



## Association for Montessori Meeting Minutes

---

*Date | Nov 24, 2020 | 7:04PM*

*Location Zoom-Garden City*

*Meeting called to order by Jacqueline Ip*

---

### In Attendance

---

Jacqueline Ip (Chair, McKinney parent), Daphne Yen (Treasurer, Steves parent), Aliaa Elkhashab (Secretary, Steves parent), Lydia Liu (Webmaster, Steves parent), Sonja Starke (Webmaster and Garden City RAM-PAC Liaison, Garden City parent), Faye Huang (Webmaster, Steves parent), Winnie Ng (Fundraising Committee, Steves parent), Doris Lin (Member at Large, Steves parent), Justine Ross (RAM-PAC Liaison, Steves parent), Fiona Yuen (Member at Large, Steves parent), Lisa Galbraith (Member at Large, Steves parent), Hui Sum Yi (Steves parent), Sophia Liu (Garden City parent), and Marie (Garden City parent).

### School Administrators

Ms. Lesa Schulz, Principal, Garden City Elementary.

Mr. Doug Park, VP, Garden City Elementary.

Welcome and chair introduces RAM members

---

### Principal's Report

---

Garden City Elementary Principle attended on behalf of 3 Montessori Schools and reported the following:

- Mr. Fitt from Steves reported that all Montessori furniture ordered last year was received. Thank you!
- Mrs. Lessoway is extremely grateful for the Montessori bursary support for her grad program.
- Seismic upgrade is almost complete at the Steves' site. As planned, students will be back to school by summer.
- Nothing to report from Mckinney Elementary School.
- Garden City also reported that all needed materials bought last year was received.
- Ms. Gold, a Montessori teacher at Garden City retired this year and Ms. Jessica Chan is replacing her on a temporary basis.
- 50% of students at Garden City Elementary School are transitional learners.



## Association for Montessori Meeting Minutes

- The district \$4,500 budget hasn't been received yet however; it is coming in the next few weeks.

---

### Approval of Minutes from Last Meeting

---

Approval of the last meeting's minutes will be deferred to the next meeting.

---

### Adoption of Agenda

---

Agenda circulated through Zoom chat and accepted.

---

### RAM Reports

---

#### Chair Report

- Housekeeping items.

#### Treasurer Report and Budget Discussion

- Jacqueline reviewed financial reports.
- Total Income: Fundraising through Mablels Labels issued a check \$53.32.
- Total Expenses: \$331.79.
- Total Operating Income \$6761.53.
- Balance Sheet total Assets \$39K.
- 2020/2021 Budget
  - Total expected income decreased to \$5K.
  - Total expected expenses \$13K.
    - This year materials expenses for each school was reduced from \$5,000 to \$3,000.

---

### Open Issues and New Business

---

#### Teacher Bursary Program

- Bursary cut-off:
  - RAM help funding teacher's education and workshops; up to \$500 for a workshop, \$1,000 for a course, and for multi-year courses funding will be \$1,000, 1,200 and \$1,500 for three consecutive years while the teacher is in the program.
  - To ensure bursaries are available for all teachers not limited on those who applied early on in the year, RAM implemented a preapproval process. Throughout the year, as we receive the bursary application and it is preapproved, applicants receive a \$300. In April, closer to the



## Association for Montessori Meeting Minutes

AGM, we review all the bursaries applications received throughout the year and check the remaining budget and accordingly we will be able to fulfil what is needed.

- We need to revise our cut off period, so that applicants who applied in the summer would be considered for the following school year.
- MOTION: Move bursary date to be consistent with application cut off for the 12 months period (all in favour, no objections).

### Website update

- Bursary forms to be available on the website for teachers, under teachers' resources. A PDF link will be added.

### Online Platform for Membership and Cash Drive

- Faye discussed EventBrite as RAM new online platform. Eventbrite was previously used for RAM fundraising events (Clip 'N Climb and Kidtropolis).
- Faye demonstrated how the website will work and how families can donate
  - Families will be able to fill an online form so it will be clear who donated and for how much.
  - Eventbrite only takes a processing fees 2%, other payment methods charge higher.
- Members who do not prefer to pay online can still:
  - Print and fill the forms and send a cheque.
  - Print and fill the form and send an e-mail transfer confirmation no.
  - Justine: we preapproved use PayPal in the previous meeting, thus we need a new Motion.
- MOTION: Use Eventbrite as our electronic platform for membership and donation processing. Small processing fee to be payable by donors (all in favour, no objections).

### Fundraising

- Mabel's Labels gives RAM 20% of what people buy on their website.
- Jacqueline displayed Mabel's label website and different ideas for shopping for Christmas including Stocking Stuffers.
- To support RAM:
  - Go the website
  - Click on support a fundraiser
  - Choose RAM
- It will be considered in the newsletter and please ponder spreading the word.
- FlipGive an online shopping platform.
  - We are signed up as RAM, once you are signed in you are able to get a certain % back to RAM.



## Association for Montessori Meeting Minutes

- Has an array of various vendors that you can shop from.
- The link will be provided in the newsletter as well as Facebook page.
  
- Other initiatives need exploration
  - Cookie baking/ decorating kids: We are considering paring with a local vendor where we can direct the traffic.
  - Join a Netflix party ticket to watch a movie.
  
- Gift card
  - This year it is a \$50 gift card.
  - Finalizing Eventbrite so members and donors can use it for their online payment.
  - Cut-off date will be either January or March.

### Other outstanding Issues

- RAM to regain the Charity status:
  - As of today, we have not issued any receipts, however after gaining the charity status all of the 2018, 2019 and 2020 donations will be receiving donation receipts for the appropriate amount that they donated and the membership fees.
- With the Charity status we are able to reduce Eventbrite 2% fees.

---

### Next Meeting

---

Motion to adjourn was made at 8:21PM and was passed unanimously.