Association of IB Schools in Brazil - Minutes

2:00pm Tuesday 30th April 2013

St Francis College, Pinheiros

*Attending:*

From *Rubens Naves, Santos Jr., Hesketh*: Dra Valéria Maria Trezza, Dr Augusto Hirata

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| ***School Attending*** | ***Representatives*** |
| **St Paul’s School** | Crispin RoweAna Carolina Belmonte |
| **St Francis College** | Shirley HazellCarol PrattJaqueline WeberFabrice BidauryAgustin Onsari |
| **St Nicholas School** | Nicholas Thody |
| **ESFERA Escola Internacional** | Andrea AndradeSusan Clemesha |
| **Beit Yaacov** | Matthias Meier |
| **Pueri Domus** | Ricardo Lourenço |
| **British School, Rio de Janeiro** | Ralph Jennings |
| **Beacon School** | Sônia Giglio |

*Items discussed:*

1. **Introductions**
2. **Association Overview**: Dra Trezza, Dr Hirata went over the reasons once again why an Association is the best option for registration in Brazil, what the scope of an Association is, and a broad overview of the bylaws.
3. **Reviewing the Draft Constitution**: The representatives present offered amendments to wording and procedures within the Draft. Notable changes included:
	1. The Chairperson, Vice-Chairperson positions must be held by a Head of School. Other positions can be held by Coordinators.
	2. Three types of membership:
		1. Full Member: A school who, in the first instance, is an authorized IB World School, was involved in the founding of the Association, and who has voting rights.
		2. New Member: An authorized IB World School, can attend all meetings but who do not have voting rights. After one year, a New Member can become a Full Member.
		3. Candidate Member: A candidate school awaiting IB authorization. They do not have voting rights. If a Candidate Member was involved in the founding stages, or if they were a Candidate Member for one full year before authorization, they automatically become a Full Member upon authorization.
	3. Terms served: Changes to limits of the Executive Committee terms – no limits. (Ralph Jennings, BS Rio, highlighted that this may be a detriment to the Association if there is a capable and willing Executive; if there is a need for a member of the Executive to be removed, then they could be elected out.)
4. **Election of Executive Committee**: All representatives ran unopposed and the positions are:
	1. Chairperson: Mr Crispin Rowe, St Paul’s School
	2. Vice-Chairperson: Ms Shirley Hazell, St Francis College
	3. Secretary: Ms Pamela Curtin, St Nicholas School
	4. Web Administrator: Ms Ana Carolina Belmonte, St Paul’s School
	5. Treasurer: No representative put forward. To be done by email as soon as possible in the coming weeks. Suggested that an accountant be hired rather than using a school’s bursar.
5. **Action Plan**:

The Criteria for Recognition are all but completed. An overview of the next stages was presented:

1. Constitution: Changes to be made and registration as an NGO to follow. Signatures required from the Head of each school or their representative.
2. Public Profile: Ana Carolina Belmonte has done a wonderful job on her website, and it has lots of scope for adding and developing.
3. Letter of Support: This must come from Heads and Coordinators. Carol Pratt to draw up a letter and send out to member schools to fill in.
4. Other: We must agree to Terms & Conditions, not use the words ‘International Baccalaureate’ in marketing, willingness to offer membership to all eligible schools, and a registered address.

Carol Pratt to send application for checking to Bob Poole in Vancouver prior to submission to the IB.

Meeting adjourned: 15:30