

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, March 20, 2018 at 6:45 pm

Chairperson: Kelly Tunney

Minutes

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

Regrets: Vera Jbanova, Scott Leatherdale

On minutes: Stacey Acker

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

6:57 Approval of Agenda

Motion to approve agenda for this Board of Directors meeting

Motion: Kelly

Seconded: Lindsay

All in favour, none opposed

Motion carried

Amina arrived.

6:59 Approval of Minutes from Board of Directors Meeting February 20, 2018

Amend list of fundraisers. Correct two typos.

Motion to approve Minutes from Board of Directors Meeting February 20, 2018 with the above amendments

Motion: Lindsay

Seconded: Amina

All in favour, none opposed

Motion carried

7:05 Executive Director's Report:

The person assigned to our work request could not get any quotes much cheaper than \$50,000 for painting the building. Stacey R will ask if the job can be put out to tender. Painting could be done in phases so that it can be budgeted for and put on a rotating schedule to keep paint fresh on a regular basis. Stacey R reported that the University has insisted that we are required to pay for the painting ourselves because of the agreement in our lease

Summer camp is full and all have paid except for a few families who were just invited off the waitlist.

Motion to approve the revised Policy 1.13 Sleep Policy.

- **Rationale:** Revisions include
 - When 4 (changed from 3) or more infants are in the sleep room a staff will be physically present in the sleep room
 - When less than 4 (changed from 3) infant are in the sleep room staff will visually monitor the children through the windows and physically enter the sleep room in 15 minute intervals to conduct sleep checks.
 - Permitting a child to sleep in a stroller (fully reclined) during out door time if necessary

Motion: Stacey

Seconded: Kostya

All in favour, none opposed

Motion carried

Motion to approve the revised Policy 1.1 Sanitary Practices Policy.

- **Rationale:** Removed the need for children to bring in their own personal change pad

Motion: Amina

Seconded: Heather

All in favour, none opposed

Motion carried

7:16 Treasurer's Report

January: Surplus \$25,000, received \$11,000 in retroactive subsidies from the region.

Payroll \$9,000 under

February: Approximately broke even on budget except payroll \$5,000 under

Payroll has been under due to retirements and lack of staff.

Some fees did not get pulled immediately from the new system but it has been corrected.

Stacey R opened a new branch of our account, the Facility Upgrade account so that it can be separated from Fundraising. All funds raised since the end of last October (after the playground was paid off) will be left in the fundraising account and the rest will be moved to the new branch.

In the future, we can consider using software to create receipts for charitable donations.

Action Item: Heather will input the paper forms information from the Dance-a-thon so that receipts can be done electronically, signed and given to donors.

We could also consider Canada Helps to aid in receipt creation.

Action Items: 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. Karen will send an email to the Fundraising email whenever new

funds come in from ongoing fundraisers so that a fundraising tracking spreadsheet can be updated.

Action Item: Kostya will investigate transferring folders from Dropbox to Google Drive.

7:40 Lease and FAUW discussion tabled.

7:40 Committee Reports

7:40 Parent Communications – Kelly – No report

7:41 Fundraising – Heather

Action Item: Heather will prepare an email reminder for Dance-A-Thon (parents welcome, bring in pledge sheets!)

Deadlines: Withdrawal forms were sent with those who are moving to camp at end of June. All withdrawal forms have the section regarding the leaf fundraiser. Preschool graduation is coming up, the leaf program should be highlighted in correspondence and at graduation.

There is a need for a standardized communications process regarding fundraisers. Communications will go from the appropriate committee to the Parent Communications committee, then it will go to Stacey to send through Childcare Pro, and/or put in cubbies. Reminders can go through HiMama but should be standardized across the classes that are involved.

8:01 Health & Safety – Scott - No report

8:02 Policies and Procedures – Lindsay – No further report beyond policy approvals

8:03 Staff Engagement - Amina - No report.

8:04 Nominating – Heather

Skills matrix email was sent out.

Action item: All returning Board members should complete their entry in the skills matrix.

Nominating committee has been formed, including one parent. Nominations email was sent out. Meeting to prepare the slate is being planned. We need a board member who is interested in being treasurer.

Action Item: Kostya will contact KPMG and the Waterloo Accounting Society looking for volunteers. Heather will highlight our need for a treasurer in the reminder email.

AGM planning: Heather will set up a meeting for the AGM planning committee.

Action items: Karen will pick up food for the AGM: Salads, cake, water from Costco, order pizza.

Action items: Karen and Stacey R will prepare attendance sheets. We will use Eventbrite for RSVPs.

8:10 Benefits and Compensation Committee – Kelly (5 mins) – No report

Action Item: Kelly and Amina will set up a meeting.

Stacey R got a second quote on the half-walls and benches. Half-wall quote was comparable to the last quote. Benches were approximately \$2000 more.

Motion to approve the purchase of half walls at the cost of \$8300 + HST. (The HST will be returned.)

Motion: Kelly

Seconded: Amina

4 in favour, 1 opposed, 1 abstained.

There will be a parent communication regarding closing the doors and explaining the need for the walls. Stacey R reported that construction could start in the next few weeks.

8:30 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. 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. – Completed.
2. Stacey A will send out a meeting request for the AGM (May 15). – Completed.
3. Communication standards for each level will be included in the next newsletter and included in the handbook. – In progress.
4. Heather will send out the matrix of core competencies for the board members. – Completed.
5. A request will be sent out for volunteers to join the Nominating Committee. Board members should help advertise via word of mouth. – Completed.
6. Kelly and Amina will schedule a meeting for the Benefits and Compensation Committee
7. Heather will send a callout for volunteers for the nominating committee to Vera when it's ready – Completed.
8. 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
9. Stacey R will look into the possibility of having painting included as capital maintenance. – Completed.
10. Fundraising committee will prepare a priority/goals list for this year's fundraising.
 - In progress.
11. 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.
12. Organize a book drive.

- In progress. Fundraising committee has scheduled it.
13. Lindsay will put together a description of responsibilities for each committee. – Completed.
 14. Nominating form needs to be updated to include all committees. – Completed.
 15. 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.

8:40 New Business/Items for next agenda

1. Review slate of nominees
2. Draft audit
3. Board transition items

8:45 Regrets for next meeting (April 17) – Stacey A

8:45 ADJOURNMENT

Motion to adjourn

Motion: Amina

Seconded: Kostya

All in favour, none opposed, motion carried.