



## Association for Montessori Meeting Minutes

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Date | Oct 6, 2020 | 7:03PM

Location Zoom - McKinney

Meeting called to order by Jacqueline Ip

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### In Attendance

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Jacqueline Ip (Chair, McKinney parent), Rika Motohashi (Co-Chair, Steves parent), Daphne Yen (Treasurer, Steves parent), Aliaa Elkhashab (Secretary, Steves parent), Lydia Liu (Fundraising Committee, Steves parent), Winnie Ng (Fundraising Committee, Steves parent), Doris Lin (Fundraising Committee, Steves parent), Justine Ross (RAM-PAC Liaison, Steves parent), Sonja Starke (Garden City parent), Alan Chuck (Garden City parent), Faye Huang (Webmaster, Steves parent), Fiona Yuen (Steves parent), Rachel Yang (McKinney parent), Faith Jay (Garden City parent), Jag Dhillion (Steves parent), and Peggy Wong (Garden City parent).

### School Administrators

Ms. Suzan Roy, Principal, James McKinney Elementary School

Welcome and chair introduces RAM members

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### Principal's Report

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McKinney Elementary Principal attended on behalf of 3 Montessori schools

- Positive and busy fall start-up for all schools with the new health and safety protocols, both students and staff are adapting well.
- Reach out to students who chose transitional learning. Oct 6<sup>th</sup> was the deadline to complete the forms and inform schools with the intention of the coming month.
- Continue adapting to ways of do things differently (conduct meetings, connect with families, conferences, meet the teacher, assemblies, etc.).
- Planning staggering breaks for students (create sometimes schedule challenges to satisfy different groups)
- Steves School is in the process of the seismic upgrades according Montessori students were moved to Grauer
- McKinney to start seismic upgrade by the end of this month. The school has been busy organizing the first phase. Students will not be relocated off site, they will be moving to outside portables.



## Association for Montessori Meeting Minutes

- Montessori team/ Schools did not have the chance to meet this year to discuss priorities for materials and planning.
- The school district budget process starts mid to late October, expecting to receive the same amount of funding around \$4,500.

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### Approval of Minutes from Last Meeting

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Last meeting's minutes circulated through Zoom chat and approved.

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### Adoption of Agenda

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AGM Agenda circulated through Zoom chat and accepted.

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### RAM Reports

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#### Chair Report

- Jacqueline discussed Electronic membership processing options to replace current cheques (membership and donations).
  - KEV payment: Ms. Roy looked into KEV payment system (similar to the school online supplies payment). However, because RAM accounts are not held on the district level, we are not eligible to use this platform.
  - Paypal payment: The fees for Paypal is 2.9% fees + \$0.30 for every payment option; for example, for a \$75 membership it is \$2.75 extra. Open for discussion on the chat.
  - Eventbrite: We have used Eventbrite in some of our fundraising programs such as Kidtropolis. It was based on a fee for credit card.
  - E-transfer is another possible payment option. However, we still want members to fill a form. One of the cons, there will need to be reconciliation between forms filled and money sent. Rika mentioned that sometimes names on the transfer do not match legal names which creates further confusion.
  - Square not user friendly.
  - **MOTION**: To engage Paypal to help with electronic membership and donations, subject to the applicable fees (all in favour, no objections).
  - Admin to help circulate to members via the RAM newsletter.
  - Faye to explore the implementation of a Paypal button.



## Association for Montessori Meeting Minutes

### Treasurer Report and Budget Discussion

- Jacqueline reviewed financial reports
- For 2019-2020 school year: Total Program Income \$11,752.30. Total Expenses \$14,713.32. Saving injection \$10,000, thus Total Operating Income \$7,038.98.
- Motion: To move the operating income surplus of \$7,038.98 to our budget 2020/2021.
- Total Assets \$39K.
- Motion: To accept the financial balance sheet of August 31, 2020 as presented (all in favour).

### Budget

- 2020/2021 estimated budget \$5,350 for income (a drastic decrease from previous budgeted income due to COVID effects on memberships and donations).
- Estimated expenses total \$13,480 (with a carry forward surplus from previous year, we can maintain some spending levels despite a decreased income expectation. This spending; however cannot be sustained without more donations in upcoming years)
- Total Deficit (\$1,091.03)
- MOTION: To accept the budget for 2020-2021 as presented (all favour).

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### Open Issues and New Business

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#### RAM Constitution and Bylaws

- RAM Constitution as filed with the BC Society was outlined. As we are filing our charity status with CRA, CRA requested changes to the constitution to ensure that RAM is clear we are a charity and not operating for profit. Thus, they suggested the constitution to be:

To advance education by providing:

- (a) publicly available scholarships, bursaries, and other forms of financial assistance to high school students to be used for post-secondary education;
- (b) bursaries to Montessori teachers to be used for professional development;
- (c) financial assistance to purchase school supplies and resources to assist teachers in advancing the Montessori method; and - To do all such things as are incidental or ancillary to the attainment of the above purposes.

- The order and priorities are not aligned with the RAM Association. Suggested changes swap (a) with (c) bullets, to align with RAM goals.



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- Faye suggested adding 'Montessori program students' to bullet (a).
- **Motion:** To accept the change to the RAM Constitution to include wording from CRA, with provision to change the priorities of the constitution appropriate for the function of Richmond Association of Montessori, placing priority on Classroom ; Collaboration ; Teacher Education ; Scholarship. Also making specific mention to Montessori in the post-secondary funding.
- CRA also suggested adding the following clause to RAM Bylaws

Therefore, the applicant should add the following clause to its bylaws:

- The activities of the Society shall be carried on without purpose of gain for its members and any income, profits or other accretions to the Society shall be used in promoting the purposes of the Society.

- This clause was already in place as no one was benefiting from the membership or donations.
- **Motion:** To add proposed clause suggested by CRA to include the statement that RAM is not run for profit or personal gains, in order to refile our charity status (all in favour, no objections).

### Teacher Bursary Program

- We have bursaries for our teachers to sponsor workshops and educational programs that are Montessori specific. To ensure fairness for all applicants, RAM have pre-approval program in which we approve bursary applicants a \$300 when we get the application and then in the spring after viewing our financials, and if no one has applied for bursaries application we can top them. For 2019/2020 year two teachers applied for the bursary program.
- Applicant 1: submitted 2 bursaries, one workshop \$500 and the other Masters degrees \$1000.
  - Mr. Fitt agreed to absorb the \$500 workshop expenses from RAM subsidies for Steves.
  - RAM approved \$300 and will contribute another \$700 for the Masters degree program.
- Applicant 2: RAM approved \$300 and will contribute another \$200 for the workshop.
- **MOTION:** Pay remaining Bursary amounts to applicants from 2019-2020 year.



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### Email distribution list

- A Gardeny City parent was concerned they didn't receive RAM newsletters from their school admin. Jacqueline to follow-up with admin to ensure distribution list is sound.
- Ms. Roy mention that there are many school communications this time of year, and now is a good time to develop some check with school communication.

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### Retirement and Election of Executive Committee

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**Jacqueline Ip dissolved the current RAM executives and a call for nominations resulted in the following executives nominated and elected for the 2020-2021 school year:**

- Chair: Jacqueline Ip
- Treasurer: Daphne
- Secretary: Aliaa Elkhashab
- Social Media: Jacqueline Ip
- Webmaster: Faye Huang and Sonja
- Steves Fundraising Committee: Winnie, Doris, and Lydia
- Steves RAM-PAC Liaison: Justine Ross
- Member at Large: Fiona, Rika, and Lisa (Jacqueline to follow-up with Lisa)
- Garden City RAM-PAC Liaison: Sonja and Faith
- MOTION to accept new members and returning executives to the executive committee (all in favour)

Alan Chuck (Member At Large, Garden City) has submitted resignation from RAM.

There are various positions still open, if you are interested, please let us know. Vice Chair and McKinney RAM-PAC Liaison.

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### Set Meeting Schedule for School Year 2019/2020

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Feedback regarding our first virtual meeting will be appreciated.

Motion to adjourn was made at 8:34 PM and was passed unanimously.