

MEETING MINUTES - DRAFT
Joan of Arc Academy
Meeting of the Board of Directors
20 June 2017 @ 6:30 P.M.

Present: Patrick Foody, Chair (by teleconference)
Tony Nguyen, Vice-Chair
Tara Blasioli
Guy Giorno (by teleconference)
Dana Dingman-Bailes
Marlena Floyd
Atul Aggarwal
Sridevi Kumar
Daniel Carr

Regrets: Melanie Adrian
Michael Judd

Also Present: Pierrette Poliquin, Head
Natalie Charest

AGENDA ITEM

1. CALL TO ORDER

The Vice-Chair called the meeting to order at 6:44 p.m. and quorum was declared.

2. APPROVAL OF THE AGENDA

The Agenda was approved.

3. APPROVAL OF MEETING MINUTES

The meeting minutes from the 16 May 2017 meeting were reviewed and approved.

4. REVIEW OF ACTION LOG ITEMS

- a. Items on the Action Log were reviewed. Some items remain active, and some were deferred for presentation at the September meeting.
- b. A suggestion was made to form a Committee whose sole purpose is recruiting new Board members. The Chair advised that the resignation of one external Board member was received.
- c. A detailed budget was presented for the 2017/2018 school year. Enrolment numbers are key to getting accurate information for this year-end financial review. Numbers were based on an enrollment of 109 students, which feels like a confident number. Currently there are 103 students confirmed for enrollment, however historically we know that 5-8

students tend to register in September. Summer camps will provide a boost in revenue, and to date is showing an excellent enrollment.

On the expenditures side, salaries are slightly higher, based on the after school demands, as well as a reflection in the raise in the minimum wage – we will see some impacts here.

The cash flow report shows the school to be in a good financial position.

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

The budget for the 2017/2018 Academic Year at Joan of Arc be approved.

5. REPORT FROM THE HEAD

The parent satisfaction survey was received, and 76 families out of 100 families submitted feedback. The comments and results have yet to be reviewed. A suggestion was made to put together a Committee to analyze and compile the results of the survey over the summer. The Chair will take on the work of assembling the raw data, and then suggestion is made to re-convene in the summer to discuss steps forward. The results from this survey will be reviewed and shared with the new Head.

Discussions with Bell Media regarding a September campaign are currently underway.

Two new teachers have been retained for this next academic year. One teacher position remains to be filled.

The annual fundraiser was a big success, with revenues still coming in from sales of prints and other items.

Summer camp registration is looking promising.

6. TRANSFER OF AUTHORITY

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

Mme Pierrette Poliquin's last day as Head of Joan of Arc Academy will be 30 June 2017.

Mr. Brian Lamb's first day as Head of Joan of Arc Academy will be 4 July 2017.

All of the Head's financial and signing authorities are to be transferred over to Mr. Brian Lamb as of 4 July 2017. All other financial and signing authorities will remain as authorized on November 29, 2016.

7. COMMITTEE OPERATIONS AND REPORTING

i. Footy7s

No new update.

ii. Finance

A review of Finances was discussed under item 4c.

iii. Facilities Management

Old boiler has been checked and certified. Some repairs were suggested. Currently looking at getting a quote for the repair work.

iv. Governance

Additional information to be presented at the September meeting.

v. Marketing

Per head report.

8. VARIA

A gift was presented to Madame Poliquin from the members of the Board.

IN CAMERA SESSION

The JOA Board had an in camera session after a motion was made and seconded. The session commenced at 8:07 pm and lasted for 23 minutes.

NEXT MEETING AND ADJOURNMENT

The next meeting is scheduled for Tuesday, July 18th, 2017 at 6:30pm.

The meeting was adjourned at 8:30 p.m.

ACTION LOG

Action Item	Lead	Status	Due Date
Board is to develop criteria for replacement members, and to identify new candidates to fill those roles.	ALL	Complete	
Board needs to actively seek new external members, preferably with a marketing and/or education background, and preferably French	ALL	Active	
Management will report back to the Board in June with information about potential financial aid and mean versus academic assessment.	Mgt	Active	September 2017
Research on costs for boiler replacement versus repairs.	Tara Blasioli	Active	June 2017

Year-end financial review.	Atul Aggarwal	Complete	June 2017
Review of Governance policies and updates to documentation.	Michael Judd	Active	September 2017
Parent survey satisfaction results	Mgt	Active	September 2017