



# Richmond Association for Montessori Meeting Minutes

---

*Date Oct 8, 2024 | 7:05PM*

*Location Zoom- Garden City*

*Meeting called to order by Ivy Ho*

---

## In Attendance

---

Jacqueline Ip (Co-Chair, McKinney parent), Ivy Ho (Co-Chair, McKinney parent), Jaimee Manlutac (Webmaster/ Garden City RAM-PAC Liaison, Garden City parent), Karina Ho (Steves RAM-PAC Liaison, Steves parent), Fiona Yuen (Member at Large, Steves parent), Vivian Lee (Garden City parent), Aisa (Garden City parent), Winnie (Steves parent), Jackie Li (Steves Parent), Michelle Cheng (McKinney parent), Angie Ho (McKinney parent), Susan Zhang (Steves parent), Gjaymie and Xin Wang.

## School Administrators

Ms. May Wong, Principal, Garden City Elementary.

---

## Adoption of Agenda

---

Agenda circulated through Zoom chat and accepted.

---

## Principal's Report

---

Ms. Wong attended on behalf of 3 Montessori Schools and reported the following:

- Students have settled into classrooms.
- Classroom teachers are preparing for learning updates and conferences by late October.
- Awaiting the district budget allocation for the Montessori schools.
- Teachers are planning programs, assessing student needs, and determining required purchases.
- Montessori Provincial Professional Development Conference on October 25th.
- The district has identified retired Montessori teachers and those with Montessori backgrounds as Teachers on Call.
  - These individuals can assist with co-planning, feedback, and supporting newer Montessori teachers.
  - Montessori-specific Teachers on Call can be requested to release teachers for mentorship opportunities.



## Richmond Association for Montessori Meeting Minutes

- Budget planning is ongoing, with efforts to finalize by late October or mid-November. Timely ordering is crucial to ensure materials are delivered and available for the school year.
- Karen Leung, a Montessori teacher who was the district consultant with the Montessori portfolio last year, has shifted her portfolio to other areas this year. While Montessori is not her official role, she may still be involved with teachers in this area if needed. Consultants work with teachers through debriefs, planning sessions, and goal-setting.

---

### Approval of Minutes from Last Meeting

---

Last meeting's minutes to be circulated during the next RAM meeting.

---

### RAM Reports

---

#### Co-Chair Report

- Welcomed everyone to the meeting.
- Chair introduced RAM - Richmond Association for Montessori
  - Run by volunteer parents group whose children attend the Montessori program in one of the 3 Montessori Schools.
  - RAM is funded by Membership and Donations from families whose kids attend the Montessori program. Funds are used to support the classroom materials and furniture, teacher training and education, Montessori parent night, and students' scholarship etc.

#### Treasurer Report and Budget Discussion

- Jacqueline presented the financial reports.
- 2024/2025 Budget was discussed.
- Balance Sheet Total Assets \$39K.



# Richmond Association for Montessori

## Meeting Minutes

---

### Open Issues and New Business

---

#### Fundraising

- An ongoing fundraising campaign is Mabel's Labels. 20% of the return goes to RAM. Make sure to click sponsor a group and search for "Richmond Montessori". It would be greatly beneficial if you can share it with your network. Mabel's Labels. This is an ongoing fundraiser.
- FlipGive is a click through website or App. It works for both directly purchased merchandise or gift cards. It's an ongoing campaign. Join our team on FlipGive! Or download the app and enter code: YQDJ7F. This is an ongoing fundraiser.
- TruEarth laundry strips and accessories where RAM gets 20% of sales. Free shipping.
- Parents are encouraged to share fundraising ideas, especially non-perishable or easily distributable options. Difficulty in handling and distributing perishable items (e.g., apple fundraising) across three schools. Storage and transportation are key considerations for new fundraising ideas.
- Emergency Kit Fundraiser: previous fundraising option. Potential to launch in October, close by early November, with deliveries arriving by early December—ideal for Christmas gifts if time permits.
  - Tied to the Great Shakeout happening this month, encouraging families to review emergency kits and preparedness.

#### Membership Annual Dues and Cash Drive

- Membership fee: \$75 per family.
- If the donation totals \$200 or more, the membership fee is waived, and a full tax receipt is provided.
- Accepted payment methods:
  - Email transfer.
  - Credit card (via Eventbrite).
- Transitioning to a new platform to waive credit card fees for nonprofits, targeting October / November for implementation.
- Donations made by December 31st qualify for a 2024 tax receipt, issued in March 2025. Donations after December 31st roll over to the 2025 tax year.



## Richmond Association for Montessori Meeting Minutes

### Early Bird Draw

- An Early Bird Draw will be held during the January meeting. Prize: \$50 gift card for the winning family.
- Families who participate by the mid-December cutoff are eligible. Also receive a tax receipt for the current year if donations are made before December 31st.

### Bursaries

- No Bursary applications received from Montessori teachers.

---

### Next Meeting

---

- Motion to adjourn was made at 7:58 PM and was passed unanimously.