



CEDAR INTERNATIONAL SCHOOL BOARD OF TRUSTEES MEETING
held 4 October 2016 at 6:00pm
at the Cedar Library Annex, Kingstown, Tortola

Mission Statement

The mission of Cedar International School, a non-profit private school, is to provide all students we serve the opportunity to achieve their academic best with an international curriculum within a culturally diverse environment; to encourage leadership, character, and creativity; to foster a culture of international mindedness and community service; and to nurture inquiring minds and caring personalities in all students.

AGENDA

1. Introduction and matters arising
2. Review of Guiding Statements
3. Policy Manual – Review and Revision of Chapter 1
4. Director’s report
5. Development Guidelines
6. Land update from Chair
7. AOB

ATTENDANCE

Present: Mark Forte, Chair; Walter Reich, Treasurer; Scott Crawford, School Director; Barbara O’Neal; Emma Baker; Michael Adamson.

Apologies: Richard Georges, Vice Chair; Arabella di Iorio, Secretary; Julia Dawson; Gareth Thomas.

SUMMARY OF DISCUSSION AND MOTIONS APPROVED BY THE BOARD

1. Opening
 - a. The meeting was called to order by the Chair at 6:07pm.
 - b. Members were reminded that the minutes for the previous meeting (June 2016) had been circulated and approved electronically already and did not need to be reviewed and approved at this meeting
 - c. The Chair noted that Treasurer Grant Green had stepped down from his seat on the Board due to his upcoming move from Tortola.
2. Development Guidelines

Vijay Chitnis, Director of Strategic Initiatives and Development, joined the meeting via Skype to discuss the proposal for the Establishment of Fundraising Guidelines which was approved by the Board in June 2006. The need for coordination and communication of fundraising efforts by various entities within the School in order to maintain proper records and ensure that the Development Office is aware of all outreach activities with donors was discussed. He suggested the need for either relationship management software or a shared document where these activities can be recorded and monitored. The Board unanimously endorsed the guidelines.
3. Policy Manual Review.

The Board acknowledged the need to review and update the Policy Manual throughout the course of the year. It was agreed that, to the extent possible, the review will be completed via email, with the current revisions recommended for Chapter 1 to be the first reviewed.

4. Guiding Statement Review.
The Board acknowledged the passage of new guiding statements at the March 2016 meeting. Thus, there were no further revisions recommended at this time.
5. Director's Report.
Cedar's Director gave a brief "start of the year" report, including the state of enrolment, personnel changes, summer project, and new programs for the 2016-17 school year. This discussion included an overview of the soon to start food service program at Cedar as well the ongoing accreditation self-study in anticipation of a team visit in April 2017.
6. Land Update.
The Chair updated members on Cedar's lease of Benson Maduro's land (east of Cedar), which is now being utilized for staff parking, PE storage, and a forthcoming garden project. Negotiations for other land in the immediate vicinity of the school for purchase or lease remain ongoing.
7. Any Other Business:
It was noted that the 2015 audited accounts had been circulated and approved via email.
8. Adjournment of meeting