

DRAFT MINUTES
Joan of Arc Academy
Meeting of the Board of Directors
January 19, 2017 @ 6:30 P.M.

Present: Dana Dingman-Bailes
Patrick Foody
Michael Judd
Sridevi Kumar
Tony Nguyen
Atul Aggarwal
Tara Blasioli
Guy Giorno
Daniel Carr

Regrets: Melanie Adrian

Also Present: Pierrette Poliquin, Head

AGENDA ITEM
1. CALL TO ORDER
The Chair Patrick Foody called the meeting to order at 6:37 p.m. and declared quorum.
1. APPROVAL OF THE AGENDA
The Agenda was approved.
1. APPROVAL OF MEETING MINUTES
The meeting minutes from the December 20, 2016 meeting were reviewed and approved.
4. REVIEW OF ACTION LOG
Items that were brought forward for the action log include:
<ul style="list-style-type: none"> • The Board is to develop criteria for replacement board members and identify new potential candidates to fill those roles. • The Board needs to actively seek two new external members, preferably with a background in marketing and/or education, with French mother tongue preferable. • Chair to prepare a memo to the parents regarding recruitment of the new Head. • Management should report back to Board with information about potential financial aid

and mean versus academic assessment.

5. REPORT FROM THE HEAD

The Head provided an update on key items with the school. It was noted that numbers are up for junior and senior kindergarten, with a total number of 114 enrolled for this year.

There was an excellent discussion on the school's current tuition fees, with a proposal for a slight increase in fees for the 2017/2018 school year. A discount for early registration is strongly encouraged and supported for the upcoming year. The Board intends to reconvene on February 7th 6:30 to discuss fee increase, if any, and how it will be rolled out.

There was further discussion regarding potential financial aid for students/families wishing to send their daughters to JOA, but who experience financial constraints. The goal is to support the idea that JOA wants the best girls enrolled who fit and complement the character of the school.

The Head provided an update on the school's recent marketing initiatives, which includes display boards on seven local City of Ottawa ice rinks. The Head has also had discussions with Bell Media regarding a potential campaign for CTV.

6. UPDATE ON HEAD RECRUITMENT

The Chair advised that a headhunter has been engaged and is actively searching for potential candidates for a new Head. The headhunter hopes to secure a list of candidates by early February. It is anticipated that interviews will happen quickly thereafter, with recruitment completed by end of February.

7. COMMITTEE OPERATIONS AND REPORTING

i. Footy7s

Currently there is no formal committee dealing with this issue. If negotiations resurface, a new committee will be appointed to lead negotiations.

ii. Finance

From a financial perspective, the school is in great condition.

It was noted that the agreement with Welsh has been signed, and that they will be the school's new auditors.

iii. Facilities Management

Currently nothing to report, but it was noted that the report pertaining to the electrical capacity of the school performed by Smith and Anderson has been posted to the Google drive for

information.

iv. Governance

The assigned sub-committee has not met yet, however the intent is to review Committee Charters to streamline

v. Other Business

Google Drive needs tidying up. The Secretary suggests to work with management to organize the on-line documents and come up with a better filing system.

IN CAMERA SESSION

The JOA Board had an in camera session after a motion was made and seconded. The session commenced at 8:58pm and lasted for 32 minutes.

NEXT MEETING AND ADJOURNMENT

The next meeting is tentatively scheduled for Tuesday, February 7th, 2017 at 6:30pm.

The meeting was adjourned at 9:30pm.