

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, June 19, 2018 at 6:45 pm

Bright Starts Cooperative Early Learning Centre

Chairperson: Scott Leatherdale

Minutes

In attendance: Alex Zorzito, Amina Gilani, Jennifer Bleakney, Jessica Lang, Karen Hinnigan, Kelly Tunney, Leanne Varey, Lindsay Ford, Mark Stuart, Nomair Naeem, Nadia Martin, Scott Leatherdale, Stacey Acker, Stacey Reid, Tetyana Reichert

Regrets: Jennifer Tung, Mahyar Shafil, Kathy Sheridan

On minutes: Stacey Acker

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

6:45 Approval of Agenda – Scott

Motion: Alex

Seconded: Jess

All in favour, motion passed.

6:47 Approval of May Minutes – Scott

Motion: Lindsay

Seconded: Alex

11 in favour, 1 abstention, 0 against.

Motion passed

6:49 Approval of minutes of electronic vote regarding the Fee Reduction Pilot by the Executive committee. – Scott

Motion: Stacey A

Seconded: Leanne

All in favour, motion passed.

Mark, Nadia, and Amina arrived at this time.

6:50 Review of minutes from the Annual General Meeting – Scott

Stacey A will remove the last empty column of the attendance list. No other edits were suggested.

6:52 Executive Director's Report

See Director's report.

We were approved for the \$50,000 Infant and Toddler funding from the Region (announced this week).

6:54 Vote to approve policies – Stacey R

Motion to approve Policy 1.8 Health & Safety Policy.

Rationale: This policy must be approved annually, as required by the Ministry of Labour. Playground inspections have been added since the policy was last approved in 2017.

Motion: Amina

Seconded: Alex

All in favour, motion passed.

Motion to approve revised Program Statement and Philosophy

Rationale: The Program Statement and Philosophy has been updated to reflect a July 1, 2018 change in the Child Care Early Years Act 2014. This change indicates that employees, students and volunteers are no long required to review these documents annually. Going forward, employees, students and volunteers must review these documents prior to employment/interaction at the Centre, and any time that the document is revised.

Motion: Jess

Seconded: Jenn

All in favour, motion passed.

Motion to approve revised policy 4.12 Implementation and Compliance Policy

Rationale: This policy has been updated to reflect a July 1, 2018 change in the Child Care Early Years Act 2014. This change indicates that employees, students and volunteers are no long required to review these documents annually. Going forward, employees, students and volunteers must review these documents prior to employment/interaction at the Centre, and any time that the document is revised.

Motion: Jenn

Seconded: Leanne

All in favour, motion passed.

Motion to approve revised policy Supervision Policy.

Rationale: This policy has been updated to reflect a July 1, 2018 change in the Child Care Early Years Act 2014. This change indicates that employees, students and volunteers are no long required to review these documents annually. Going forward, employees, students and volunteers must review these documents prior to employment/interaction at the Centre, and any time that the document is revised.

Motion: Stacey A

Seconded: Alex

All in favour, motion passed.

6:58 Treasurer's Report – Mark

Total cash has been steadily accumulating. Variance from the budget has remained below 2%. Food costs are under budget January to April. Payroll expenses are slightly over budget. Our current ratio (indicating the ability to meet short-term obligations by comparing current assets to current liabilities is extremely high.)

We have the opportunity to lower this ratio, while still maintaining a good ratio, by contributing to the success of the centre in other ways (programming or facility improvements, or increasing savings.)

7:05 Vote on external auditors & remuneration for 2018 – Mark

Motion to approve remuneration for auditors, BDO Canada LLP, as the accountants of the centre until the close of the next annual general meeting, at up to \$11,500.00.

Motion: Mark

Seconded: Alex

All in favour, motion passed.

7:08 Proposal to move the annual membership fee to September – Scott (5 minutes)

Motion to move collection of annual membership fees from May 1st to September 1st, starting 2019.

Rationale: We have high turnover in September. Currently, membership fees are collected May 1. Families who are planning to leave between May and September in a given year do not want to pay a membership fee for that fiscal year. Families who enrol between May and September do not pay a membership fee in the fiscal year they enrol. Moving the collection of dues to September would mean that withdrawing families don't pay the annual fee for just a few months of enrolment and that the large number of families who enrol in September will pay a membership fee at the time of enrolment.

Motion: Mark

Seconded: Tetyana

All in favour, motion passed.

7:10 Review bylaws – Lindsay

Lindsay briefly described the process through which bylaws were reviewed/revised. Scott received feedback regarding the board nominating process to make it less intimidating. By-laws can only be revised through voting of members (e.g. AGM).

7:15 Review board roles/responsibilities, code of conduct, distribution of binders – Scott and Kelly (12 minutes)

Emphasis on the board's responsibilities to represent the best interests of the centre, regardless of how individual members feel as parents.

Motion to approve code of conduct for board members, including disciplinary actions for violations of the code of conduct, with formatting edits to add Centre logo.

Motion: Kelly

Seconded: Leanne

Discussion: There was nothing in the by-laws that specifically allows or prohibits dismissal of a board member on the grounds of violating a code of conduct.

All in favour, motion passed.

Action Item: Kelly will format the code of conduct.

Action Item: Board members will sign code of conduct. Will get a copy and copy filed in the office.

7:30 Discussion on Board priorities for discussion with FAUW (tabled from the April meeting) – Scott

FAUW gives funds to reserve spots at Bright Starts. FAUW and the HeForShe campaign is keen to advocate for the Centre as a benefit for the University. We need to form some priorities to report to them. It was suggested that we should also discuss with the Staff Association or Feds/GSA. Mark will connect with the Past President, Jess will connect with current President of Staff Association.

7:40 Committee Reports

7:42 Parent Communications – Lindsay

We have to fill out a template based on the results of the Region's survey. That completed template will go out to parents with the survey results.

30% of parents completed the survey. Discussion of whether this is representative of the larger parent group. As a cooperative program, parents have a responsibility to provide feedback if they want something done. It's possible the importance of this survey was lost in new emails from Childcare Pro. Parents may have thought that there would also be a Centre survey. There is a need to have Board members posted in the Centre so that parents can identify and contact / speak with members if they wish. Some parents have indicated that they don't know how to get involved. The board needs to do a better job of informing parents on the roles they can play at the Centre.

Staff will also give feedback on action items as a result of the survey results and then these goals will be operationalized. Plan goes to Region 20 July, will come back 27 July to parents.

Should the Nominating Committee also have a mandate for committee recruitment as well as Board recruitment? The Nominating Committee is not active for the first half of the year so they Nominating Committee could take on this role. Could more people get Board info when they start at the Centre? Is there someone on the Board who could be a liaison for new parents? Also a possibility for “Parent Orientation”. Could an email go to a new parent from the Board two weeks after enrolment? For next meeting: we will have parent communication brainstorming session. Display board in the lobby with board photos would be helpful. We also need to increase the awareness that we are a co-operative.

Stacey R and Lindsay met to determine priorities for the communications committee for this year: They set goals for better use of the newsletter, improvement of the Centre’s website.

8:07 Fundraising – Amina (5 minutes)

Fun Fair will be July 12, 4:30-6:30, rain or shine. Two bouncy castles, train and other activities are booked. We will use Eventbrite for tickets. Looking for donations for raffles. Do you have connections to businesses? Karen has letters for requesting donations. There will be a board table set up for parents to meet members of the Board. Amina will send a link out for Board members to sign up for roles at the Fun Fair. Some concerns were expressed about Eventbrite, without an option for people to purchase on site. There will be limited on-site tickets on the day of the event.

The Centre will hosting a spaghetti dinner. While this is a small fundraiser, this event is geared toward parent engagement and family social time.

8:12 Health & Safety

Alex will chair the committee. Several parents have stopped at the office to say how much they appreciate the half walls that were recently installed.

8:14 Personnel and Policy – Stacey A will chair this.

No report beyond previously approved policies.

8:20 Staff Engagement – Scott

There is a need to provide staff with more awareness of who the board is. We need more opportunities to provide the staff with praise.

8:22 Benefits and Compensation Committee – Kelly (2 mins)

There is the potential for revisions of raise systems etc. We currently meet all requirements for Equal Pay for Equal Work. We need to explore a years of service-based system. Pay structure needs to reviewed to align with job descriptions. Goal is

to have a plan before the next budget process but this may not be possible. Jenn will join the committee. The committee will put out a call for parents with HR skills.

Action Item: Email message to parents asking for parents with HR experience.

8:25 Review of Action Items from Last Meeting (6 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. All new board members must submit their police records check to the main office at Bright Starts by June 15, 2018.
 - o In progress
2. Scott, Jessica, and Mark should see Stacey R. about completing the paperwork required for signing authority before June 1, 2015.
 - o Completed
3. Stacey A will send out calendar requests for Board Meetings.
 - o Completed
4. 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.
 - o Completed
5. Communication standards for each level will be included in the next newsletter and included in the handbook.
 - o Completed
6. Kelly and Amina will schedule a meeting for the Benefits and Compensation Committee
 - o Will be addressed when parent volunteers are identified.
7. Heather will write a draft procedure on responding to feedback and submit to Lindsay for review by the Policies and Procedures Committee.
 - Lindsay will provide this policy to Stacey A
8. Fundraising committee will prepare a priority/goals list for this year's fundraising.
 - Last status: In progress. Next step is to consult staff.
9. A motion will be prepared for next meeting to add books to the budget. Stacey/Kostya will come up with an estimate.
 - Last status: On hold until next budget preparation period in October.
10. Organize a book drive.
 - Last status: In progress. Fundraising committee has scheduled it.
11. Once the administrative software is implemented, Stacey R will look into whether the recipient list could be exported for use with MailChimp.
 - Will not be pursued.
12. Heather will input the paper forms information from the Dance-a-thon so that receipts can be done electronically, signed and given to donors.
 - Completed
13. 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.

- Completed
14. Kostya will investigate transferring folders from Dropbox to Google Drive.\
- Completed
15. Heather will prepare an email reminder for Dance-A-Thon (parents welcome, bring in pledge sheets!)
- Completed
16. All returning Board members should complete their entry in the skills matrix.
- Completed
17. Kostya will contact KPMG and the Waterloo Accounting Society looking for volunteers. Heather will highlight our need for a treasurer in the reminder email.
- Completed
18. Karen will pick up food for the AGM: Salads, cake, water from Costco, order pizza.
- Completed
19. Karen and Stacey R will prepare attendance sheets for the AGM. We will use Eventbrite for RSVPs.
- Completed

8:26 New business for next meeting (July 17, 2018)

Brainstorming session on parent communication and engagement

Open to extending operations to 6pm (in response to parent feedback)?

Action Item: This was considered a few years ago. Kelly will look at old survey monkey results on this question. Stacey R will determine if the case against extending the opening hours to 6pm still stands.

8:31 Regrets for next meeting (July 17, 2018)

None

*** There will be NO August meeting.

Action Item: Stacey will send a cancellation for the August meeting.

8:32 ADJOURNMENT

Motion: Amina

Seconded: Kelly

All in favour, motion passed.