

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

**Present:** Patrick Foody, Chair  
Tony Nguyen, Vice-Chair  
Tara Blasioli  
Guy Giorno  
Dana Dingman-Bailes (by teleconference)  
Michael Judd  
Marlena Floyd

**Regrets:** Atul Aggarwal  
Melanie Adrian  
Sridevi Kumar  
Daniel Carr

**Also Present:** Pierrette Poliquin, Head  
Natalie Charest

**AGENDA ITEM**

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:36 p.m. and quorum was declared at 6:52.

**2. APPROVAL OF THE AGENDA**

The Agenda was approved.

**3. APPROVAL OF MEETING MINUTES**

The meeting minutes from the 18 April 2017 meeting were reviewed and approved.

**4. REVIEW OF ACTION LOG ITEMS**

Items on the Action Log were reviewed. Some items remain active, no new items were added.

**5. REPORT FROM THE HEAD**

The Head provided an update on enrollment numbers to date, and advised that the school is ahead of projections for this time of year. A suggestion was made to have enrollment numbers recorded at monthly intervals so that comparisons can be made moving forward.

The parent survey will be circulated by early June. The Head should be able to prepare a summary for the next meeting.

New teachers are currently being hired. Interviews have been conducted.

The school is very focused on and excited about the Gala, and are looking for donors and sponsors for the event.

Summer camp registration is going very well. New prospective parents have their children enrolled in the camp.

## **6. TRANSFER OF AUTHORITY**

The official new start date for Mr. Lamb is July 4 2017.

Banking resolution will be needed to ensure that signing authority on the school's behalf is transferred to the new Head.

## **7. COMMITTEE OPERATIONS AND REPORTING**

### i. Footy7s

No new update.

### ii. Finance

Budget meeting was held. Management drafted a budget and was discussed. Conclusion was that without firm enrolment, the budget should not be locked down. A new budget will be presented to the Board at the June meeting.

### iii. Facilities Management

Currently awaiting quotes from three companies to undertake maintenance of the school's facilities for the 2017/2018 academic year. It was noted that inspection of the old boiler is an item that needs to be completed as soon as possible.

### iv. Governance

The sub-committee has put together a draft work plan that will look at putting all the policies in one document, in both French and English. The intent is to have the policy manual more navigable, establish mandates for the committee and ensure the mandates are up to date. Important to note that no policies are changing, it is more of a re-formatting exercise.

### v. Marketing

A robust discussion needs to take place about marketing initiatives for the school. Marketing allocations should be considered as part of the budget if the school wants to move in the direction of professional and increased marketing.

## **8. VARIA**

No new items.

## IN CAMERA SESSION

The JOA Board had an in camera session after a motion was made and seconded. The session commenced at 7:58 pm and lasted for 18 minutes.

## NEXT MEETING AND ADJOURNMENT

The next meeting is scheduled for Tuesday, June 20<sup>th</sup>, 2017 at 6:30pm.

**The meeting was adjourned at 8:12 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	Active	
Board needs to actively seek two 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	June 2017
Research on costs for boiler replacement versus repairs.	Tara Blasioli	Active	June 2017
Year-end financial review.	Atul Aggarwal	Active	June 2017
Review of Governance policies and updates to documentation.	Michael Judd	Active	September 2017