



## Board of Directors

Minutes of Meeting > Wednesday May 30, 2022

### Were present:

Mr. Jean François Le BIHAN; Trustee  
Mr. Andrew GREENLAW; Trustee/US Embassy representative  
Mr. Seamus HENNESSY; Director  
Mr. Christopher NOHR; Trustee/US Embassy representative  
Mr. Vivek SARASWAT; Chair  
Mr. Clyde VACHER; Secretary  
Mr. Bart WILLEMS; Vice President  
Mrs. Yasmine YESSOUFOU; Trustee

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### Invited and present:

Mrs. Naomi Wanjiry Njeri MONOBOLOU; newly elected Board Member

### Invited and present by Zoom:

Mrs. Jennifer WENXIN YOU; newly elected Board Member  
Mrs. Carina SUGDEN; newly elected Board Member

### Were excused:

Mr. Joachim LUBIBA; Trustee  
Mrs. Couro KANE; Treasurer

## 1. CALL TO ORDER

The meeting was called to order by the Chair at 19:45.

## 2. AGENDA

Agenda for the meeting was read out:

1. Call to order
2. Approval of minutes
3. Correspondence
4. Board Reports
5. Facilities Report
6. Finance Committee Report
7. Governance Committee Report
8. Director's Report
9. AOB
10. Date of Next Board Meeting
11. Adjournment of Session

## 3. APPROVAL OF MINUTES

The Minutes of the meeting held on 4<sup>th</sup> May 2022 were approved by all present.

## 4. CORRESPONDENCE

No correspondence was brought to the attention of the Board.

## 5. BOARD REPORTS

### 5.1 REPORT OF THE FACILITIES COMMITTEE



INTERNATIONAL COMMUNITY  
SCHOOL OF ABIDJAN

**Board of Directors**

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Tenders have been obtained from six companies to manage the renovation and new build project. Some of their projects: Abidjan airport, Blaise Pascal, Radisson Blu, Prima Centre, and other recognisable landmarks around Abidjan. One of the companies has specialised in building local schools. Next step is to look at the tenders in detail and see with whom we move to the next step (design and cost) before we choose our eventual partner to manage the entire project for us. The Facilities Committee will follow up on this.

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## **5.2 REPORT OF THE FINANCE COMMITTEE**

### **Deloitte Preliminary Audit on Taxes**

Deloitte has not yet come back with detailed answers on taxes. Follow up to be done.

### **Deloitte HR**

Deloitte has begun the process. They have drawn up a more precise timeline, listed who they will want to interview and the initial set of documents. They will blend the benchmarking into the project, and we have already shared contacts in local and other international schools who will share data. Next Board to consider setting up an ad hoc HR Committee.

## **5.3 REPORT OF THE GOVERNANCE COMMITTEE**

### **Board Elections**

All relevant information on the Electoral process, Community members who volunteered for Elections, Nominated members, and Elected members are available on the Google shared Board Drive.

The two Nominated Candidates, as well as the two Elected candidates, are present at the Board Meeting, with no voting rights (except for Jean-François Le Bihan). They will participate with full voting rights in the 08/06/2022 Board Meeting.

### **Communication Strategy**

Clyde VACHER will be meeting Helena DOGORE for an update and working session on the Communication Strategy, on tentatively Monday 6th June 2022.

## **6. DIRECTOR'S REPORT**

### **6.1 50<sup>th</sup> Gala**

The 50<sup>th</sup> Anniversary Committee (staff and parents) are in the process of organising a series of events for the 50<sup>th</sup> anniversary of ICOSA.

While there will be ongoing events all year, the top event will be a Gala Dinner to be held on December 3. It will be a glamorous event in a unique and upmarket location. The Committee will take advantage of this event for some fundraising (to cover the bulk of the costs and have extra money for school towards other projects).

The biggest question at this stage is how comfortable is the Board with fundraising and advertising activities around this anniversary?

The events company working on the project will have to submit a proposal to the Board for final approval regarding use of image of ICOSA. It would be interesting to include the new Brand image of the school.

Follow up to be done by the HoS.



**6.2 Staff update**

Three teachers have given notice (within the 60 days allowed here). All reasons are good, and we won't ask any to reconsider:

- An Ivorian humanities teacher - she has been offered a position as School Principal at an Enko School in Burkina Faso. We are genuinely happy for her; we have constantly told staff that the best way to obtain promotion is to apply to smaller schools in the region.
- An English teacher who has been in Abidjan for 7 years and who now wants to return to the US. There are family and emotional reasons behind this.
- A Maths teacher, whose trailing spouse wants to return to Asia, has been offered a job in the school where they met.

**6.3 Online payment portal**

The online payment portal is almost ready (just waiting for the bank link to be fully tested). The main aim of this is to vastly reduce the use of cash at school. It will also allow us to much better track all payments and it will make it easier for parent payments (especially all the small amounts for clubs, events, uniforms etc.).

A second aim is to make payments and purchases more efficient - example uniform pieces can be picked out and paid for online. The receipt from this payment can then be used to pick up the uniform as a bundle 24 hours later.

**7. DATE OF NEXT MEETING**

The new Board will meet on Wednesday June 8, 2022, at 18:00 at ICOSA .

**8. ADJOURNMENT**

The meeting ended at 21:00.

**Clyde VACHER**

Secretary to the Board

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