

**ICM Minutes of May 31, 2012**  
**Kelvin High School**  
**19:00 – 21:00**

**Present:** Ashkaan, Omid, Farnoosh, Mitra, Nasser, and Hamid.

**Regrets:** Khashayar.

- Call to order: 19:15.
  
- Motion to approve the agenda as circulated (Mitra; Farnoosh; Carried).
  
- Motion to reaffirm the results of the BoD3 election of Table Officers and Committee representatives as finalized at the special joint meeting of BoD2 and BoD3 on Sunday May 27, 2012 at Cora's (Nasser; Farnoosh; Carried).
  
- Application for the use of classrooms at Kelvin High has been submitted. A response is expected before September. **Action:** Ashkaan will look into adjusting the existing permit for the Theater room at the school to include meetings, as well as the traditional music instructions.
  
- Motion to hold a minimum of ten (10) board meetings per year. Additional meetings to be called as required .The meetings of the ICM board will be held on the third Thursday of every month. The next nine meetings of ICM board for 2012-13 will be held on: June 21<sup>st</sup>, July 19<sup>th</sup>, September 20<sup>th</sup>, October 18<sup>th</sup>, November 15<sup>th</sup>, January 17<sup>th</sup>, February 21<sup>st</sup>, March 14<sup>th</sup>, April 18<sup>th</sup>. The said meetings will be open to all ICM members. Members wishing to speak to an issue must inform the board secretary at least one week prior to a scheduled meeting to be placed on the agenda (Omid; Mitra; Carried)
  
- Motion to hold no ICM board meetings in August and December 2012 (Farnoosh; Nasser; Carried).
  
- Motion to appoint Nasser to explore rental options for ICM office and meeting space, in order to comply with the cost of facility allocated under Provincial funding agreement (Farnoosh; Omid; Carried).
  
- The 2012-2013 PLC budget was discussed. A decision on this matter will be made pending the availability of funds from the Province. **Action:** Omid to meet with Ms. Shoostari to discuss the matter and report back to the board.

- Motion to acquire at least two quotes from registered financial auditors and allocate an adequate amount in the 2012-13 ICM Operational Budget toward the cost of a professional audit for the financial year ending March 31, 2013 (Nasser; Mitra; Carried). **Action:** Ashkaan and Farnoosh to acquire two quotes, based on an estimated annual operational budget of \$20,000.00.
- The 2012-13 ICM Operational Budget was tabled for the next ICM meeting.
- Suggestion was made for a board training session (possibly by Rhonda Lorch, Consultant) in order to be better acquainted with board roles and responsibilities, and to compile a board manual.
- Motion to have all ICM board members accept membership applications and sign the forms as a receipt of payment (if the payment was received), and return the payments to ICM Treasurer for depositing in the bank. ICM Vice-President will record and compile the new membership list (Nasser; Farnoosh; Carried). **Action:** Mitra will contact Khashayar to obtain the existing membership list; add the two new applications received by Nasser to the list; give the payments to Khashayar; and compile and administer the membership list.
- BoD3 will study the existing ICM board policies; improve on them; and will adopt new policies to complement and/or moderate past policies. Example: review of membership incentives and cooperation with other groups.
- Motion to appoint co-chairs to direct the work of ICM committees (i.e. a board member and a committee volunteer) (Farnoosh; Omid; Carried).
- Meeting adjourned at 20:45. Next meeting: June 21, 2012 at 19:00. Place: TBA.