

**Western Communities Montessori Society
Meeting of Directors – Minutes**



Meeting Date:	October 2, 2025, at 6:30 p.m.
Location:	4075 Metchosin Road, Victoria
Attendees:	Anastassia Bennett, Magnus Hanton, Chelle Fox, Elliott Billingsley, Erin Eisenberg, Michelle McClure, April Sim, June Ling, Crispin Murphy + Society Members (In Person: Sam Huer & Peter Scott; Via Teams)
Regrets:	Matt Loken, Luke Geiger
Distribution:	All Attendees, Board Members, including Ex-Officio Members, Society

Item	Discussion
1.	Call to Order – 6:34 p.m.
2.	<p>Adoption of Agenda</p> <p>1. Motion to adopt the agenda</p> <p>Motion to approve – Crispin; Second – Elliot; In Favour – All; Opposed – None; Abstained – None</p>
3.	<p>Adoption of Previous Minutes</p> <p>1. Motion to adopt the previous minutes – August 20, 2025</p> <ul style="list-style-type: none"> • No changes required to minutes. <p>Motion to adopt – Michelle; Second – Elliot; In Favour – All; Opposed – None; Abstained – None</p>
4.	<p>Reports from Committees</p> <ul style="list-style-type: none"> • Reports included in the Board meeting package: <ul style="list-style-type: none"> a. <u>Head of School Report – Magnus</u> • Magnus – The report is demonstrating the impact of the new marketing crew (Violet & Fine). Violet & Vine have taken on the marketing of Westmont with a small consulting fee and their focus is on traditional media. <ul style="list-style-type: none"> ○ Also getting website up to search engine optimization and it is landing well with results. There will be a complete picture later on as the September report just received. Note that many enrolled families are interested in looking at the school’s website at the beginning of the school year.

- April confirmed with Magnus that the reports are always behind a month behind.
- Magnus – The biggest expenditure will be advertising on the back of busses during enrollment time and will be targeting the higher traffic area between Langford and downtown. Currently working with BC Transit to figure out what these routes will be and the timing. This will target enrollment for new families.
- June – What's traditional marketing?
- Magnus – Sports venue, print, non-digital. Typical digital marketing are Google ads, Facebook, Instagram, etc. Non-digital is more about presence than wide audience reaching. Will be considering advertising on the base, family guides, and Island Parent magazine.
- Chelle – Any consideration of MFRC (Esquimalt Military Family Resource Centre)?
- Magnus – We plan on doing that as we have done so in the past.

b. PAC Report – Chelle

- Chelle – There are three PAC events right now: pumpkin hunt & sale, adult event at Hecklers, and working out logistics at The Rack. The goal is not just fundraising but creating more of a community.
- Michelle – Suggested having a pumpkin painting party for the pumpkin hunt.
- Chelle – Explained the pumpkin hunt is where families donate decorated pumpkins, which are hidden on school property for a hunting party, and they can be purchased.

c. Finance Committee Report – Anastassia

- Anastassia – Final draft of the external finance statement just arrived earlier today so we will need another meeting to approve the statement.
 - Overall, the number hasn't changed. Westmont had a good year and the balance shows a profit of \$78,000.00 on June 30. The balance is without the inclusion of any donations.
 - The cost per student hasn't been finalized. Once financial statements are completed, then the cost per student is how BC Ministry of Education and Childcare funding is determined. We are a group 1 school, so we receive 50% of the school district's per student operating grant on a per average student basis. If we exceed the max limit (*i.e.*, greater than the average cost per student in the school district), then the independent school model will switch to a different group with less funding because we spent more money than allowed.
 - Last year, we did monthly reporting. We will switch back to quarterly reporting because the finance committee feels like

there's now a good handle on the finances. September just finished, so the next board meeting will be Q1 results.

- We will be transitioning into a new accounting system. As of July 1, 2026, we will most likely be switching to QuickBooks. The integration is stronger with our payroll system and marketing expenditures. It's also just a way better system.

d. Building and Site Committee Report – Matt

- April – The Clean Up Weekend was successful. Thank you to everyone who came, even the kids. Everyone was busy painting and working on the garden.
- Message from Liz Koolman: "The efforts of April and Stewart, in particular, and Mike Pretty, to stain and paint fencing and hand rails has made a great improvement to the first impression of people approaching the buildings. It is fresh, clean and shows there is some pride in how the school grounds look. Many thanks to those and other volunteers who have worked over the past few months to "spruce things up".
- Elliot – Any updates on the ramp?
- April – Once the inspection is done on the building to make sure there are no major issues, then we will schedule to install the ramp.

e. Policy Committee Report – Crispin

- Not included
- Crispin – No one has reached out for new policy suggestions. If anyone wants to join the policy committee, they can reach out to Crispin.
 - If changes are required, there will need to be a structured general meeting to make changes to the bylaws and constitution. A focus is ensuring the Board from being too family-centered. The desire is to have a broad composition from the school population.
- April – Never got to updating the bylaws and constitution last year.
- Crispin – That's the focus this year. The plan is to complete an annual review in Dec/Jan.
- Elliot – What can the additional members contribute?
- Crispin – Would ideally like individuals with backgrounds in legal drafting and interpretation and policy writing.

f. Social Engagement Committee Report – Michelle

- Michelle - Not a whole lot to report. We are focused on organizing a couple more events. The next committee meeting is October 23. The committee is more of the social interpersonal effort to create community and warm fuzzies. The Michelles (Michelle McClure and Chelle Fox) will be working on it together. Go, Teamwork Fuzzies!

	<p style="text-align: center;"><u>g. Community Engagement Committee Report – Elliot</u></p> <ul style="list-style-type: none"> • Not included • Elliot – Eric Ambroso has been providing him with an orientation. The goal is to receive information from families about their experiences. The main operation is to run surveys for families about 3 times a year and one for staff. Planning to put out a survey late next week. • Michelle – Elliot’s committee is more about data and analytics whereas hers is more about plans and events. • Elliot – Main goal for both committees is the retention of student. • Elliot confirmed he had last year’s analytics from Eric. • Crispin – Are we doing outreach again and calling the families? It was well received and appreciated by the families. • Elliot – Consistency was a challenge for the calls. We want to make sure anyone making the calls is fully bought into the process and that we need to do it in a way that would work with everyone’s capacities. <p>7:00 p.m. – no further discussions, questions, and clarifications on the submitted reports</p>
<p>5.</p>	<p>Old Business</p> <p>1. Confidentiality Agreements</p> <p>All Board members to sign before they leave and give them to June.</p>
<p>6.</p>	<p>New Business</p> <p>1. Review and approval of Sub-Committees' Terms of Reference, included in Board meeting package:</p> <p style="padding-left: 40px;">a. Finance Committee – Luke Motion – Elliot; Second - Crispin; In favour – All; Opposed – None; Abstained - None</p> <p style="padding-left: 40px;">b. Building and Site Committee – Matt Motion – Michelle; Section – Crispin; In favour – All; Opposed – None; Abstained - None</p> <p style="padding-left: 40px;">c. Policy Committee – Crispin</p> <ul style="list-style-type: none"> • Not included <p style="padding-left: 40px;">d. Social Engagement Committee – Michelle Motion – Elliot; Second – Crispin; In favour – All; Opposed – None; Abstained - None</p> <p style="padding-left: 40px;">e. Community Engagement Committee – Elliot</p>

	<p>Motion – Elliot; Second – Crispin; In favour – All; Opposed – None; Abstained - None</p> <p>2. Cost per Student</p> <ul style="list-style-type: none"> Anastassia – As discussed earlier, it will be ready at a later date.
7.	<p>Business from the Floor</p> <p>Question: Elliot – how do you go to the sub-committee meetings?</p> <ul style="list-style-type: none"> Answer: Magnus – You have to receive an invitation from the committee chair. Reach out to the committee chair if you are interested in joining a committee.
8.	<p>Meeting Review and Adjournment – lead by Michelle McClure</p> <p>1. Meeting adjourned at 7:06 p.m.</p>