

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, April 17, 2018 at 6:45 pm

Chairperson: Kelly Tunney

Agenda

In attendance: Heather Gawel, Karen Hinnigan, Kathy Boegel, Kelly Tunney, Kostya Kovalenko (via phone), Lindsay Ford, Stacey Reid, Vera Jbanova, Scott Leatherdale

Regrets: Stacey Acker, Amina Gilani

On minutes: Lindsay Ford

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

Approval of Agenda (5 minutes)

Motion to approve agenda for this Board of Directors meeting

Motion: Scott

Seconded: Heather

All in favour, none opposed

Motion carried

Update from Preschool educators (10 minutes) – Mariah & Chrisanne

- 19 new preschoolers because of Preschool 6
- Preschoolers visited the UW library to wish students good luck on their exams.
- Educators attended a networking event and toured St. Jacob's childcare centre. Educators are inspired to make classrooms feel more home-like and welcoming by using natural products and toys.
- Dance-a-thon – nice way to involve kids and parents in fundraising, positive feedback from parents
- Preschool graduation will be held at Optometry in June.
- Highlights of the year – field trip to pumpkin patch, Halloween at Optometry, Father's day event, mystery reader, Canada 150 day photo.

Approval of Minutes from Board of Directors Meeting March 20, 2018 (5 minutes)

Motion to approve Minutes from Board of Directors Meeting March 20, 2018

Motion: Lindsay

Seconded: Kelly

All in favour, none opposed

Motion carried

Executive Director's Report (5 mins)

- Waiting for update from UW maintenance for painting quotes.
- Playground drainage will be fixed in May and will be covered by UW.
- Playground deficiencies will be addressed after that by our contractor.
- Staff are excited about the half walls.

Draft Audit – Stacey R (10 min)

- Audit on the 2017 Financial statements resulted in no issues.
- Their sample yielded one comment related to initialing invoices.
- Auditors said our books are nice and organized.
- Presentation for the AGM will be similar to previous years.
- Auditors noted that we don't have 6 months of expenses in savings (GIC's) like other childcare centres do. Currently, we have about 3 months. This may be something we want to increase over time.
- If we have a surplus in our budget at the end of the year, we could re-direct funds to our savings. Could direct GST rebate money to savings.

Treasurer's Report (10 minutes)

- March: net income \$80,000 – high because of camp fees, and provincial wage enhancement was approximately \$12,000 higher than expected. Payroll was lower than anticipated.
- \$309,000 in the bank across all accounts.

Developing action items for discussion with FAUW - Scott (10 min)

- FAUW (faculty association) see Bright Starts as a resource for UW staff and especially female faculty. Therefore, they are willing to advocate UW on our behalf for some items.
- They are most interested in debating rent – perhaps BSCELC could be dealt with differently (vs. a revenue generator).
- Could work with the staff association as well.
- Goal of FAUW is to see UW affiliates taking spaces before other community members. Currently, we're at 94%.
- FAUW is interested in construction of a new child care centre given the Ministry funding toward childcare.
- Transparency of rent reconciliation/expenditures is not be given to BSCELC as per the lease.
- **ACTION: Figure out a “wish list” of how to leverage the support of FAUW with the new board.**

Board transition items (15 min)

- **ACTION: Each committee chair should provide a summary of their committee's work in order to help on-boarding new board members. Send an email to Kelly with a written summary over the next 2 weeks. Use drop-box sub-committee's and title it as “Annual Report”.**

Review of slate of nominees for AGM – Heather (20 min)

- 10 new nominees plus 5 existing directors = 15 directors on the board
- **ACTION: Heather will send a confirmation email to all nominees with details about board meetings and sub-committees.**
- Presentation for AGM will be prepared with nominees' bios.

Motion to approve the slate of nominations as circulated and discussed

Motion: Heather
Seconded: Kelly
All in favour, none opposed
Motion carried

Process for Board Nominations – Heather/Kelly/Lindsay (10 min)

- Our process needs updating because of the change to a two-year term. We had not anticipated how to handle returning members who are interested in Officer positions.
- Going forward, the nominations process should not advertise the number of director/officer positions available. The nominations committee could recommend fewer directors than the maximum allowed.
- There's no dissolution of the entire board under the new by-law. However, there could be an election for each officer position after the AGM.
- **ACTION: Heather will document the process for the nominations process to be used for next year.**

8:25 Committee Reports (40 mins) – Please use the Project Tracker as a visual aid when presenting updates/progress

AGM Planning Committee – Heather (10 min)

- Held AGM planning meeting.
- Board members were surveyed for volunteer to help out the AGM.

Parent Communications – Vera (5 mins)

- No update

Fundraising – Heather (5 mins)

- **ACTION: Heather will connect with Chrisanne regarding process/lessons learned from the dance-a-thon.**
- Would like to do a staff survey to ask them to rank items to fundraise for (Astroturf, learning stations, tablets, books) and to add other items.
- A summary of staff feedback will be provided at the AGM.
- Parents will be surveyed later in the year about interests related to fundraising (items to fundraise for, types of fundraisers, items that aren't monetary, etc.)
- Planning for fun fair will start after the AGM

Health & Safety - Kelly (5 mins)

- Sidewalks are going through the tender process right now. Timelines for construction are not known but hopefully in the spring.

Policies and Personnel – Lindsay (5 mins)

- No update

Staff Engagement - Amina (5 mins)

- No update

Benefits and Compensation Committee – Kelly (5 mins)

- On hold pending the provincial election.

Parent and Staff Surveys

- We didn't do a parent survey this year due to the Region's survey.

- Comment boxes were intended to capture staff feedback but that hasn't happened.
- **ACTION: Heather will add a reminder to the fundraising staff survey about the feedback mechanisms for staff plus a question asking if they believe there's value in having staff surveys about other items.**

Review of Action Items from Last Meeting (10 min)

**** Please note: Only the status of the items below will be discussed. Any additional items/ideas/points for discussion should be brought up in the time allotted for New Business/Items for next agenda ****

1. Communication standards for each level will be included in the next newsletter and included in the handbook.
 - In progress – anticipated completion in May
2. Kelly and Amina will schedule a meeting for the Benefits and Compensation Committee - DONE
3. Heather will write a draft procedure on responding to feedback and submit to Lindsay for review by the Policies and Procedures Committee.
 - In progress. Lindsay will add to board binders and procedures folder on the BSCELC email.
4. Fundraising committee will prepare a priority/goals list for this year's fundraising.
 - DONE.
5. A motion will be prepared for next meeting to add books to the budget. Stacey/Kostya will come up with an estimate.
 - On hold until next budget preparation period in October.
6. Organize a book drive.
 - REMOVE FROM LIST
7. Once the administrative software is implemented, Stacey R will look into whether the recipient list could be exported for use with MailChimp.
 - On hold until administrative software is mastered and updated. – REMOVE FROM LIST
8. Heather will input the paper forms information from the Dance-a-thon so that receipts can be done electronically, signed and given to donors. – In progress: waiting for purpose of funds to issue tax receipts on childcare pro
9. Heather, Stacey R and Karen will get together to compare notes on funds raised to insure recording is accurate and determine how much should be left in the fundraising account.
10. Kostya will investigate transferring folders from Dropbox to Google Drive. - DONE
11. Heather will prepare an email reminder for Dance-A-Thon (parents welcome, bring in pledge sheets!) - DONE
12. All returning Board members should complete their entry in the skills matrix. - DONE
13. Kostya will contact KPMG and the Waterloo Accounting Society looking for volunteers. Heather will highlight our need for a treasurer in the reminder email. - DONE
14. Karen will pick up food for the AGM: Salads, cake, water from Costco, order pizza. - DONE

15. Karen and Stacey R will prepare attendance sheets for the AGM. We will use Eventbrite for RSVPs. – DONE

New Business/Items for next agenda (5 minutes)

- Committee updates for on-boarding
- Electing executive and sub-committee chairs
- Set priorities for process/documentation
- Kelly to chair the first board meeting

Regrets for next meeting (May 15 - AGM)

- Scott

ADJOURNMENT – 8:50pm

Motion: Vera

Second: Scott

All in favour, none opposed

Motion carried