

New Westminster Montessori Board Meeting

Wednesday, June 26, 2019 (6:45pm start)

Members in attendance: Joanna, Jo, Colleen, Chelsea, Rafael.

I Approval of Agenda and Minutes for April.

Joanna approves minutes, Jo seconds, Chelsea approves agenda, Colleen seconds.

II Joanna has passcode for website and has made some updates. Joanna and Colleen to work on any big changes together.

III Action Items

A) Treasurers Report

- a. Jo suggested that going forward bank statements should be reviewed at every meeting.
- b. As of today NWMS has contributed \$6167.11 to the Montessori teachers.
- c. It was suggested that the teacher funds allocation will remain as \$800 for the 2019/2020 school year.

B) Purchaser's Report N/A

C) Mail Box

- a. Joanna checked mail yesterday and there was only a brochure for Montessori materials.
- b. The annual fee for the mail box has been paid.
- c. Colleen will be added as an authorized person to collect mail.

D) Policies and Procedures

- a. Correspondence and Mail
 - i. Mail is to be picked up before meeting and submitted to board
 - ii. Letters/Correspondence are uploaded to SmartVault (Online Document Storage)
 - iii. Actions are discussed and documented in Minutes.
- b. Finances
 - i. Bank Statements are submitted to board for review.
- c. At AGM
 - i. Corporate Annual Filing to be done online
 - ii. Letter with updated Members to be sent to bank, requesting removal and replacement of signing officers.
 - iii. Bank Appt: to be set up new signing officers.
 - iv. Annual Tax Filing to be submitted to board T3010

E) The VanCity account that was active and opened by previous members has now been closed. We reviewed that there were no current transactions.

- F) Parent, student and Teacher Meet and Greet
 - a. Sunday 15th September from 11:00am to 1:00pm in Moody Park.

- G) Plan to do Fundraising in November and March. November TBA at September Montessori Society Meeting.

- H) Joanna had reached out to Quirina asking when the next MAC meeting would be scheduled.
-We are still waiting for a response.
More information should be available in the community regarding the Montessori Program. Joanna to discuss with Quirina at School Board what we can do to promote this program of choice.

- I) Journal for teachers will be handed out in early October along with the Purchasing Policy and Request Forms.

- J) Next meeting **Wednesday, September 25, 2019** at Waves Coffee (6th and 6th uptown) at 6:30.

Meeting adjourned at: 7:26pm