

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

Tuesday, January 16, 2017 at 6:45 pm

**Chairperson: Kelly Tunney**

### **Agenda**

**In attendance:** Heather Gawel, Karen Hinnigan, Kathy Boegel, Kelly Tunney, Kostya Kovalenko, Lindsay Ford, Stacey Acker, Stacey Reid

**Regrets:** Amina Gilani, Scott Leatherdale, Vera Jbanova

**On minutes:** Stacey Acker

\*\*\* Please note that all relevant documents listed below for this meeting are located in the January 2018 Board of Directors Meeting folder \*\*\*

#### **6:45 Approval of Agenda**

Motion to approve agenda for this Board of Directors meeting

Motion: Kostya

Seconded: Lindsay

Amendment to add report from the Compensation & Benefits Committee.

All in favour, none opposed

Motion carried

#### **6:50 Approval of Minutes from Board of Directors Meeting November 21, 2017 and Special Budget Meeting November 28, 2017**

Motion to approve Minutes from Board of Directors Meeting November 21, 2017 and Special Budget Meeting November 28, 2017

Motion: Kostya

Seconded: Stacey A

All in favour, none opposed

Motion carried

Brian has resigned from the Board. We are allowed to fill his board seat, but are not required to until the AGM. He was the chair of the Health and Safety Committee

**Action Item:** We need a volunteer to chair the Health & Safety meeting for next meeting.

#### **7:00 Executive Director's Report: (20 mins)**

- See Stacey's Director's Report in this month's folder
- Regional Parent Survey will include:
  - System wide questions
  - Centre-based questions – same questions will be asked for every centre

- We will get the answers to the centre-based questions from Bright Starts families and to the system wide questions from the whole region.
- The Centre is exploring the possibility of online registration for camp.
- There have been some challenges with the new system in balancing payroll. Kostya will review these reports.
- Senior Preschool was well-received. Management was able to address the few questions from parents.
- We won't know until the Spring how long the playground repairs will take.
- Could sprinklers be installed during the playground repairs to make sure that our grass stays in good condition? Initially, sprinklers were in the budget but UW refused to allow the installation. This money was then allocated to turf on parts of the playgrounds. We do have timers for hoses/sprinklers that worked well last summer. We expect that the University should cover all costs, including rebuilding/replacing any of the new components that they have to move/remove to fix the drainage issues.
- *Motion: To set the date of Friday, April 13 for the Staff Professional Development Day.*  
Rationale: The Centre will be closed that day. This date has been suggested to coincide with a PA Day for the Public and Catholic school boards. This may make alternate childcare arrangements easier for parents who have older children (one day instead of two separate days).  
Motion: Kelly  
Seconded: Lindsay  
All in favour, none opposed  
Motion carried

#### **7:20 Treasurer's Report** (10 minutes)

December data is ready but not finalized (due to changes in payroll process). Cash decreased by about \$15,000 for payables.

#### **7:30 Committee Reports** (25 mins) – Please use the Project Tracker as a visual aid when presenting updates/progress

##### **7:30** Parent Communications – Kelly (for Vera)

- Emails sent out: New fees for 2018; Hiring Jane O'Keefe to Toddler 4 team; Information for all parents about Senior Preschool (The committee recommended that it be consistently called "Senior Preschool", not Preschool 6, to avoid confusion.); A message to 20 families whose children are moving to Senior Preschool; Notice of resignation and retirement (Lora and Joyce B).
- In progress: an email about ChildcarePro (new invoicing.)

##### **7:35** Fundraising – Heather

- Waiting on FundScripts numbers for the whole year (approx.. \$2,000 – December's is still pending (~\$500))
- Approx. \$14,000 in funds raised for 2017.

- The committee will have a discussion regarding the effort/impact trade-off on various fundraisers, and will analyze which fundraisers align with our goals and values, as well as which make money. Fundraising committee needs to determine these priorities.
- The Board feels Staff Engagement / Family / Social Engagement events are important.
- Info on the Leaf Program will have to go out at the end of April.
- As a charity, we are required to use funds raised for the purposes we advertise they are for so we must have specific initiatives in mind for each fundraiser
- We want to make sure that the Staff is involved in the wishlist.
- It is important to increase awareness through a feedback loop to supporters to let them know what was bought with funds raised.
- The committee will set fundraising goals for 2018 with the above points in mind.

**7:45** Health & Safety - Kelly

- **Action Item:** Kelly is going to check with Plant Ops to make sure sidewalks are a priority for the Spring

**7:50** Policies and Procedures – Lindsay  
No report

**7:51** Staff Engagement  
No report

**7:52** Nominating – Heather

- Heather will review the policies/procedures. We will review last year's list for membership.
- **Action Item:** Heather will send a callout for volunteers for the nominating committee to Vera when it's ready.

**7:53** Compensation and Benefits Committee  
No report

## 8:10 Review of Action Items from Last Meeting (10 min)

1. Heather will write a draft procedure on responding to feedback and submit to Lindsay for review by the Policies and Procedures Committee.
  - In progress. Heather has sent a draft of this policy to Lindsay. Will be reviewed by policy committee
2. Stacey R will look into the possibility of having painting included as capital maintenance.
  - In progress. Stacey said she is quite sure that painting is excluded from capital maintenance in the lease agreement. Stacey will push on this.
3. Stacey R and Kostya will create a formal wishlist, including what items could be goals for potential fundraisers.
  - In progress – The list has been started. Costs for individual items are being sought. We are still waiting on quotes from the University. Items need to be prioritized as to whether they are part of the budget or part of the Fundraising Goals. Astro turf, literacy centres could be fundraising goals. All the rest of the items were facilities items.
  - We discussed a book drive. We could put out a request for books. Parents have noticed that some books are in poor condition. Books should be in the budget – because they are a need. Classrooms have a budget but much of it has to go to toys. Rarely do we get free books from Scholastic. A motion will be prepared for next meeting to add books to the budget. Stacey/Kostya will come up with an estimate. We'll start with the book drive and then add an amount to the regular budget for regular turnover.
4. Karen will request a quote for anti-idling signs.
  - Completed. Karen got signs from University sign shop.
5. Stacey R will explore what expansion opportunities, if any, might exist for another campus (main campus or another UW campus).
  - We are not currently in a place to do this (still establishing our current centre)
6. Amina will contact Kostya to schedule a meeting ASAP regarding budget development/review.
  - Completed.
7. Stacey A will post a document on Dropbox that will provide access to the Project Tracker.
  - Completed. Project Tracker gives everything at a glance – Call it the Activity Tracker.
  - **Action Item:** Committee chairs should update with activities and time frames.
8. Once the administrative software is implemented, Stacey R will look into whether the recipient list could be exported for use with MailChimp.

- In progress. Stacey R will ask about analytics options. MailChimp requires an exported spreadsheet. This is not a priority amongst the other activities that should be accomplished with the admin software.
9. The board will brainstorm other fundraising ideas.
    - Fundraising committee will do this
  10. Heather and Stacey R will create a top 5 (or more) wishlist to inform fundraising goals for this year.
    - Completed.
  11. Heather will create a list of past fundraisers and how much they made.
    - Completed. To be located in Dropbox (Fundraising subcommittee folder.)
  12. Lindsay will put together a description of responsibilities for each committee.
    - **Action Item:** Nominating form needs to be updated to include all committees.
  13. Board members should sign up online to bring treats for the staff room on ECE Appreciation Day
    - Completed.
  14. Kelly and Vera will come up with a plan of action to determine the best way to keep track of committee communications (committee email addresses, Google groups, or some other method?).
    - The fundraising committee will figure out how to keep the Fundraising contacts/communications tracked. This is the only committee with this urgent need.
  15. Stacey A will send out a calendar request for the staff meeting in November.
    - Completed.

**8:20 New Business/Items for next agenda (5 minutes)**

**8:25 Regrets for next meeting (February 20)**

None

**8:30 ADJOURNMENT**

Motion: Kostya

Seconded: Kelly

All in favour, none opposed

Motion carried