

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

board@west-mont.ca

DATE: August 26, 2010 meeting, Redwood Room, 7:00 pm

Draft__x_ Final__

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: (June 10, 2010)

Paul

4. OLD BUSINESS:

1. Welcoming Ceremony/BBQ/Corn Roast: Sept 17 @ 3:00

Arv/Shannon

- planning and volunteers

- quote for catering

2. CRB Donor Ceremony: Sept. 17 @ 4:15 pm

i. Donor Plaque final design – quotes and decisions to new Business

Shannon/Paul

ii. Ceremony planning update

Shannon

3. David Graham Building/Middle School Renaming Ceremony: Sept. 17 at 4:30 pm

i. Ceremony planning update

(Liz)/Shannon

4. Directors' Orientation

Paul

5. WCMS REPORTS:

*(If anything new comes up during Reports which needs to be decided, it then moves to the New Business part of meeting for discussion (including floor members) and a vote).

a. Principal's Report:

Bruce

i. Registrations numbers for Sept. 2010: 153 to 156

ii. School maintenance and improvements report:

- Lights for parking lot
- School field
- Floor in Middle school
- Wall between Willow Room and Redwood Room
- Outside Stairs for Willow Room

iii. New staff starting this fall

iv. Montessori Training Centre update

v. PAC Update: Meeting: Wed. Sept. 15 (Volunteer Coordinator; Charity Auction)

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- b. Treasurer:** Ed/Barb K.
 - i. Statement of Income and Expenses

- c. Communications:** Shannon
 - i. *Metchosin Muse* items (stories/photos) *deadlines*: Sept. 10, 2010 for Oct. 1 edition to spw_tait@shaw.ca and mtlitttle@telus.net
 - ii. Board website page updates – minutes and agendas – process with Magnus?
 - iii. Society's office forms submission
 - iv. Muse articles added to the WMS website
 - v. Muse distribution point at WMS

- d. Marketing:**
 - i. Website testimonials and update
 - ii. School jackets, hats, uniforms update

- e. Policy:**

- f. Strategic Planning:**
 - i. Update to be provided at September 23, 2010 meeting

- g. Site:** - Also see Principal's Report Paul/Bruce
 - i. CRB Storage Room/Handicapped Washroom

- h. Capital Project:** New Main School Building

6. NEW BUSINESS: (Floor has 4 min./person to participate in discussions re. items requiring a vote)

- 1. Quotes and decision on Willow Staircase
- 2. Quorum for Board Directors' meetings – Motion to lower minimum number required to 3 Directors
- 3. Vote on cost for Donor Plaque completion
- 4. Vote on costs for Welcoming Event
- 5. Assignment of Board Portfolios
- 6. Sub-Committees (eg. Finance; Strategic Planning; Marketing; Nominations)
- 7. Board Annual Planning Cycle – upcoming events
- 8. Ideas re. desired capital initiatives over the next 3 years

7. BUSINESS FROM FLOOR:

8. IN CAMERA: Start time: End time: Paul

9. ADJOURNMENT:

10. NEXT MEETING: **Sept. 23, 2010 at 7:00 pm** in Redwood classroom:
Agenda to Shannon Tait, Secretary, by **Sept. 14, 2010**
board@west-mont.ca or spw_tait@shaw.ca