

Western Communities Montessori Society Meeting of Directors – Minutes, September 19, 2024

Meeting Date: September 19, 2024
Meeting Location: 4075 Metchosin Road
Attendees: In person: April Sim, Crispin, Andrea, Matt, Michele, Colin, Magnus, Eric
 Virtual: Janet McKenzie, Luke G
Regrets: None
Distribution: All Attendees, Board Members including Ex-Officio Members, Society

Item	Discussion
1.	Call to Order Meeting began: 6:37pm
2.	Adoption of Agenda 1. Motion to adopt the agenda <i>Colin First, Eric Second, passed unanimously</i>
3.	Adoption of Previous Minutes 1. Motion to adopt the previous minutes N/A
4.	Reports from Committees 1. Committee reports included in the board meeting package <ul style="list-style-type: none"> • Head of School Report- Magnus <ul style="list-style-type: none"> - Staff and leadership underwent “Real Restitution” training for conflict management. Positive reception and implementation. - 2024/25 Enrollment is at 285 - Ministry routine inspection of the school set for October 18 - Highschool Development underway with significant anonymous donor investing into technology for excellent educational options. MOU with donor requesting business plan for highschool project by December 8 <i>Motion Approved: Approve December 8 deadline for business plan to donors in revised MOU – Michele First, Matt Second, unanimous approved.</i> • PAC Report – Ex-Officio PAC President, Janet <ul style="list-style-type: none"> - Positive reception from Society with welcome coffee and BBQ events. Make part of the annual PAC activities with Board.

	<ul style="list-style-type: none">- PAC General Meeting on Thursday, September 26th at 1pm- Still seeking person to fulfill Vice President Role with representation from middle or high school families• Finance Committee Report – Anastassia<ul style="list-style-type: none">- Summer camp analysis currently underway for summer of 2025- Tuition setting analysis to be done by mid-November, setting fees for 25/26 school year- Continuing to mitigate and meet financial deadlines and protocols to ensure capital positive for 24/25 school year.• Fundraising Committee Report – N/A No committee set• Marketing, Recruitment + Retention Committee Report – Michele + Colin<ul style="list-style-type: none">- Committee Meetings to be held in conjuncture with the Community Engagement Committee as content overlaps and strategies will be more effective<p><i>Action Items:</i></p><p><i>Magnus, Colin and Michele to set meeting for marketing strategy for 24/25 school year</i></p><p><i>Create actionable, simple and practical plan for committee – complete by next Board meeting (October 17)</i></p>• Community Engagement Committee Report – Eric<ul style="list-style-type: none">- Met with Magnus to create drafts of Society engagement surveys and the schedule for implementing.<p><i>Action Items:</i></p><p><i>Meet with Janet and PAC to draft an interview protocol and template for Society satisfaction interviews.</i></p>• Building and Site Committee Report – Matt<ul style="list-style-type: none">- Luke recommends Matt to meet with Robin for full context of previous years, building and site components to help for 24/25 school year committee. Luke to be a part of committee membership.<p><i>Action Items:</i></p><p><i>Matt to meet with Magnus to decide on committee points and action items</i></p><p><i>April to connect Matt to Robin. Completed September 25, 2024</i></p><p><i>Matt to submit Terms of Reference before next Board meeting (October 17)</i></p>
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	<ul style="list-style-type: none"> • Policy Update Committee – Crispin <ul style="list-style-type: none"> - Committee sent Board policy updates for review back in August of 2024. - Policy recommendations sent back to Committee for further analysis. - Michelle recommended reaching to Society parent with lawyer expertise to join committee. <p><i>Action Items:</i></p> <p><i>Committee to review and finalize policy after Magnus and Finance Office to approve.</i></p> <p><i>Motion Denied: Colin put a motion forward requesting the Board to have an extended discussion of the policy manual at the next meeting. No second of the motion.</i></p> • Nomination Committee – N/A No committee set <p>2. Discussion, questions, and clarifications on the submitted reports</p>
5.	<p>Old Business</p> <p>1. None</p>
6.	<p>New Business</p> <p>1. Society members concerned with multiple representation on Board from one family.</p> <ul style="list-style-type: none"> - Concerns that two parents, from one family (Colin as Member at Large and his wife, Janet as PAC President) will have heavier influence on issues at hand and Board governance will not have fair Society representation. - Since Janet does not have voting rights as an ex-officio member, there is no conflict in accordance with Constitution. - If there is still any concern, the Board will be diligent to follow protocol and ensure fair and transparent representation, handling any issues that arise directly. <p>2. Board Training Recommendation – Colin</p> <ul style="list-style-type: none"> - Over the summer, Colin recommended training for the current Board governance. Cost of training over \$5,000. - Board agreed that finances must remain strict. Andrea recommended Pedro Marquez, Vice President of Royal Roads University who offers pro-bono Board training to non-profit organizations. <p><i>Action Items:</i></p> <p><i>Andrea to seek training with Pedro Marquez.</i></p>
7.	<p>Business from the Floor</p> <p>1. None</p>
8.	<p>Meeting Review and Adjournment – April, Adjourned at 7:55pm</p>