

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, August 15, 2017 at 6:45 pm

Chairperson: Kelly Tunney

Minutes

In attendance: Heather Gawel, Karen Hinnigan, Kelly Tunney, Kostya Kovalenko, Lindsay Ford, Scott Leatherdale, Stacey Acker, Stacey Reid, Vera Jbanova

Regrets: Amina Gilani, Brian Laird, Kathy Boegel

On minutes: Stacey Acker

Approval of Agenda

Motion to approve agenda for this Board of Directors meeting

Motion: Scott

Seconded: Lindsay

Amendments:

Correct the date to Tuesday, August 15, 2017

Correct the link to the Minutes from the May 16, 2017 Board of Directors Meeting (original link was for the May 2016 meeting.)

Correct the link to the June 20, 2016 meeting minutes (original link was to the agenda.)

Update link to the treasurer's report.

Action Item: To accomplish these amendments, Stacey A will move the appropriate files into the August 2017 Board of Directors folder.

Update Project Tracker link.

All in favour, none opposed

Motion carried

Approval of Minutes from Board of Directors Meeting April 25, 2017

Motion to approve minutes from Board of Directors meeting on April 25, 2017

Motion: Lindsay

Seconded: Vera

Amendments: Revise "effected" to "affected"

In favour: 6

Opposed: None

Abstentions: 1 - Stacey (was not present at this meeting)

Motion carried

Approval of Minutes from Board of Directors Meeting May 16, 2017

Motion to approve minutes from Board of Directors meeting on May 16, 2017

Motion: Kelly

Seconded: Kostya

In favour: 6

Opposed: None

Abstentions: 1 - Scott (was not present at this meeting)

Motion carried

Approval of Minutes from Board of Directors Meeting June 20, 2017

Motion to approve minutes from Board of Directors meeting on June 20, 2017

Motion: Kelly

Seconded: Vera

In favour: All

Opposed: None

Abstentions: None

Motion carried

Business arising from prior minutes (Annual General Meeting and Board of Directors Meetings)

Discussion of possible action items from parent/staff surveys (Vera/Lindsay)

Inviting staff to board meetings:

Scott suggested inviting staff to give a 5 min “Staff Show and Share” talk: 4 min of what’s new/exciting in your room, 1 suggestion for improvement, 2 rooms per board meeting. Kelly suggested the talks would occur at the start of each board meeting, right after the staff meeting ends, so that staff can present and then join their individual staff groups.

Action Item: At the September staff meeting, Kelly and Scott will present the “Staff Show and Share” invitation, and our proposed feedback mechanisms (feedback box and online), and Vera will present staff survey results and highlights of parent survey, and will indicate what actions have been / will be taken.

Staff would like to see more appreciation (events and acknowledgement):

ECE Appreciation Day event will be scheduled in late October.
Heather will lead event planning. All board members should plan to take part.
Heather suggested posting positive feedback for staff and the Centre where parents can see it.

Survey re-development

Kelly suggested that parent survey scheduling and changes in format should be on hold until the region’s parent survey is released. If the survey is revised, Scott would like to be involved in rewording of questions. Heather indicated that the surveys have created some friction, which was not the intent of administering the survey. Scott said that the proposed on-going mechanisms for feedback would be more timely (board presentations, feedback box/online portal.)

Parents would like more information

Action Item: Vera will review the website to see what additional info could be added.

Action Item: Communications committee will look into benchmarks for info provided to parents at other centres. Vera will take responsibility for this item.

Action Item: Stacey R will add a “Did you know...?” section too the newsletter. Suggestions for first “Did you know...?” topics: portfolios, where to find menu week number, that the centre is a co-op and what that means for parent involvement.

Concerns about re-purposing the multi-purpose room

Vera suggested re-branding the “multi-purpose room” to inform parents of all the ways the multi-purpose room could be used in the future (clarify that it could be camps, a classroom when one age group is over-subscribed.) Kelly indicated that we will go forward with better informing parents as to the reasons for a decision (as decided last meeting). There is no need for re-branding at the moment.

Prioritization of remaining tasks from the surveys will be done next meeting.

Proposed re-organization of Dropbox files, including archives folder (Stacey A)

All documents for a given Board meeting will be in the same folder.

Feedback on the proposed folder structure:

No generic “Archives” folder. These items should be moved to folders with more meaningful titles or removed if they are not needed anymore.

Playground folder should be under facilities folder.

Fundraising – keep a 2015 folder

Action Item: Stacey A will re-organize Dropbox files based on these guidelines.

Action Item: Stacey A will set up a Google group for each committee.

Proposed comment box purchase (Heather)

A physical box (\$40 from Amazon) will be placed in the lobby. It will have a sign asking for feedback, and provide the alternative to submit feedback online. Heather has set up a draft online Google form. A request for suggestions to identified problems within the feedback will be added. The form will be revised to clarify that both management and the Board of Directors will see this feedback, and to ask for permission to anonymously share positive feedback on the feedback board and/or in testimonials. Heather has prepared draft emails to introduce the feedback box to staff and parents. The staff email will go out shortly before the next staff meeting. The box will be launched after discussions at the next staff meeting.

Action Item: Heather will revise the form according to these guidelines.

Action Item: Scott will review feedback form for language.

Questions and comments on the Project Tracker (Heather)

No questions or concerns. Access to the Project Tracker will be provided through a shareable link.

Treasurer's Report

See Treasurer's Report in August 2017 folder

Net income increased in July due to successful grant applications, therefore we have a surplus.

Due to charitable status, there should be little to no profit or small deficit at the end of the year. We had to budget assuming that the grant would not come in, in case it was not successful. This grant should be put towards the Infant & Toddler playgrounds. If they can be completed this year (see Director's Report), this surplus would be spent by year-end.

Surplus should be put into the capital maintenance fund monthly (for expenses like refrigerators, stoves, etc.) to separate it from operations.

Most expenses are under budget year to date but food costs are over budget.

Fundraising account has \$139,000, earmarked for playgrounds.

There is \$110,000 in investments (GICs) for emergencies.

An email was sent to budget committee yesterday with milestones for this year to make sure the budget will be ready for November. The goal is to have one dedicated budget board meeting this year, instead of two. Budget will be sent out early for review, at least seven days before budget meeting.

Action Item: Kostya will present the budget committee timeline at the next Board meeting.

Committee Reports

Parent Communications

One email was sent about staff resignation

Fundraising

2017 so far: \$12,613 raised:

January: Fundscrip \$1910.16 (from 2016)

May: Steeped Tea \$725

July: Fun Fair \$2,913.58 (slightly more than last year)

Ongoing to date: Donations of registration fees when parents withdraw their child(ren) from the program \$6000.

For the leaf program, information should be sent out around the same time that camp forms are sent out to give more families an opportunity to donate.

Next year, more communication should be sent to parents to indicate that the Fun Fair is a rain or shine event, with no refunds.

Fun run logistics are proving more complicated than expected. It would be difficult to organize for the Fall due to conflicts with other events. The fun run will be delayed until Spring.

The fundraising committee is considering a Bike Rodeo

Karen reported that the Optimists Club hosts free barbecues. This could be a possibility for next year's Fun Fair.

The Apple Crisp Fundraiser is again planned for October.

Health & Safety

Kelly and Brian have made a plan to contact others about sidewalks.

Kelly will ask Brian to send updates to the Board via email.

Heather suggested an update in the Fall Newsletter (end of September) about sidewalks and idling.

Action Item: Brian will summarize steps taken in an attempt to get sidewalks, for inclusion in the Fall Newsletter.

Action Item: The Health and Safety committee will ask for parent volunteers in the Fall Newsletter for an idling campaign, and will prepare posters with facts about idling for the front door.

Action Item: Stacey R will include the sidewalks and idling information in the Fall Newsletter.

Action Item: Karen will follow up with Dag about "No Idling" signs.

Policy & Procedures

See Director's Update. There are four policies to approve.

Action Item: The P&P committee will prepare a summary of expectations/responsibilities for each committee.

Action Item: All Board member should bring binders to the next Board meeting for updating.

Staff Engagement

No updates beyond the engagement initiatives discussed previously in the meeting.

By-laws

Lindsay checked to see if any by-laws needed to be filed to with other bodies/organizations. There is no need for filing.

Nominating

Currently inactive

Executive Director's Report

Infant and Toddler Funding – Approved for \$50,000, the intent of this funding is to support the cost associated with operational expenses of Infant and toddler programs. This grant could be used for playgrounds this Fall. Advantages of completing the Infant/Toddler playgrounds this Fall: Avoiding material cost increases between Fall and Spring, avoiding a second delivery fee (~\$800), avoiding a second tree delivery fee (~\$500), planting all trees in the Fall as recommended by the nursery. Disadvantages include not seeing how the first playground goes to improve process/decisions with the second, all playgrounds would be non-functional at the same time.

Motion to renovate all playgrounds this Fall if it's possible.

Motion: Scott

Second: Stacey

In favour: 6

Opposed: 1 - Lindsay

Abstentions: None

Motion passed.

Action Item: Stacey R will determine if it's still possible to renovate the toddler playground this Fall, or if we have to wait until Spring.

Motion to approve the Parent Issues and Concerns Policy.

Rationale: This is a new policy as per the Child Care and Early Years Act (CCEYA) Regulations).

Motion: Kelly

Seconded: Vera

In favour: All

Opposed: None

Abstentions: None

Motion carried

Action Item: Stacey A will set the BSCELC email to auto-forward to the executive committee so that it can be continuously monitored.

Motion to approve the Anaphylaxis and Medical Conditions Policy.

Rationale: This policy is being updated as per CCEYA to include children with medical conditions, also updated our strategies after the anaphylactic situation that happened in June to mitigate further incidents.

Amendments: Clarification is required around morning snack timing, for children who arrive after snack has started. A few wording updates are required (no change to content, only sentence structure.)

Motion: Kelly

Seconded: Scott

In favour: All

Opposed: None

Abstentions: None

Motion carried

Motion to approve the Criminal Records Check Policy.

Rationale: This policy has been updated to provide definitions and examples as per the Child Care and Early Years Act (CCEYA) Regulations.

Motion: Lindsay

Seconded: Scott

In favour: All

Opposed: None

Abstentions: None

Motion carried

Motion: To approve the Emergency Management Policy.

Rationale: This is a new policy as per the Child Care and Early Years Act (CCEYA) Regulations).

Staff training on this policy will occur in November

Motion: Kelly

Seconded: Lindsay

Amendments: Remove reference to aftershock in tornado section

In favour: All

Opposed: None

Abstentions: None

Motion carried

New Business: None

Next meeting: September 19, 2017

Regrets for September 19, 2017 meeting: None

Motion to adjourn

In favour: All

Opposed: None

Abstentions: None

Motion carried

ADJOURNMENT 9:12pm