

DRAFT MINUTES
Joan of Arc Academy
Meeting of the Board of Directors
November 29, 2016 @ 6:30 p.m.

Present: Patrick Foody, Chair (PF)
Atul Aggarwal (AA)
Joss Walsworth (JW)
Dan Carr (DC)
Guy Giorno (GG)
Cathy Worden (CW)
Tony Nguyen (TN)
Micheal Judd (MJ)
Sridevi Kumar (SK)
Tara Blasioli (TB)

Regrets: Dana Dignman-Bailes (DDB)
Melanie Adrian (MA)

Also Present: Pierrette Poliquin, Head
Lynn Fuller

ITEM

ACTION

.1 Call to Order. Chair Patrick Foody called the meeting to order at 6:35 p.m and declared quorum.

.2 **Motion:** Cathy Worden moved the acceptance of the agenda.
Carried.

.3 Chair Patrick Foody led a round of introductions, outlining the need to fill some vacant positions within the Board.
PF noted the Board was in need of a Treasurer and a Vice-Chair.

Motion: Dan Carr moved the appointment of Atul Aggarwal as Treasurer.
Carried.

Motion: Dan Carr moved the appointment of Tony Nguyen as Vice-Chair.
Carried.

.4 Patrick outlined the roles of the Treasurer to report back to the Board on a quarterly basis. There is also a need to set-up a Finance Committee, made up of at least three members. Atul to get in touch with Valerie Papin, Business Office at JOA, for official hand-off of treasurer role. Patrick was to reach out to Diane Peressina (former Treasurer) to follow

AA

up on her interest in volunteering to be on the Finance Committee.

PF

.5 **Motion:** Joss Walsworth moved to permit the Chair, the Treasurer, and the Vice-Chair to have banking-related signing authority on behalf of JOA, and for the Chair to represent to the bank that such approval had occurred. **Carried.**

.6 Conflict of Interest Policy requires signature by all Board Members, and was executed by those in attendance.

.7 Patrick expressed the importance and urgency of getting underway with the task of recruiting a new Head for the 2017 school year. Finding a successor will be the single most important task of the Board this year.

Patrick recommended the creation of a sub-committee to lead this task, revise the job description, review applications and report back to the Board on steps forward.

Committee volunteers for Head recruitment are: JW, CW, PF, TN, GG and DC. (Note: post meeting addition of SK to this committee).

.8 Round table discussion was had about the what qualities the school should be seeking in the next Head, attributes of an ideal candidate, and some brainstorming on the best way to handle recruitment. The committee took the next steps of making a recommendation on the job specification and the recruiting process.

It was noted that any undertakings, such as headhunting, that bear a considerable financial burden would need to be brought to the Board for discussion. Any recommendations from those discussions would then be presented to management in a formal letter.

.9 Michael recommended that a governance committee be established that would be tasked to review the by-laws. It was noted that the by-laws have not been revised since 2012.

.10 The next meeting will take place on December 20, 2016 at 6:30 p.m.

The meeting was adjourned at 9:00 p.m.