

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: Friday, 29th September 2017

PLACE: CIEP Sèvres, with two members attending by video conference call (via GoTo).

PRESENT

1. James Cathcart (St. Germain), President
2. Rob Miller (Lyon), Vice President, Subject Leader History-Geography
3. Nick Baker (St. Germain), Subject Leader English attending remotely
4. Shaun Corrigan (Fontainebleau), Treasurer
5. Betty Lau (Sèvres)
6. Peter Woodburn, (Ferne-Voltaire), Associate President
7. Lilli Parrott (Balzac parents) attending remotely

ABSENT EXCUSED

8. David Gage (St. Germain parents), General Secretary

MEETING

The President opened the meeting at 15:45 and referred to the agenda which had been circulated by email.

1. Minutes of last meeting

The draft Minutes of last meeting held on 29th August, which had been circulated and adjusted to reflect comments received, were approved for signing.

2. Membership

- 2.1 DG has sent out the first batch of membership renewal requests to the members who have already provided the OIB Coordinator with the number of *Terminale* students this year. The balance will be dispatched once the outstanding information is received, normally within the next week or so.

- 2.2 *Action point carried forward: JC to liaise with the OIB Administrative Coordinator and the Secretary to follow up with the contact persons at the 2 schools which had not been able to pay the membership subscription last year.*
- 2.3 The level of fees, currently €10 per *Terminale* student, which was introduced in January 2015, was discussed. The Board decided against proposing any increase to the members at this time. The Board underlined that the ASIBA fee is not a fee to take an exam it is a contribution used to ensure that the whole administration and management of the British OIB functions in a professional manner for the benefit of the whole OIB community and that high and consistent teaching and examining standards are maintained, thus ensuring the continuing support and validation of Cambridge.
- 2.4 The membership category “associate member” (which might not be an OIB lycée or lycée APE) existed originally under the Articles to give a secondary category of membership. Some years ago the Articles were changed to provide that full members and associate members pay the full annual fee. The Board agreed that it would give more flexibility if associate members, were obliged to pay “such fee as may be set by the Board”. The Secretary was requested to propose the needed changes to the Articles which could eventually be put to the AGM in January.

3. Budget / Accounts

- *Treasurer to up-date the Board.*
- *Need for figures presented in the form of accounts as at year end every year (31st August) with income, expenditure, opening and closing balances on the bank accounts and everything balancing.*
- *Accounts as at 31st August 2017 to be prepared asap*

4. On-line Meeting Platforms

- 4.1 The Board considered that ASIBA’s main requirements for such a platform are:
- Conference call facility
 - Large number of users
 - Real-time communications
 - Facility to record conversations
 - Encryption/security (for exams)
 - Secure connection/reliability
 - Screen share facility
 - Invitations/open access/minimal admin
 - Cheap
- 4.2 The conclusion reached was that Facebook / Google classroom are good for collaborative working / training but neither offer the conference call option. It was agreed that at the next meeting the Board would review Google classroom and Facebook.
- 4.3 As regards conference calls, the Board decided to purchase a GoTo subscription due to its ease of use, reliability, potential use for orals and so on. All board members would be free to use it for all ASIBA / OIB related matters. It was proposed that a Google calendar be set up so it can be seen when it is being used (although this might not be necessary if Directors can access GoTo calendar of meetings).

5. Board Membership:

It was noted that whilst Peter Woodburn had stepped down as Coordinator of the ASG / Associate President, he continues as a Director in accordance with the resolution passed at the last meeting.

6. Website

6.1 A PayPal button has now been added to the Donations page and a test has been carried out.

6.2 French version of the website – the translator has not been able to complete the work and this is being passed on to someone else. President to follow up on this.

7. Next Board Meeting:

Remote meeting at 2 p.m. (to 4 p.m.) on Friday 24th November. Agenda to include ideas for Schools' Forum agenda.

There being no further business to discuss the meeting closed at 17.00.

Signed

James Cathcart, President

Signed

David Gage, General Secretary