

DRAFT MINUTES
Joan of Arc Academy
Meeting of the Board of Directors
December 20, 2016 @ 6:30 P.M.

Present: Dana Dingman-Bailes
Patrick Foody, Chair
Michael Judd
Sridevi Kumar
Tony Nguyen, Vice-Chair

Regrets: Melanie Adrian
Atul Aggarwal
Tara Blasioli
Daniel Carr
Guy Giorno

Also Present: Pierrette Poliquin, Head

AGENDA ITEM
1. CALL TO ORDER
The Chair Patrick Foody called the meeting to order at 6:40 p.m. and declared quorum.
1. APPROVAL OF THE AGENDA
The Agenda was approved.
1. APPROVAL OF MEETING MINUTES
The meeting minutes from the 2016 AGM (held November 17, 2016) were reviewed and approved, subject to an amendment to the mover in section 2 to amend an error. The approved minutes are attached.
The meeting minutes from the November 17, 2017 meeting were reviewed and approved. The approved minutes are attached.
The meeting minutes from the November 29, 2017 meeting were reviewed and approved. The approved minutes are attached.
1. REPORT FROM THE HEAD

The Head provided an update on marketing efforts, including signage and branding and gave an overview of facility updates, including upgrades to technology on premise. The Head also provided an update on registration numbers for the 2016-2017 school year.

The Head also spoke to management's progress on the strategic plan and advised the board that a financial aid update and proposal will be presented to the board by March 2017.

5. UPDATE ON DIRECTORS

After two recent external board member resignations (Joss Walswirth and Cathy Worden) the board will work toward recruiting two new external members. The board discussed the benefit of finding members with experience in education and marketing.

ACTION ITEM: the board to develop criteria for replacement directors and identify new potential candidates to fill those roles.

6. COMMITTEE OPERATIONS AND REPORTING

i. Footy7s

The Committee continues to await an update from OF7s regarding potential next steps and the possibility of developing a plan for a dome on premise.

ii. Succession

The succession committee reported that it had met twice to plan the process for the new Head recruitment and to develop a job specification for use in hiring.

Several recruiters have been approached and one stands out as having more experience recruiting in an education environment, and has a database of candidates and reasonable fees.

The Chair will draft a communication with parents to apprise them of the process in the new year.

RESOLUTION: On a motion duly made and seconded, it was resolved:

- a. **The job specification (attached to these minutes) drafted by the committee is approved for use in the new Head recruitment.**
- b. **The committee is authorized to move ahead with the recruiter and has authority to do what the committee deems to be necessary or desirable to progress the recruitment process.**
- c. **The board has approved a commitment of up to 15 thousand dollars to be added to the budget, specifically for the recruitment, to be overseen by the committee.**

iii. Other Committees - Governance

RESOLUTION: On a motion duly made and seconded, it was resolved:

A governance committee is established, with initial members Michael Judd, Sridevi Kumar and Dana Dingman-Bailes.

IN CAMERA SESSION

The JOA Board had an in camera session after a motion was made and seconded. The session commenced at 8:10pm and lasted for 30 minutes.

NEXT MEETING AND ADJOURNMENT

The next meeting is tentatively scheduled for Thursday, January 19, 2017 at 6:30pm.

The meeting was adjourned at 8:40pm.