

Optimist International School

Participation Council

Minutes of Meeting		
Date :	25/09/2019	
Subject :	OIS Participation Council – Inaugural meeting	
Chair :	Norbert Werthenbach	
Attendees :	Clare Beatson	Katharina Strobl-Wiltschnig
	Doe O’Dea	Giovanni Vergottini
	Katie Zalewska	
Absent with Apologies :		
Agenda :		
	Norbert welcomed all present and thanked Raymond for making time to meet with us.	
1	<p>Discussion with Raymond Oemar – chairman on OBS PC (16h00 to 17h00)</p> <ul style="list-style-type: none"> • Raymond explained the OBS PC structure • OBS PC is very formally organised • He recommended 6 to 7 meetings per year, with a formal schedule • Minutes are rotated per the schedule • Annual agenda is prepared with input from the Director and published in the website • Confidential information may not be disclosed • Annual report is prepared and communicated in an annual meeting in October; it includes information about the budget/finances of the school, activities of the PC during the year and the vision of the PC for the following year • Budget is allocated to the PC based on an amount per learner • It would be good to engage with the OBS PC as we share a BRIN #, so agendas and minutes should be shared • JPC for SOPOH should invite the OIS PC to their meetings • Raymond provided the PC with the OBS schedule, their annual agenda 	
2	<p>Election of Chairperson, Deputy Chairperson, Secretary, Treasurer (17h00 to 17h15)</p> <ul style="list-style-type: none"> • Norbert was elected unanimously as Chairman of the OIS PC • Giovanni will act as Deputy Chairman in Norbert’s absence • Giovanni was elected as Secretary for the first 6 months of the year. • It was decided that a Treasurer is not required at the moment. This can be reviewed later in the year. 	
3	<p>Agreement on and adoption of Rules of Procedure (17h15 to 18h00)</p> <ul style="list-style-type: none"> • The rules of Procedure were reviewed and updated for OIS 	

Participation Council

4	<p>ACTION POINTS:</p> <ul style="list-style-type: none"> • Norbert to meet with Anne-Marie to discuss the annual agenda and planning for the year into the schedule • It was agreed to have the 'Instemmings- en adviesbevoegdheden' list translated • Norbert will suggest to Anne-Marie to provide the translated WMS articles to other international schools in the Netherlands for a fee • How to engage with interested parties is to be formalised e.g. website, theme evening etc
General :	
Next Forum :	xx/xx/2019 TBC