

## **Bright Starts Cooperative Early Learning Centre Board Meeting**

Tuesday, May 15, 2018 at 7:00 pm

**Chairperson: Kelly Tunney**

### **Minutes**

**In attendance:** Jessica Lang, Mahyar Shafil, Nomair Naeem, Leanne Varey, Jennifer Tung, Nadia Martin, Scott Leatherdale, Alex Zorzitto, Jennifer Bleakney, Mark Stuart, Amina Gilani, Lindsay Ford, Kelly Tunney, Stacey Acker, Stacey Reid, Karen Hinnigan, Kathy Sheridan, Heather Gawel (guest).

**Regrets:** Tetyana Reichert

**On minutes:** Stacey Acker

**7:00 Approval** of Agenda (2 minutes) – Kelly

Motion: Scott

Seconded: Lindsay

All in favour, motion passed.

**7:02 Approval** of April Minutes (3 minutes) – Kelly

Motion: Scott

Seconded: Kelly

In favour: 3

Opposed: 0

Abstained: 9

Motion passed.

**7:05 Review of Executive roles and the election of executive committee** – Kelly (15 minutes)

The following people indicated their interest in executive committee roles:

*President:* There is one candidate, Scott Leatherdale. The nominating committee is recommending that Scott be acclaimed as president.

*Vice President:* There is one candidate, Jessica Lang. The nominating committee is recommending that Jessica be acclaimed as vice president.

*Treasurer:* There are four candidates, Jessica Lang, Nomair Naeem, Alex Zorzitto, and Mark Stuart. The nominating committee is recommending that Mark Stuart be the board treasurer.

*Secretary:* There are three candidates, Jessica Lang, Jennifer Bleakney, and Stacey Acker. The nominating committee is recommending that Stacey Acker be the board secretary.

**Motion to acclaim Scott Leatherdale as President of the Bright Starts Cooperative Early Learning Centre Board of Directors for the 2018-2019 term.**

Motion: Kelly

Seconded: Amina

All in favour, motion passed.

**Motion to acclaim Jessica Lang as Vice-President of the Bright Starts Cooperative Early Learning Centre Board of Directors for the 2018-2019 term.**

Motion: Scott

Seconded: Lindsay

All in favour, motion passed.

**Motion to elect Mark Stuart as Treasurer of the Bright Starts Cooperative Early Learning Centre Board of Directors for the 2018-2019 term.**

Motion: Amina

Seconded: Jess

All in favour, motion passed.

**Motion to elect Stacey Acker as Secretary of the Bright Starts Cooperative Early Learning Centre Board of Directors for the 2018-2019 term.**

Motion: Scott

Seconded: Leanne

All in favour, motion passed.

Heather left at this time.

**7:15 Record keeping and online police check – Stacey R. (5 minutes)**

**Action Item:** All new board members must submit their police records check to the main office at Bright Starts by June 15, 2018. Apply online ASAP at <https://www.wrps.on.ca/en/services-reporting/police-vulnerable-sector-check.aspx>. \*\*\*

Stacey asked that all members fill out their personal information. Names of the Directors go on charitable tax return that is submitted at the end of the year and to the Ministry of Consumer services.

**7:20 Assignment of Signing Authority – Kelly (5 minutes)**

**Motion to give signing authority to the 2018-2019 President (Scott Leatherdale), Vice President (Jessica Lang), and Treasurer (Mark Stuart) for the 2018-2019 term.**

Motion: Kelly

Seconded: Mahyar

All in favour, motion passed.

**Action Item:** Scott, Jessica, and Mark should see Stacey R. about completing the paperwork required for signing authority before June 1, 2015.

**Motion to revoke signing authority from 2017-2018 President (Kelly Tunney), Vice President (Heather Gawel) and Treasurer (Kostya Kovalenko) as of June 1, 2018 or upon completion of the proper paperwork with the Credit Union for the new Directors with signing authority (whichever comes first).**

Motion: Scott

Seconded: Leanne

All in favour, motion passed.

### **7:25 Committee overview & sign up – Kelly (10 minutes)**

Kelly listed each committee and very briefly described some typical tasks for that committee. The following people volunteered for committees:

Health and Safety: Jenn T., Mahyor, Alex

Personnel & Policy: Scott, Jess L., Stacey, Lindsay

Fundraising: Amina (chair), Heather (co-chair), Jenn B., Leanne, Karen

Finance committee: Mark (chair), Nomair, Scott, Amina, Mahyor, Alex

Nominating committee: Jess L. (chair) , Jenn B., Stacey, Kelly

Parent communications: Nadia, Lindsay (Chair), Scott, Jenn T., Jess L.

Staff appreciation committee: Scott (chair), Leanne, Jenn B., Mark

### **7:40 Discussion about Regional Parent Fee Reduction Pilot – Stacey R (10 min)**

There is a new initiative being introduced by the region. There is a tight deadline and we don't yet have all the details. \$13.5M has been provided to our region. The first priority for these funds is to increase affordability of childcare for families. The region is offering an Affordability Grant of \$600 grant for each regular childcare space at the Centre, plus \$10/day per infant space, \$3/day per toddler space and \$2/infant space, plus \$1/child per day. We can access these funds on the condition that the centre reduces fees by \$10/day per infant space, \$3/day per toddler space and \$2/infant space. Of the funds offered by the region, the affordability grant may be a one-time offering, but the remaining funds appear to be committed on an ongoing basis. It will cost the Centre ~\$70k per year for these fee reductions but the grants will give us ~\$116k for the remainder of 2018. Stacey will confirm what portions of this funding will be ongoing at her next meeting. If we don't accept this initiative, our fees will become a lot less competitive since most centres will be participating.

The Board asked Stacey to find the answers to two key questions: If we participate in this program, (1) what are the restrictions on fee increases in 2019? and (2) what happens if there is a change in government?

The Board generally agreed that this is a good opportunity and would require good communication with parents (i.e. that fee decreases may only be temporary and their continuation is contingent on funds from the Region.

There was some discussion \$50k grant we received last year. It was explained to new board members that this grant cannot be put in the budget because it is not guaranteed and Stacey R can't apply for it until well after the budget is set for the year.

Current bylaws indicate that the Executive Committee can vote on time sensitive matters when a Board meeting is not scheduled before a deadline. Lindsay checked the bylaws: Electronic voting cannot be done on its own. We would require an electronic or in-person meeting of the executive.

#### **7:45 Google Drive access**

Kelly explained the Google Drive access. Bylaws will be in binders and on Google Drive. Meetings are pre-scheduled on the third Tuesday of every month. Meetings start at 6:45 and we need quorum (8 directors). Meetings are at Bright Starts in the Multipurpose room.

**Action Items:** Stacey A will send out calendar requests. Office staff will prepare binders for all Board members and distribute before the next meeting. All board members should review binder contents ahead of next meeting.

#### **7:49 New Business/Items for next agenda/Regrets for next meeting (June 19)**

- Review board roles/responsibilities, code of conduct, distribution of binders – Kelly
- Discussion of annual membership fee – it is proposed that we move it to September – Scott
- Deciding on the external auditors & remuneration for 2018
- Policy renewal.

#### **7:55 Regrets for next meeting (June 19) – none**

New board members wanted to know the process for proposing a new initiative. If a board member wants to start an initiative, they should bring it to the Executive Committee or the appropriate committee chair to have it discussed and/or put on the agenda for the next Board meeting if appropriate.

#### **7:55 Motion to Adjourn**

Motion: Scott

Seconded: Mark

All in favour, motion passed.