

**Western Communities Montessori Society
Board of Directors' Meeting Agenda**

Email: board@west-mont.ca

DATE: April 14, 2011 meeting, Redwood Room, 7:00 pm

Draft__ Final__1__

ITEM DISCUSSION

ACTION

1. CALL TO ORDER:

Paul

(Floor opportunity to ask about Agenda or discussion of submission prior to meeting, via s.2.6.d.
Any item requiring a decision from the Board will be moved to New Business so the Floor can contribute)

2. ADOPTION OF AGENDA: Changes and additions?

Paul

3. ADOPTION OF PREVIOUS MINUTES: (March 10, 2011)

Paul

4. SPECIAL PRESENTATION: Strategic Planning Committee (30 min.)
Reveal of the "WCMS STRATEGIC PLAN 2011-2015"

Arv

5. OLD BUSINESS:

1. WCMS Membership forms – option to identify non-parents such as staff and public

Rebecca/Shan

2. Carver Policy Governance and Roberts' Rules of Order CD training follow-up

Kim

3. Hydro Grant follow-up for light ballasts in Main and DG buildings

Bruce

4. Alarm company system approval (see New Business for a Motion)

Paul

5. Alumni email follow-up (Liz/Debbie)

Debbie

6. Directors' Policy Manual Review report and recommendations

Rebecca/Autumn

6. WCMS REPORTS:

a. Principal's Report

Bruce

i. Distributed at meeting

ii. PAC Report

b. Treasurer/Finance Committee

Kim/Barb K.

i. Report and Statement of Income and Expenses to March 31, 2011

ii Grant writing / Revenue Generating Ideas Committee update

iii. Staff Bonus Committee

iv. Next meeting

c. Communications:

Shannon

i. *Metchosin Muse* items (stories/photos) **deadlines: May 10, 2011 for June 1/11** edition. Send to Shannon Tait (spw_tait@shaw.ca) or Marie-Terese Little (mtlittle@telus.net)

ii. Muse article submission / Middle School writers update

iii. *WMS School newsletter* **deadlines: April 26** at noon to Melanie (info@west-mont.ca)

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- iv. Lynn Hill letter update re. *History of Montessori in Victoria* report/ Website statement update

- d. Marketing:** Debbie
 - i. Report – including advertising strategy
 - ii. Next meeting: May

- e. Policy:** Rebecca/Autumn
 - i. See Old Business for report this month
 - ii. Next meeting

- f. Strategic Planning:** Arv
 - i. See Special Presentation section
 - ii. Next meeting

- g. Site:** Also see Principal's Report Paul
 - i. Willow Classroom Outside Staircase update
 - ii. Lights at end of driveway update
 - iii. Storage Unit for Chairs update – architect found?
 - iv. Staff parking lot and driveway condition update
 - v. Property Drainage update

- h. Capital Project:** New Main School Building Paul
 - i. Updates

- i. Nominations Committee / AGM (June 9)** Shannon
 - i. Committee members update
 - ii. Returning Directors' update
 - iii. Yes/No Letter and Nominations Packages review
 - iv. Coffee/Chat date for interested new members: See New Business
 - v. WCMS 2010-2011 Annual Report: Directors' Reports **due May 19**

- i. Board Annual Planning Cycle:** *Upcoming Events for April – June 2011* Shannon
 - i. Nomination letters/invitations to prospective Directors released (April)
 - ii. Board Secretary prepares Nomination package for release (April)
 - iii. Notice of AGM posted and Nominations due back to Board Secretary (May)
 - iv. Board finalizes any motions required for vote of Society Membership at AGM (eg. changes to bylaws, significant financial issues). Post in accordance to Society Act regulations. (April/May)
 - v. AGM and Election of Board Directors: (June 9, 2011)
 - vi. Fiscal year end: (June 30, 2011)
 - vii. Board provides meeting dates to Principal for next year's calendar (June)

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7. **NEW BUSINESS:** (Floor has 4 min./person to participate in discussions re. items requiring a vote)
1. Motion (tabled from March) to decide which updated alarm system and monitoring package to approve. Paul
 2. Board Coffee/Chat date for interested Board candidates Tent: Fri. April 29: 8:30 - 9:30 am. Shannon
 3. Dates for Future Board Meetings – always Thursday nights? Calendar deadline confirmation Autumn
 4. Alumni Committee Formation Christy/Deb

BUSINESS FROM FLOOR:

8. **IN CAMERA:** Start time: End time:
9. **ADJOURNMENT:** Paul
10. **NEXT MEETING:** **Thursday, May 19, 2011 at 7:00 pm** in Redwood classroom:
Agenda items to Shannon Tait, Secretary, by **May 10, 2011 to board@west-mont.ca