

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

Email: board@west-mont.ca

DATE: May 19, 2011 meeting, Redwood Room, 7:00 pm

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ITEM DISCUSSION

ACTION

1. CALL TO ORDER:

Arv, VP

(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?

Arv, VP

3. ADOPTION OF PREVIOUS MINUTES: (April 14, 2011)

Arv, VP

4. OLD BUSINESS:

1. Directors' Policy Manual Review report and recommendations

Rebecca/Autumn

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

Kim/Paul

3. Alumni Committee Formation/follow-up

Christy

4. Strategic Plan Presentation follow-up (39 attendees).

Arv

Also, See New Business for Motion to accept document presented in April

5. UVic Track Meet bumped date follow-up

Bruce/Rebecca

5. WCMS REPORTS:

a. Principal's Report

Bruce

i. Distributed at meeting

ii. PAC Report

iii. Jennifer Walker: Final report on her RRU Master's Research Project:
"Communication for Commitment" (20 minutes)

b. Treasurer/Finance Committee

Kim/Barb K.

i. Report and Statement of Income and Expenses to April 30, 2011

ii. Grant writing / Revenue Generating Ideas Committee update

iii. Staff Bonus Committee (See New Business for Motion to accept SB Committee rec.)

iv. Next meeting

c. Communications:

Shannon

i. *Metchosin Muse* items (stories/photos) **deadlines: June 10, 2011 for Summer 2011** edition. Send to Shannon Tait (spw_tait@shaw.ca) or Marie-Terese Little (mtlittle@telus.net)
No June contribution – now submitting every 2 months, opposite Hans Helgesen's contributions

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- ii. WMS *School newsletter deadlines*: **May 24** at noon to Melanie (info@west-mont.ca)
 - iii. Lynne Hill letter update re. *History of Montessori in Victoria* report/ Website statement update
 - iv. Metchosin Muse Directory submission follow-up
 - v. Letter from Licensing Board – passed on to Barb Lewis
 - vi. Letter of thanks to Starbucks for Coffee and Chat donation
- d. Marketing:** Debbie
- i. Report – including advertising and May Day Parade
 - ii. Next meeting: TBA
- e. Policy:** Rebecca/Autumn
- i. Report
 - ii. Next meeting: TBA
- f. Strategic Planning:** Arv
- i. Report: Next steps: (See New Business for Motion to accept doc. presented in April)
 - ii. Next meeting:
- g. Site:** Also see Principal's Report Bruce/Arv
- 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
- h. Capital Project:** New Main School Building Arv/Bruce
- i. Committee Formation Update
- i. Nominations Committee / AGM (June 9)** Shannon
- i. Nominations Deadline today (May 19), but also accepted from the floor at AGM
 - ii. WCMS 2010-2011 Annual Report: Directors' Reports **due tonight** - May 19
 - iii. Coffee and Chat session and Nomination period launch – April 29 – follow-up (Thanks to Shannon, Rebecca, Autumn, Kim, and Arv for attendance).

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- i. Board Annual Planning Cycle:** *Upcoming Events for April – June 2011* Shannon
- i. 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. (May)
 - ii. AGM and Election of Board Directors: (June 9, 2011)
 - iii. Fiscal year end: (June 30, 2011)
 - iv. Board provides meeting dates to Principal for next year's calendar (June 9)

6. 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. Arv
- 2. Motion: To accept the Staff Bonus Committee's recommendations Kim/Barb K.
- 3. Motion: Re. Storage Unit action Arv
- 4. Motion: Tentative re. updates to bylaws or policy to be considered for AGM or elections Rebecca/Autumn
- 5. Motion: To accept the Strategic Plan 2011-2015 document presented at the April 2011 board meeting Arv

BUSINESS FROM FLOOR:

7. IN CAMERA: Start time: End time:

8. ADJOURNMENT: Arv

9. NEXT MEETINGS:**

a. 2010 - 2011 AGM (Annual General Meeting): Thursday, June 9, 2011 at 7:00 pm in the Redwood classroom

b. Regular Board meeting to follow the AGM, June 9, 2011 (approximately 8:30 pm)

Agenda items to Shannon Tait, Secretary, by **May 31, 2011 to board@west-mont.ca