

ARMS Executive Committee Minutes
April 9, 2010
8:00am – 10:00am

Members Present:

Don Marsh	President
Dorsee Johnson-Tucker	Past-president
Sue Wagoner	Treasurer
Chris Hays	Secretary
Diane Jensen PYP	Representative
Anne Frazier MYP	Representative
Julie Webster DP	Representative
Helen James	Guest/Head of Subject: Extended Essay

Agenda Items:

1. Adoption of January 29 minutes:

Adopted

2. General membership Agenda:

The executive committee approved the overview of the general membership meeting agenda and made suggestions. The elections for president, Secretary and PYP representative and mending the IBARMS bylaws were specifically reviewed for presentation to the general membership.

3. New procedures for round tables and symposia:

One item of discussion was the fact that PYP charged \$20.00 in the past. It was agreed that this must be consistent with the new policy beginning in school year 2010-2011.

There was confusion between the differences between the \$2,000 awarded yearly to each program to be used as each group wishes. This situation will be called a “Special Event” and it will be a category separate from round table and symposia.

A sliding scale was suggested for symposia compensation to the on-site director:

1 - 50 participants	\$150.00 compensation
51 -100 participants	\$200.00 compensation
101-150 participants	\$250.00 compensation
over 150 participants	\$300.00 compensation

Other proposed changes are marked in red on the following document:

IBARMS Roundtable and Symposium

Roundtable

Definition: Opportunity for IB teachers to network and share best practices. An experienced IB teacher and/or coordinator from an IBARMS member school usually facilitate these.

- **Payments are made directly to member schools.**
- The teacher/facilitator may be compensated for their planning and set up time from the fees collected from the roundtable. The facilitator fee is set at \$100 to be divided among the facilitators.
- Roundtable fees are currently fixed at \$35.00 per attendee to cover all costs incurred by the host school (lunch, printing, mailing, facilitator fee, etc).
- All expenses and receipts must be documented through the IBARMS budget template **found (????)**. The IBARMS template will include the components required for a roundtable:
 - Invitation stating the roundtable information
 - Budget template
 - Certificate of completion for professional development
 - Evaluation form
- Profits exceeding \$10 shall be split 50/50 with the host school and IBARMS. The receipts for IBARMS shall be used to subsidize other roundtables that do not meet expenses.
- **No refund will be given after the registration deadline.**

Disclaimer: All flyers must clearly indicate the following for roundtables:

“This roundtable is not an official IB training, but is an opportunity for IBARMS member school teachers to network, share best practices, and discuss approaches to curriculum, instruction, and assessment in this subject area. This does not take the place of a required IBA-approved workshop.”

Symposium

Definition: A workshop focused on a specific topic (e.g., “Integrating the Areas of Interaction,” “Group 4 Internal Assessment”) and usually geared toward more experienced teachers. These may be led by outside presenters (examiners, IBNA trained presenters or other experts) who are compensated as per their professional rates.

Fees for a symposium will be established by approval of the executive board.

Cost of a symposium will be determined by the expenses incurred including:

- Speaker expenses (fee, travel, accommodations)
- Facility expenses (rental fee, food, supplies)
- **Compensation the Executive Assistant**

Payment (including personal checks) or a copy of the purchase order must be made at time of registration. Because of the expenses, cancellations after the registration deadline will not be refunded **to IBARMS**.

Disclaimer: “This symposium is not an official IB training, but is a focused topic symposium designed for teachers at IBARMS member schools. This does not take the place of a required IBA-approved workshop.”

The above disclaimers should also be read by the facilitators at the beginning of each roundtable/symposium. Facilitators should be clear that they are only offering their own experience of the IB, and that they do not represent the IBO or IBA.

Roundtable/Symposium suggested checklist for hosts & facilitators

Pre-meeting

- Registration form
 - Date, time, location
 - Agenda
 - Directions
 - Disclaimer (see above)
- Directions to location correct
- Keep record of registration and expenses as indicated in the budget template
- Email participant reminder
- Meeting logistics
- Meeting Rooms
 - Large enough space
 - AV equipment working
 - Registration table outside
 - Name tags
 - Folders
 - Agenda
 - Handouts
 - Participant lists
 - Presenter bio
 - Evaluation form
 - Place for food setup; Where is lunch?
 - Breakout rooms
- Participants
 - Keep list at check in
 - Update who has paid
 - Nametags and markers
 - Distribute certificate of completion
- Catering
 - Enough for all participants, presenters, organizers
 - They know time & place to set up
 - Place to set out food
 - Coffee, drinks
 - Utensils, napkins
- Presenters
 - Know time frame / schedule
 - Understand expectations
 - Have directions to site
 - Give disclaimer at beginning of meeting
- Materials

Post-meeting

- Cleanup
- Collate evaluations

- Verify any outstanding fees
- Report for IBARMS Newsletter
- Submit the completed budget template to IBARMS

4. Google.docs

Creation of Google.docs for the sole use of the Executive Committee and for each IB level would make communication easier and all documents needed for any IBARMS business would be found in these files.

5. Executive Assistant

The Executive Assistant's compensation needs to be reviewed each year and if not possible, it must be addressed every two years.

6. Supporting schools facing budget cuts

The committee agreed that a letter must be drafted explaining the impact of the recession and IB program closures. This letter must include specifics concerning where the closures are occurring, the rising costs of IB trainings and fees and their impact on schools. The other US regional organization must be contacted to share in our concerns as well as Canadian organizations that are experiencing the same problems. It is strongly suggested that the letter ask for a moratorium be placed on further increases in both trainings and fees. The letter must also address the fact that establishing an IB program with grant monies is very risky.

Granting coordinators from closed schools emeritus standing within ARMS was also discussed.

7. Updates on Roshan Thomas and the Sparks Academy

Roshan Thomas will be opening a third school in Afghanistan. IBARMS has been asked to help present the IB connected electronic project at the regional conference in Miami in conjunction with TIBS and Mulgrave IBWS (Vancouver). The question is "what will we be presenting?" There is nothing yet from our region to show with the exception of what we think is in process in creating power points for these schools.

8. Passing the torch

June 29 was suggested as a date for the executive board to meet in Denver to pass on the responsibilities from former officers to the newly elected officers.

