

Minutes of the ACLS Board of Directors

Subject: ACLS 2009 board meeting
Present: Fugen Li, Hanlan Liu, Yuming Liu, Donghai Ma, Jianguo Wang, Ming Wang, Joanne Wu, and Li Yuan
Notes taker: Hanlan Liu
Date/Time: July 11, 2009 (Saturday)/7:30 – 11:00 p.m.
Place: Donghai Ma's house, 16 Lexington Dr., Acton, MA 01820

Meeting minutes:

1. Self introduction.

Everyone described her/his connection with town of Acton and her/his connection with ACLS either through his/her volunteering experience at ACLS or through his/her children or family members at ACLS. In the meantime, some shared their thoughts on what direction ACLS shall move forward to.

2. Election of chairman of the board.

Vote for Yuming as ACLS chairman of the board between 2009 and 2011: 6 yes (Donghai Ma, Hanlan Liu, Jianguo Wang, Joanne Wu, Li Yuan, and Zeming Wang). Fugen Li was not in the meeting at the voting time. The board discussed the necessities of changing the term of chairman of the board from two years to one year, but did not make any final decision at the end of the discussion.

3. Mr. Dick Calandrella's board membership.

The board recognized that Mr. Dick Calandrella's board membership is short of an approval procedure by parents. To minimize potentially negative impact on the future election procedure to school and community, the board suggested the Parent Council to complete the missing step of parents' approval of Mr. Dick Calandrella's board membership. Before completion of this approval process, Mr. Dick Calandrella's board membership is in pending.

Donghai Ma, Chairman of Parent Council, will communicate with Mr. Dick Calandrella and then to ACLS community (at least one week before the 1st school day) on how and when to conduct the approval step for Mr. Dick Calandrella's board membership.

4. Language for board's communication.

English is highly recommended for all ACLS board meetings. If languages other than English are spoken at the meetings, the meeting organizer will make sure English translation conducted promptly to allow all board members to understand what has been spoken or discussed.

5. Board subcommittee for next school year.

The board proposed to form six committees focusing on issues in the specific areas (with an assigned board member as the leader of each committee):

1. Chinese/English teaching committee (Hanlan Liu)
2. Communication committee (Li Yuan)
3. CSL committee (Joanne Wu)
4. Culture exchange committee (Ming Wang)
5. Financial committee (Yuming Liu)
6. Public relation and community reach out committee (Fugen Li)

The leader of each committee will work with its members to promptly define near- and long-term goals and to develop proposals/plans to reach these goals. In particular, Ming will immediately form a working group and draft a proposal on the time/budget/format for the musical night event in the fall semester of 2009.

6. Motions passed by the previous board.

The board has agreed that it is not necessary to follow all the motions passed by previous boards as things change all the time, however, the board shall follow the bylaw all the time.

7. Appropriation of Robert's rules for the current board meetings and open board meetings

The board has agreed that owing to its inefficiency, Robert's rules will only be used for major decision making. The board also decided to hold one open board meeting per semester, which all ACLS parents will be invited to attend.

8. Board meeting minutes.

The abbreviated pdf version of the meeting minutes will be published on line and on the school journal promptly after each board meeting. Detailed meeting minutes will be available to ACLS parents upon request.

9. Board correspondence archive.

A new yahoo email group will be created for the current ACLS board to archive future board correspondence emails. The owner of the new yahoo email group (i.e., chairman of the board) will be changed through resetting password once the chairman is changed.