

**Montessori Board Meeting Minutes,  
Sept 29 2010**

**Attendance**

Ian Harvey  
Michelle Burry  
Sherry Turnbull  
Shelley Schorno  
Lisa Wilcox  
LeighAnn Vaughan  
April Brosko  
Caroline Guay

**The purpose of this special meeting is to vote on LeighAnn Vaughan's board members binder. "The Board Manual"**

Meeting called to order 6:05p

**LeighAnn Vaughan:** Introduction of the new Board Manual

Introduction of the new Board Manual including review and discussion of chapter 7 fundraising policy, principles and guidelines. Motion to adopt, passed, all in favour.

**Shelley:** Discussion regarding open house potluck evening. Class lists needed to cross reference parents who have already registered and those who have yet to. LeighAnn to obtain lists and Lisa to cross reference.

**Open Discussion;**

-clarification needed regarding societies members roles and responsibilities, including voting rights. LeighAnn to follow up and report.

-Section 4-Guiding Principle's, Motion to adopt, tabled until further investigation regarding the whereabouts of the "letter" to add about our hiring policy as stated by Lisa Wilcox. The idea behind this proposal is to encourage growth in the society by means of adequate donations and enrollment to follow. LeighAnn and Lisa to follow up.

-Discussion around creating policy to ensure board meeting agendas remain within the scope of our mandate. Decision to create Board Meeting Policy and Procedure document. LeighAnn to prepare document for next meeting. Also, we will learn and have documents supporting how a board meeting is run, we plan to follow these.

Motion to adopt the "Code of Conduct", Passed, All in favour.

Motion passed that binder cost be reimburse to LeighAnn under office supplies, Passed,  
All in favour

It has been decided that we look through previous paper work to find any amendments  
regarding who can vote at board meetings

Add a code of conduct for the board as whole not just individual members, it was agreed  
we amend the binder to suit. Under the code of conduct tab.

Motion passed regarding binder cost can go under office supplies to reimburse LeighAnn  
All in favour

**Ian:** Insurance report, how to save the money. It was agreed to get comparison quotes on  
insurance. Ian to follow up and report

**Shelley:** Motion put forth electing LeighAnn Vaughan as chairperson for the new  
Fundraising Committee. All in Favour.

Adjourned 7:05p