

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, February 20, 2018 at 6:45 pm

Chairperson: Kelly Tunney

Minutes

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

Regrets: Amina Gilani, Scott Leatherdale, Vera Jbanova, Kostya Kovalenko

On minutes: Stacey Acker

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

6:45 Approval of Agenda

Motion to approve agenda for this Board of Directors meeting

Motion: Kelly

Seconded: Scott

All in favour, none opposed

Motion carried

6:50 Approval of Minutes from Board of Directors Meeting January 16, 2018

Motion to approve Minutes from Board of Directors Meeting January 16, 2018

Motion: Kelly

Seconded: Stacey

4 in favour, 2 abstentions, none opposed

Motion carried

6:55 Chair of Health and Safety Committee (we need a volunteer)

Scott volunteered

7:00 Executive Director's Report: See Stacey's Director's Report in this month's folder

- The University's painting quote was \$49,500. This is not sustainable. This should be part of the general maintenance fund. The University's new budget will break down these expenses, including where the general maintenance costs are going (i.e. labour, outdoor maintenance, etc.)
- General maintenance ("additional rent") is calculated based on square footage.
- Review and Discussion of quote for half walls at the ends of hallways and benches in the toddler hallway. The numbers quoted (three half walls \$8300, benches \$9600) was through the University (from the company that built the centre.)
- These items were not in the budget for this year but there is \$33,000 in the savings/fundraising account.

- Will the doors on the half walls be closed consistently? We should do some education campaigns on this.
- Another account should be opened for funds raised to keep it separate from savings.
- The board should communicate to parents at the AGM why these items would be installed (as outlined in Stacey's Director's Report.)
- The cost of benches seems high to some. The quote was for benches similar to the other benches in the hallway for a consistent look.
- Kostya, as treasurer, needs to be consulted on these items.
- **Action Items:** Stacey R will seek additional quotes (and check if the University got three quotes) and consult the company on less expensive options for benches. Kostya will advise on the funds available for these types of items and on how to separate funds raised and savings.
- The camp registration went well through Eventbrite.
- Stacey was approached by Brian Tolson, President of FAUW (Faculty Association of University of Waterloo) to see how FAUW could support the childcare centre. They are looking to understand Bright Starts' priorities and they understand what an excellent support this is, particularly for young female faculty, which aligns well with the University's priorities in terms of the HeForShe campaign.
- The centre should be seen as a University asset, not a profit maker.
- One priority would be making the amount we pay in fees more reasonable given that the centre is not-for-profit and an asset. Another priority would be transparency from the University in terms of these fees and unexpected costs (e.g. \$49,500 for painting).
- **Action Items:** Make these priorities an agenda item for next meeting. Scott will send out an email asking for discussion items.
- Our licensing inspection was very smooth and we received very positive feedback from the program inspectors.
- **Action Items:** Stacey A will send out a meeting request for the AGM (May 15).

7:20 Treasurer's Report – No report

7:30 Committee Reports

8:00 Parent Communications – Vera (5 mins)

- The Newsletter was sent out.
- There was previously discussion on how much more information needs to be provided and how it should be provided to parents. The general consensus was the need for some consistency in communications within a given level and, more specifically, clarifying what expectations parents should have. **Action Item:** Communication standards for each level will be included in the next newsletter and included in the handbook.
- The website was reviewed. All the required information is there but it should be made more concise. Summer camp information is out of date and should be removed.
- The region will send a form email about the survey.
- There is no feedback in the box or on the online form.

8:12 Fundraising – Heather

- The committee has chosen fundraisers for this year:

Date 2018	Initiative	Goal
March	Dance-a-thon	\$ 5,000.00
April	Leaf Program	\$ 6,600.00
July	Fun Fair	\$ 3,000.00
Oct	Apple Crisps	\$ 900.00
September	Spaghetti Dinner	\$ 700.00
Sept	BookDrive	\$ -
ongoing	Fundsceipts	\$ 2,100.00
ongoing	Mabels	
Dec	Xmas tree	\$ -

- The committee will vote on what items people want to fundraise for.

8:19 Health & Safety - Kelly

- No report

8:20 Policies and Personnel – Lindsay

- Heather prepared a procedure for feedback mechanisms. Where should this procedure be? Newsletter, website, handbook. The handbook can be made smaller with links to the website.
- Committee descriptions were prepared. Parent communications description should be updated to clarify that they only review board communications to members.
- Clarity is needed on the distinction between management roles and board roles. This clarification is needed in terms of defining what is a board decision and what is a management decision.
- The description for the Policies and Personnel committee includes hiring decisions. This would only be relevant for management hiring and should be a responsibility of the Executive Committee. The original intent for this committee in terms of personnel was staff engagement.

8:28 Staff Engagement – No report

8:29 Nominating – Heather

- **Action Item:** Heather will send out the matrix of core competencies for the board members.
- **Action Items:** A request will be sent out for volunteers to join the Nominating Committee. Board members should help advertise via word of mouth.
- The nominating committee will need a lot of help for organizing the AGM.

8:35 Benefits and Compensation Committee – No report

- **Action Item:** Kelly and Amina will schedule a meeting.

8:36 Review of Action Items from Last Meeting

**** 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. Kelly is going to check with Plant Ops to make sure sidewalks are a priority for the Spring
 - Completed
2. Heather will send a callout for volunteers for the nominating committee to Vera when it's ready
 - In progress.
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. Under review by policy committee
4. Stacey R will look into the possibility of having painting included as capital maintenance.
 - Stacey is in ongoing discussions with the University.
5. Fundraising committee will prepare a priority/goals list for this year's fundraising.
 - In progress.
6. 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.
7. Organize a book drive.
 - In progress. Fundraising committee has scheduled it.
8. Committee chairs should update the Project Tracker with activities and time frames.
 - Completed.
9. Lindsay will put together a description of responsibilities for each committee.
 - In progress: Older descriptions are being updated.
10. Nominating form needs to be updated to include all committees.
 - In progress.
11. Once the administrative software is implemented, Stacey R will look into whether the recipient list could be exported for use with MailChimp.
 - Status: On hold until administrative software is mastered and updated.

8:45 Regrets for next meeting (March 20) - Vera

8:50 ADJOURNMENT

Motion to adjourn

Motion: Kelly

Seconded: Scott

All in favour, none opposed, motion carried.