

Western Communities Montessori Society (WCMS)
 Board of Directors' Meeting
www.board@west-mont.ca

Minutes of Board Meeting held August 23, 2010

Note: Meeting location changed to Liz Koolman Library due to maintenance activities taking place in David Graham Building/Redwood classroom

BOARD MEMBERS:

Paul Davis	President	Autumn Cousins	Director
Arv Aujla	Vice-President	Rebecca Chow	Director
Shannon Tait	Secretary	Debbie Cooper	Director
Ed Sykora	Treasurer	Vacant	Director
Bruce Laurie Principal		Barbara Kennelly Business Manager	

PRESENT: Paul Davis; Arv Aujla; Shannon Tait; Ed Sykora; Bruce Laurie; Barb Kennelly

REGRETS: Debbie Cooper, Rebecca Chow, Autumn Cousins

GUEST(S): Marie-Terese Little, Sharen Gauld, Robin Dean, Barb Lewis, Kate Wells, Liz Koolman

<i>ITEM</i>	<i>DISCUSSION</i>	<i>ACTION</i>
1.	CALL TO ORDER: Paul called the meeting to order at 7:15 pm	
2.	AGENDA: Paul moved to approve the agenda with the following agenda item added under New Business, #9: Bank Signing Authority. Carried.	
3.	PREVIOUS MINUTES: Paul moved to approve the minutes from the regular meeting of June 10, with the following corrections: p. 2, item 7, last sentence; add a space; and p. 3, e (i); correct the word "Foom" to "Form". Carried with changes as stated.	

<p>4.</p>	<p>OLD BUSINESS</p> <p><u>1. Welcoming Ceremony/BBQ/Corn Roast: Sept 17 at 3:00 pm</u></p> <p>i. Planning and Volunteers: Arv reported that we are planning for about 400 servings for the BBQ. RSVP's are due to Liz Koolman by Sept. 1 so the number can be adjusted as needed. They'll stay in touch.</p> <p>Arv has created a Planning Document for use this year and in future years and will provide an "After Action" Report next meeting.</p> <p>Arv is coordinating logistics and food for the Welcoming Ceremony and food for the Special Ceremonies.</p> <p>Arv will contact Tammy Cummings and Thrifty Foods to see if he can apply purchases for the BBQ towards our Thrifty Fundraising program. He will get quotes and order the food and supplies.</p> <p><i>Food Safe Training</i> is now available online for future consideration if WMS needs people trained.</p> <p>Shannon and Liz are handling logistics for the CRB Donor Ceremony and David Graham Building Dedication Ceremony.</p> <p>The BBQ and propane have been booked and confirmed from Richlock Rentals for this year; next year, we have it booked for free from Jenner Chev Olds for Friday, Sept. 16, 2011 under Bruce's name for the School. It can be picked-up the day before prior to 4:00 pm. There is no charge for community groups' use, nor for the propane.</p> <p>ii. Quote for Catering: Shannon secured a quote from <i>Food For Thought Catering</i> "just in case" and as a comparison to doing everything ourselves: roughly, for 150 people for a Summer BBQ, they quoted \$18.95 per person, plus HST for adults, \$13.95 per person for kids ages 7-15, plus HST, and \$4.95 per person for kids ages 3-5, plus HST; in addition, is a 15% gratuity fee. After hearing this, the Board decided to step-up efforts to secure more volunteers to keep costs down.</p> <p><u>2. CRB Donor Ceremony: Sept. 17 at 4:15 pm</u></p> <p>i. Donor Plaque Design and Quotes – moved to New Business for vote on spending. Quotes sought from Victoria Custom Stamp and Engraving</p>	
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	<p>and Elite Sports.</p> <p>Discussion and decision made re. design. Paul is having the West-Mont logo engraved in mahogany from his business in Bali. He will mount that and the engraved donor name plaque onto a larger rectangular piece of complementary wood. The over-all final look will be similar in style to the clock in the Library. Decision on where in the CRB to mount it will be made at a later date. Paul was thanked again for his generosity in donating the carved piece.</p> <p>ii. Ceremony Planning Update: Shannon reported that all invitations have been sent to donors and nearly all have been reached by phone/email to determine how they'd like their names represented on the Donor Plaque.</p> <p>Liz reported that Clayton's mother, Heather Morley, and grandmother, Gail Morley have been invited.</p> <p><u>3. David Graham Building/Middle School Renaming Ceremony: Sept 17 at 4:30 pm.</u></p> <p>i. Guests and Speakers: Liz reported that 110 invitations have been sent out to date, with the RSVP deadline Sept 1. Jill Graham and her three sons will attend, with Jill speaking for 3 minutes; Ivan Hoetzel, former Board Chair, will also attend and is very pleased to do a brief presentation on David's legacy.</p> <p>The Garden Committee is creating a special section in the Learning Garden in memory of David Graham.</p> <p><u>4. Directors' Board Orientation:</u> Paul reported that he completed an Directors' Orientation and site tour at the end of June for Arv, Debbie and Autumn.</p>	
<p>4.</p>	<p>WCMS REPORTS:</p> <p>a. <u>PRINCIPAL'S REPORT</u> Bruce (and Paul – see item 3 note)</p> <p>1. Registration numbers for next year: 153-155</p> <ul style="list-style-type: none"> a. EP classes are filled: 24, 16, and 16 b. Elementary classes range from 15-20 c. The Senior class has 12 students 	

	<p>2. The new WMS Volunteer Coordinator is Anna Horel Email: AnnaHorel@yahoo.ca or volunteer@west-mont.ca Phone: 250-480-8548</p> <p>3. School Maintenance and Improvements report:</p> <ol style="list-style-type: none"> a. Lights for the parking lot: completed b. School Field – 100 tons of sand and top soil added. Canada Geese have been a problem c. Sound-proof wall now between Willow and Redwood rooms d. Floor, entrance and stairs updated in Middle School (DGB) building e. *Outside Stairs for Willow Room: (Note: See Site section for this item. Paul Davis assisted here as Bruce had to leave the meeting temporarily to give Metchosin Firefighters a site tour): <p>4. New Staff this year:</p> <ol style="list-style-type: none"> a. Kim Mann Grades 2/3; and Megan Gilbert, Art Specialist b. Still in the process of looking for Daycare and Montessori Assistant. <p>5. PAC Update:</p> <ol style="list-style-type: none"> a. PAC has set Wednesday, Sept 15 as a <i>Meet and Greet</i> morning beginning at 7:30 am in the Main School hallway to meet new parents and introduce themselves. Coffee and goodies served. b. PAC meeting to follow later in the morning c. Charity Auction set for November 26 at Olympic View Golf Club <p>6. Montessori Training Centre Update:</p> <ol style="list-style-type: none"> a. 12 students in the first cohort will be doing their final exams in Spring b. 8 students registered to begin in the second cohort starting this week. Some are auditing. <p>b. <u>TREASURER’S REPORT</u> Ed/Barb K.</p> <ol style="list-style-type: none"> i. No statement of income and expenses done over summer. <p>d. <u>COMMUNICATIONS:</u> Shannon</p> <ol style="list-style-type: none"> i. Metchosin Muse deadline: Sept. 10, 2010 for Oct 1 Muse. Email stories, ideas and photos to Marie-Terese Little at mtlittle@telus.net and Shannon Tait at spw_tait@shaw.ca ii. Board website page updates – minutes and agendas – process with Magnus? Magnus is doing WMS website now; Barb K. will send me his email address to follow-up. 	
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<p>iii. BC Society’s Office forms submission: Shannon and Rebecca following-up on this re. Annual report and updated Bylaws.</p> <p>iv. WMS Metchosin Muse articles added to the WMS website: Shannon and M-T following up with the Muse about any concerns.</p> <p>v. Muse distribution point at WMS: Bruce sent letter. No word back to date.</p> <p>e. <u>MARKETING:</u></p> <p>i. Website Testimonials and update: Arv reported he got one more family testimonial over the summer. Will discuss with Bruce to follow-up.</p> <p>ii. School jackets, hats, uniforms updates: The Staff will be getting jackets. Hope this will spur additional interest in ordering. Bruce will come up with an ordering process.</p> <p>f. <u>POLICY:</u> No updates to report.</p> <p>g. <u>STRATEGIC PLANNING:</u></p> <p>i. Update to be provided at September 23, 2010 Board meeting by the Sub-Committee as discussed at AGM.</p> <p>g. <u>SITE – Paul (also see Principal’s Report)</u></p> <p>i. CRB Storage Room/Handicapped Washroom update Paul has arranged for an architect’s drawing and engineer’s report combined with one that is being done for the Willow Outside stairs, since Metchosin requires an engineer to sign off on a project before issuing a building permit. Roman Dawson is doing it, same engineer with whom we’ve worked before. He has been on vacation, which has delayed the timing. The priority to build the storage shed been changed due to the focus on completing the Willow outside stairs.</p> <p>ii. Willow Room outside Stairs update: * Paul reviewed the background history of the Willow class outside stairs for those present. While WCMS has been told in the past that an outside exit to Willow is not a legal requirement, to mitigate parents’ safety concerns, steps have been taken this summer to get quotes and assessments to build a multi-purpose exit to the outside (not just a fire exit) for Willow, which includes railings and a landing.</p> <p>Question from Treasurer, Ed S. re. how approval of spending on Willow outside stairs could impact capital reserves. Reminder that fiscal prudence is important. Barb K. confirmed we are currently “cash strong”. Discussion also</p>	<p>e(ii): Bruce: will create a jacket - ordering process.</p>
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	<p>occurred about timing of construction in relation to start of school. Paul indicated construction could start next week. Children’s safety would not be compromised. Moved to new business for vote.</p> <p>g. <u>CAPITAL PROJECT: New Main School Building</u>: No updates to report.</p>	
<p>6.</p>	<p>NEW BUSINESS:</p> <p>1. Quotes and decision on Willow Staircase:</p> <p>MOTION: Paul moved that <i>the Board approve spending up to \$8000 total on material, labour costs, and engineers’ reports to complete a multi-purpose outside exit to the Willow Classroom.</i></p> <p>(Quotes were for: \$3000 on materials from Slegg Lumber; \$1800 on labour from Kevin Jones; and \$2000 on engineer drawings for Willow exit stairs and CRB storage shed from Roman Dawson. HST is included).</p> <p>Motion carried, with Treasurer Ed Sykora abstaining.</p> <p>2. Quorum for Board Directors’ meetings . Suggested motion to lower minimum number required to 3 Directors for quorum. Decision made not to proceed with this at present. Preference to keep quorum as is and use email voting if needed, which is an option under BC Society Act.</p> <p>3. Vote on cost of Donor Plaque completion:</p> <p>MOTION: Ed Sykora moved that <i>the Board approve spending of up to \$500 to cover the cost of engraving for the Clayton Ruttan Building Donor Plaque.</i> Shannon Tait seconded. Carried.</p> <p>4. Vote on costs of Welcoming Event on Sept. 17, 2010 – Arv to get quotes and is focusing on keeping costs as low as possible with as much benefit to WMS as possible.</p> <p>5. Assignment of Board Portfolios: Deferred to September Board meeting</p> <p>6. Sub-Committees recruitment (Eg. Finance; Strategic Planning; Marketing; Nominations):</p> <p>a) Finance: Ed would like to actively recruit at least two others in addition to Paul, Bruce, and Barb K. to reestablish this sub-committee. Someone with financial expertise would be helpful. Shannon will post a notice via Melanie asking interested parties to email Ed and indicate why they are interested in joining and what they could contribute.</p> <p>Ed was thanked for being willing to stay on as Treasurer, despite a currently challenging family situation. We also have one Director position still vacant on</p>	<p>6. a) Shannon: Note to parents to recruit 2 people for Finance Sub-committee for Ed.</p>

	<p>the Board. Someone may be appointed without requiring an election and membership vote.</p> <p>7. Board Annual Planning Cycle – upcoming events. Arv would like to have this topic added as regular agenda item.</p> <p><u>Coming up next</u> : the <u>Review Engagement Audit</u> and statement from the Accountant, to be presented at the October 21 board meeting by Treasurer Ed. Accountants can be invited to attend meeting.</p> <p><u>October is also the month for the Board to approve the budget.</u></p> <p>8. Ideas re. desired Capital Initiatives over the next 2-5 years: Ed wants all board, staff, and parents to be able to provide input on capital initiatives related to facilities, equipment and grounds. He is seeking to determine “orders of magnitude” and cost estimates to be able to develop rigor around capital costs and expectations. He would like to have a contingency established and know what happens to items in the priority queue. This process should occur annually. Safety and functionality are the priorities. He will draft a form for Shannon to distribute via Melanie to the membership. Deadline for input is October 4 to the Board email: board@west-mont.ca One topic per form. Barb K. will put on staff agenda for discussion – input via Bruce.</p> <p>**All Board members should be prepared to submit their capital initiatives priorities list to Ed by Sept. 23 meeting.</p> <p>9. Bank Signing Authority:</p> <p>MOTION: Paul moved that <i>Steve McLure’s name be removed from the bank’s signing authority list for the Western Communities Montessori Society, and that Ed Sykora’s name be added to the list. Carried.</i></p> <p>10. Vote on spending for David Graham Building Sign:</p> <p>MOTION: Ed moved that <i>the Board spend up to \$500 to purchase a sign reading David Graham Building for the outside of the building. Paul seconded. Carried.</i></p> <p>Paul and Bruce will determine the exact location and arrange to have the sign installed by September 17, 2010. Paul will order the sign.</p>	<p>7. Shannon: Add Annual Planning Cycle to monthly board agenda.</p> <p>8. Ed send Shannon a Capital Initiatives ideas form to send out to the membership for input by Oct 4.</p> <p>All: Create capital initiatives priorities list by Sept. 23 meeting.</p> <p>10: Paul: order an outside sign for the DGB.</p> <p>Arrange with Bruce to install by Sept. 17.</p>
<p>7.</p>	<p>BUSINESS FROM THE FLOOR:</p> <p>i. David Graham sign and write-up (Liz Koolman): Liz Koolman reported that she and Lucille Knox were arranging for a framed write-up and photo of David Graham to be available to place inside the front door of the DG building to inform people about who David was and his legacy at West-Mont School.</p>	

8.	IN CAMERA: 9:20 – 9:50 pm	
9.	ADJOURNED: 9:50 pm.	
10.	NEXT MEETING: September 23, 2010, 7:00 pm in Redwood. Note: Board reports and agenda items due to Shannon Tait by Sept. 14, 2010 to (spw_tait@shaw.ca)	