There being no further business to discuss the meeting closed at 13:10

Signed

James Cathcart, President

Signed

David Gage, General Secretary