

Annual Meeting
Joan of Arc Academic Society
2221 Elmira Drive, Ottawa, ON
November 17, 2016
6:00 – 8:00 pm
Approved Minutes

Board of Directors Present:

Patrick Foody – Chair

Dana Dingman – Acting/ Secretary

Tara Blasioli

Murray Johnson (Former Chair)

Regrets:

Leslie Walden

Melanie Adrian

Joss Walsworth

Also Present:

Mme Pierrette Poliquin, Head

Mme Nathalie Charest, Assistant Head

Mme Valerie Papin, Business Officer

Total participants: 29 members present

1. Call to Order

The Chair, Patrick Foody, called the Annual General Meeting to order at 6:08 pm, declared quorum, and welcomed parents and staff.

2. Approval of the Agenda

The Chair reviewed the Agenda as proposed.

Motion: Murray Johnson moved, seconded by Lynn Fuller, acceptance of the agenda.

Carried.

3. Approval of the Minutes of the 2015 Annual General Meeting

The Chair requested approval of the 2015 AGM minutes, no members requested any changes.

Motion: Michael Judd moved, seconded by John Chafe, that the minutes of the 2015 Annual General Meeting be approved.

Carried.

4. Chair's Report

The Chair provided a report of the 2015/2016 school year. The Chair thanked those members in attendance and gave an overview of the make-up of the Board, as well as the powers created by JOAs By-Laws and the Carver Model for Board governance.

The Chair reintroduced the 2016-2018 Strategic Plan and guided members to see the Plan in full in the documentation provided, including the 3 pillars of the Strategic Plan. The Chair reiterated the emphasis of the school on character development, as identified as an important area for student growth by parents. The Chair gave an update on the progress of each of the Strategic Plan goals, as well as highlighted the status of the three major potential projects – the soccer field partnership, the development of a pre-IB program, and expansion to grade 12 – also identified in the strategic plan.

The Chair gave an overview of the goals of the Board in the next year, including the recruitment of the New Head, increasing enrolment and improving governance operations.

The Chair addressed the upcoming retirement of the Head in June 2017 and thanked the Head for her five years of service at the school.

An overview of the current Board membership was given and the Chair thanked the Board for their contributions.

5. Head's Report

The Head presented her report for the 2015/2016 school year. She presented accomplishments for the past year including the creation of an outdoor area for intermediate students, playhouses in the kindergarten play area, the introduction of the Balance Program aimed at ensuring that the students involved in high-level and competitive extra-curricular programs are supported academically, the introduction of character building and leadership programs, and the creation of the student art gallery.

The updates to classroom décor and functionality were presented by the Head and photographs were shown to demonstrate upgrades to the learning environment. In addition, the Head highlighted the updated lighting in the hallways, new fencing/gate and new paving in the parking area, and new ceilings in the hallway area.

The Head highlighted student accomplishments during the last school year, including success by Joan of Arc students at the Poetry Institute of Canada's young writer's competition, the Mathematica Contest, the Ottawa Regional Science Fair, and in numerous sport competitions/tournaments.

The Head also presented the results of grade 7 math testing and demonstrated that students performed well above the national average.

An introduction was made to Mme Charest as Assistant Head and Mme Papin as Business Officer.

The Head thanked the Chair, past Chairs and Board members. The Head thanked the school staff and the parents for their support during her tenure.

6. Presentation of the 2015-2016 Financial Statements and the Auditor's Report

Business Officer, Valerie Papin, presented the Audited Financial Statements for the 2015/2016 school year. The school's auditors for 2015/2016, Deloitte, were unable to attend the AGM. The Business Officer presented the statement of financial position.

The Revenue statements showed higher than budgeted revenue for student enrolment (tuition), fundraising, rental income, and extra-curricular activities. The Business Officer explained that the lower than expected revenues for the summer camp program was due to the school's inability to run summer camp programs during the number of weeks expected due to construction, raising health and safety concerns relating to children being on the school property.

The Disbursement statement presented showed a loss, which differed from the projected profit indicated in last year's budget. The Business Officer explained that the school spent more than had been anticipated during the year. Maintenance and repairs for the building and property – furnace, windows, etc. – were required and ongoing costs of this nature are necessary and substantial due to the age of the school building. In addition, higher spends on Office and Admin Expenses were needed due to the school needing to hire an external bookkeeper from April to June to replace the former internal staff resource.

The largest loss on the Disbursement statement was due to a difference of \$119,743.00 on the Depreciation line item. The Business Officer explained that this was due to capital asset and capital expense depreciation that had not been budgeted for by the previous Treasurer in 2015. Additionally, past year errors were corrected last year as per the direction of management and the Board. The Business Officer noted that this loss is not a cash loss for the school as it relates to the depreciation of capital, but is an accounting loss that must be identified properly in the Financial Statements. The Business Officer assured the membership of the school's financial stability and was not concerned about the loss noted in the Financial Statement.

The Business Officer identified that a savings arose for the school's Professional Fees, due to an accrual error by the auditors in 2014/2015.

Question: Can you elaborate on the variance between the budgeted and projected revenue for the afterschool programs and the summer camps?

Answer: For the summer camps, the variance is due to late start of the summer camps last year caused by construction. This was cumulated in the afterschool program revenue line, hence why both seem to be showing a decrease.

Question: When does the depreciation error go back to? Is this something that the auditors should have noted?

Answer: In 2015 the item was missed in the operating budget. The auditors do not review operating budget and were not reviewing line items in such detail. Given the error and other concerns, management has taken the opportunity to review the auditing process and have accepted proposals from a number of auditing firms to best serve the school in the 2016/2017 school year.

Motion: Lynn Fuller moved, seconded by Murray Johnson, to accept the Audited Financial Statements for 2015-2016.

Carried.

7. Presentation of the 2016/2017 Budget

Business Officer, Valerie Papin, presented the draft budget for the school year. An overview was given of enrollment, revenues and disbursements.

The Business Officer explained that the budget for 2016/2017 contains extraordinary costs of \$34,500 that would not typically be incurred by the school. These items are additional marketing expenses, repair and maintenance cost brought forward, and the cost of head succession and replacement. Professional fees are also higher than budgeted due to higher than projected audit and legal fees.

The Business Officer noted that revenue for the year is slightly above budget. This is due to budgeted enrolment being 105 students whereas as of the AGM the school has 108 students enrolled. As of October 31, 2016 expenses were slightly under budget, due to insurance renewal, teaching materials and supplies being lower than expected.

Question: Are the summer camps revenue generating?

Answer: They are, but it can be difficult to assess ahead of time the weeks of operation. In addition it is important to note that the financial year ends in June, meaning that most of the revenue for the summer camps will fall into the next financial year starting in July.

Question: Is the 2016 revenue for the summer camp only for one week of operation?

Answer: Yes, as school lets out at the end of June and the financial year end is June 30 there was only one week of operation that falls under 2015-2106 revenue. The summer camp schedule and content are prepared for next summer and packages will likely go out in January.

Question: Given the amount of effort in planning, can we be assured that camps will not be cancelled due to construction as in previous years?

Answer: Yes, no construction has been scheduled for 2017 that will impact the camps.

Question: Can you give an overview of summer camp content?

Answer: The camps will focus around educational themes and will be offered in French. Each camp will provide an outing for children each week. Summer camps will also be co-ed during the summer of 2017.

Questions: Will camps run all summer in 2017?

Answer: Most of it, camps are scheduled to begin the last week of June and end as of the Civic holiday weekend in August.

8. Election of Directors

Former Chair, Murray Johnson, provided background on the makeup of the Board and objectives regarding internal and external directors. Mr. Johnson outlined the nomination process that was followed. Mr. Johnson provided candidate information and an overview of Board seats available, as well as the need to appoint more external members and French speaking candidates.

Two candidates were nominated for external seats, Cathy Worden and Atul Aggarwal.

Five candidates were nominated for internal Board: Daniel Carr, Guy Giorno, Sridevi Kumar, Tony Nguyen, and Michael Judd.

Motion: Michael Judd moved, and Richard Waters seconded that the Board has the mandate to operate without the number of French speaking Board members required by By-law during 2016/2017.

Carried.

The Board seats were not contested, and the members were acclaimed.

Motion: Lynn Fuller, moved, seconded by Richard Waters, that the following slate of directors be approved:

External Directors:

Cathy Worden	Minimum term until Nov 2019
Atul Aggarwal	Minimum term until Nov 2019

Internal Directors:

Daniel Carr	Seat C – Term ends Nov 2017
Guy Giorno	Seat E – Term ends Nov 2018
Sridevi Kumar	Seat F – Term ends Nov 2018
Tony Nguyen	Seat A – Term ends Nov 2019
Michael Judd	Seat B - Term ends Nov 2019

Carried.

9. Appointment of Auditors for 2016/2017

The Chair provided an overview of the proposals received for the role of 2016/2017 auditor.

After a review of the proposals submitted, Welch LLP was put forward as the recommended auditors for the 2016/2017 year.

Question: How did the ranking/numbering system depicted on the Auditor Selection slide work?

Answer: The scoring for each category ranged from 1 to 3, with 1 being most positive and 3 being least positive.

Motion: Michelle Kaminsky moved, seconded by Isabelle Brulotte, that the Auditors from Welch LLP be appointed for the 2016/2017 year.

Carried.

11. Question and Answer/Comment Session

Comment: Marketing of the school is very important and it seems crucial to work toward developing a communication and marketing plan that highlights the positives of the school and what the school does differently from other academic institutions.

Questions: A major benefit of the school is small class sizes – is this being highlighted in marketing?

Answer: Yes, all marketing materials this year include the fact that the school has small class sizes in upfront and clear messaging.

Question: Can a subcommittee for marketing/promotion be developed by that engages the parent community?

Answer: Yes, role of the Board is to govern the school and the not interfere with the operations of the school. However, management can include parents with this type of skillset and feedback/participation is always encouraged from the parent community.

Comment: It seems that the location of the school may be a draw-back for enrolment. It seems that it would be worthwhile to invest in a feasibility study on whether or not the location of the school should move, particularly in light of the substantial value of the land.

Comment: The strength of the French program seems to be not as well-known as it should be. Current marketing should be highlighting the French program available and how it differs from public school offerings.

Question: Is there an opportunity to build a subcommittee and receive updates on the progress of initiatives throughout the year?

Answer: There are three subcommittees currently being formed and parent input will be sought shortly in the areas of marketing, website development/maintenance, and programming to support management.

Question: Any possibility to offer a second class for grades 7 and 8 as those classes are full?

Answer: Expansion would most likely apply to the grade 7 class. Given that the grade 7 class is at 19 girls, the option of adding a second class will be explored as a possibility if there is more interest in enrolment at that level.

Question: Are we still exploring the possibility of expanding the offering to grade 12?

Answer: Yes, we are still exploring the possibility. The Board mandated management to explore the feasibility and report back in June 2017.

Question: The goal was to increase enrollment by 25% over two years. Are there different strategies that are being used to try to reach this?

Answer: We are revamping our marketing strategy to target markets and areas previously not included. We have also entered strategic partnerships such as 'Our Kids' to improve our market presence and create brand awareness.

Question: What is the argument we hear for the reasons that parents do not enroll students in JK/SK at the same rate as older grades?

Answer: We accept applications from those who would be a good fit for the school, but cannot control the age of children coming in. We receive more interest from parents who have children in older grades. Mostly we find it is financially driven, particularly in light of the fact that JK/SK children have not been to school yet, parents enroll them in the public system first and move to private later if it is more appropriate for their child. The school is expanding its efforts to advertise to parents with younger daughters. In particular we are advertising in a number of community rinks and pools operated by the City.

Question: Have you thought of adding a daycare to try to appeal to families with younger daughters?

Answer: This possibility has been explored 2-3 times through feasibility studies. What we have found is that the legal requirements under the *Childcare and Early Years Act* would be onerous and that the required major changes to the school to meet legal requirements do not make it financially viable option.

Comment: Thank you Mme. Poliquin for your service and your dedication over the last 5 years. School was in need of your guidance and dedication five years ago. It is now a product we are proud to showcase and be a part of.

12. Presentation of the new Board of Directors

No elections took place; the nominees were acclaimed. The Chair thanked the outgoing members, and welcomed the incoming members. The Chair especially thanked Mr. Johnson for his years of service to the Board.

The new Board members in attendance introduced themselves to the membership and short biographies were shared.

13. Adjournment

Motion: Tony Nguyen moved, seconded by Richard Watters, at 7:58 p.m., to adjourn the 2016 Annual General Meeting.

Carried.

DRAFT MINUTES
Joan of Arc Academy
Meeting of the Board of Directors
November 17 @ 8:00 P.M.

Present: Patrick Foody, Chair
Tara Blasioli
Dana Dingman-Bailes, acting/Secretary
Daniel Carr
Tony Nguyen
Michael Judd

Regrets: Melanie Adrian
Joss Walsworth
Guy Giorno
Cathy Worden
Atul Aggarwal
Sridevi Kumar

Also Present: Pierrette Poliquin, Head

AGENDA ITEM
1. CALL TO ORDER
The Chair Patrick Foody called the meeting to order at 8:23 p.m. and declared quorum.
1. APPROVAL OF THE AGENDA
The Agenda was approved.
3. APPOINTMENT OF OFFICERS
RESOLUTION: On a motion duly made and seconded, it was resolved:
Patrick Foody was appointed as Chair, to hold such position until the 2017 AGM.
RESOLUTION: On a motion duly made and seconded, it was resolved:
Tara Blasioli was appointed as Secretary, to hold such position until the 2017 AGM.
The position of Vice-Chair and Treasurer were not filled, and appointments have been deferred until the Board reconvenes on November 29, 2016 at 6:30pm.

IN CAMERA SESSION

The JOA Board had an in camera session after a motion was made and seconded. The session commenced at 8:53pm and lasted for 18 minutes.

NEXT MEETING AND ADJOURNMENT

The next meeting will take place on November 29, 2016.

The meeting was adjourned at 9:11pm.

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.

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.

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.

DRAFT MINUTES
Joan of Arc Academy
Meeting of the Board of Directors
February 7, 2017 @ 6:30 P.M.

Present: Dana Dingman-Bailes (by phone)
Patrick Foody, Chair (by phone)
Michael Judd (by phone)
Tony Nguyen, Vice-Chair
Atul Aggarwal
Tara Blasioli
Guy Giorno
Daniel Carr

Regrets: Melanie Adrian
Sridevi Kumar

Also Present: Pierrette Poliquin, Head
Natalie Charest
Valerie Papin

AGENDA ITEM
1. CALL TO ORDER
The Vice Chair called the meeting to order at 6:39 p.m. and declared quorum.
1. APPROVAL OF THE AGENDA
The Agenda was approved.
1. APPROVAL OF MEETING MINUTES
The meeting minutes from the January 19, 2017 meeting were reviewed and approved, with minor edits. Updated minutes are attached.
4. TUITION
The Board heard proposals on various tuition options for the upcoming academic year. The analysis was presented by management, with support from the lead of the Finance Subcommittee. The information included comparative costs with other private schools in the City,

as well as best and worst-case scenarios as it relates to enrolment and growth. The plan put forward allows for reinvestment into the school, covers the school's costs, and provides for some reserve funds for unforeseen expenses.

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

The annual tuition is set at \$15,200 per child, with a \$500 early registration discount per child, for the 2017/18 academic year. The deadline for early registration is set to be March 10th 2017.

IN CAMERA SESSION

The JOA Board had an in camera session after a motion was made and seconded. The session commenced at 7:54pm and lasted for 25 minutes.

NEXT MEETING AND ADJOURNMENT

The next meeting is scheduled for Tuesday, February 21st, 2017 at 6:30pm.

The meeting was adjourned at 8:19pm.

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	
Chair to prepare a memo to parents regarding recruitment of a new Head	Patrick Foody	Complete	
Management will report back to the Board in April with information about potential financial aid and mean versus academic assessment.	Mgt	Active	April 2017

DRAFT MINUTES
Joan of Arc Academy
Meeting of the Board of Directors
February 21, 2017 @ 6:30 P.M.

Present: Patrick Foody, Chair (via conference call)
Tony Nguyen, Vice-Chair
Atul Aggarwal
Michael Judd
Tara Blasioli
Guy Giorno (via conference call)
Daniel Carr

Regrets: Melanie Adrian
Dana Dingman-Bailes
Sridevi Kumar

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 declared quorum.
1. APPROVAL OF THE AGENDA
The Agenda was approved.
1. APPROVAL OF MEETING MINUTES
The meeting minutes from the February 7, 2017 meeting were reviewed and approved.
4. REVIEW OF ACTION LOG ITEMS
Items on the Action Log were reviewed. Some items remain active.
5. REPORT FROM THE HEAD

A brief update was provided. The Head let the Board know that there were no complaints received about the increase in tuition.

The Head also advised that a company would be in the school this week to replace the key locks and install new HD cameras.

6. UPDATE ON HEAD RECRUITMENT

The Chair advised that the Headhunter has identified three external candidates for the position of the new Head. The Chair has had phone call interviews with each. Formal interviews are to be planned and scheduled with the sub-committee. In total, there are four prospective candidates. The hiring subcommittee hopes to have an update on the recruitment process for the next Board meeting.

7. BOILER PRESENTATION

A representative from the industry was invited to attend the Board meeting to discuss boiler replacement options. Currently, this is being viewed as a preventative maintenance task, and is not something that requires immediate action.

It was agreed that more information on repair costs versus full replacement costs be received. Proposals from various vendors will be sought, reviewed and presented to the Board before any action is taken.

More information about incentive discounts offered from Enbridge was also requested.

8. COMMITTEE OPERATIONS AND REPORTING

i. Footy7s

No new update.

ii. Finance

No concerns. A quarterly financial update to be provided at next meeting.

iii. Facilities Management

Subcommittee to work with management on getting quotes from various companies on repair/maintenance costs versus full replacement.

iv. Governance

The assigned sub-committee will be meeting in the next few weeks to review documents.

IN CAMERA SESSION

The JOA Board had an in camera session after a motion was made and seconded. The session commenced at 7:49pm and lasted for 19 minutes.

NEXT MEETING AND ADJOURNMENT

The next meeting is scheduled for Tuesday, March 21, 2017 at 6:30pm.

The meeting was adjourned at 8:08pm.

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 April with information about potential financial aid and mean versus academic assessment.	Mgt	Active	April 2017
Research on costs for boiler replacement versus repairs.	Tara Blasioli	Active	May 2017
Quarterly financial review of 2016 year end numbers,	Atul Aggarwal	Active	April 2017

