



**ECLC International School, Seoul
Board Meeting Minutes
2011-2012
Friday, November 5, 2011
Hannam-dong
9:15 am**

Attendants: Andrew Whitney (AW), Cyndi Brower (CB), Jay Im (JI), Greg Etheart (GE), Renata Fava (RF), Savannah Hahn (SH)

Treasurer's Report (JI):

1. Reviewed updated "budget". Further clarification, adjustments, budget code allocation etc needed. Will use the new budget as the operational budget next year.
2. Need to re-consider KPMG - start looking for a smaller, boutique firm

Head of School Report (AW):

1. Current enrollment: 130
2. Lower entry requirements for Toddler program to 24 months - approved. Likely to amend School constitution and registration with the Ministry of Education.
3. 90 day review for new employees - all approved.
4. SWOT analysis completed. Number of issues identified that will require School Board action/planning.
5. ECLC School Budget Re-balancing Plan for 2012-13 (5 point plan) presented. 5 point plan addresses the current forecast to be closing in the red in the current school year.

PTA Report (GE):

1. PTA: Picnic - successfully completed.
2. Spirit wear available and in progress.
3. Committees have been assigned - Giving Tree, Winter Concert, Soiree etc

Other Business:

1. New board president - Solicit new "board" members and potentially re-shuffle the board.
2. Based on the SWOT analysis, need to develop a strategic plan. Suggestions will be presented for board feedback (marketing plan, budget, hire someone, committees etc) to formulate a roadmap.

Next Board Meeting - November 30, 2011, Hannam-dong at 9:15am