

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

[board@west-mont.ca](mailto:board@west-mont.ca)

**DATE: September 23, 2010 meeting,** Redwood Room, 7:00 pm

**Draft\_2\_x\_ Final\_\_**

<b><u>ITEM</u></b>	<b><u>DISCUSSION</u></b>	<b><u>ACTION</u></b>
<b>1. CALL TO ORDER:</b>		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)	
<b>2. ADOPTION OF AGENDA: Changes and additions?</b>		Paul
<b>3. ADOPTION OF PREVIOUS MINUTES:</b>	(August 26, 2010)	Paul
<b>4. OLD BUSINESS:</b>		
1.	Sept 17, 2010 Welcoming Ceremony: feedback/wrap-up	Arv/All
2.	CRB Donor Ceremony: feedback/wrap-up	Shannon
	i. Donor Plaque location decision	
3.	David Graham Building Dedication Ceremony: feedback/wrap-up	(Liz)/Shannon
4.	Willow Classroom Outside Staircase update	Paul
5.	CRB Storage Room/Handicapped Washroom update	
6.	Muse distribution point at WMS update	Shannon/Bruce
7.	Website testimonials update	Arv
8.	Board Annual Planning Cycle – upcoming events	Shannon
9.	Board Policy Manual update (incl. website)	Shannon
10.	Board News website updates	Shannon/Bruce
11.	Annual Principal Evaluation	Paul/Arv
<b>5. WCMS REPORTS:</b>		
	*(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).	
<b>a. Principal's Report:</b>		Bruce
	i. Registration numbers	
	ii. PAC Update from Wed. Sept 15 meeting	
	iii. Other	
<b>b. Treasurer:</b>		Ed/Barb K.

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- i. Statement of Income and Expenses
- ii. 3-5 year Capital Initiatives Plan update
- iii. Budget Preparations
- iv. Finance Sub-Committee membership update
- v.

**c. Communications:** Shannon

- i. *Metchosin Muse* items (stories/photos) *deadlines*: Oct. 10, 2010 for Nov. 1 edition to Marie-Terese Little ([mtlittle@telus.net](mailto:mtlittle@telus.net)) and Shannon Tait ([spw\\_tait@shaw.ca](mailto:spw_tait@shaw.ca))
- ii. *WMS School newsletter deadlines*: Sept. 27 and October 11 at noon to Melanie ([info@west-mont.ca](mailto:info@west-mont.ca))
- iii. BC Society's Office WCMS Board forms submissions update

**d. Marketing:**

- i. Board Member photos Arv

**e. Policy:**

**f. Strategic Planning:**

- i. **Progress Update Report** from Sept. 16, 2010 Sub-committee meeting (Marie-Terese, Arv, Teresa and Jason) M-T

**g. Site:** Also see Principal's Report and Old Business Paul/Bruce

- i. Carver's search for piece of Dogwood to create a Dogwood classroom sign (Shannon)

**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. **Jennifer Walker: Presentation:** Report on her RRU/WMS Masters' Research and Inquiry Project (10-15 minutes): Jennifer is now ready to begin collecting data, and will give us a brief overview of the nature of the research and inquiry, the intended audiences, and timing, and provide some time for Q & A's.
- 2. Board Portfolio Assignments All
- 3.

**7. BUSINESS FROM FLOOR:**

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

**9. ADJOURNMENT:** Paul

**10. NEXT MEETING:** Thursday, October 21, 2010 at 7:00 pm in Redwood classroom:

\*\*Agenda item to Shannon Tait, Secretary, by **October 12, 2010** to [board@west-mont.ca](mailto:board@west-mont.ca)