

Bright Starts Cooperative Early Learning Centre - Special Budget Meeting

Tuesday, November 28, 2017 at 6:45 pm

Chairperson: Kelly Tunney

Minutes

In attendance: Amina Gilani, Heather Gawel, Karen Hinnigan, Kelly Tunney, Kostya Kovalenko, Lindsay Ford, Scott Leatherdale, Stacey Acker, Stacey Reid, Vera Jbanova

Regrets: Brian Laird, Kathy Boegel, Karen Hinnigan

On minutes: Stacey Acker

*** Please note that all relevant documents listed below for this meeting are located in the Special Budget Meeting 2017 folder ***

Kelly reported that Heather would be joining the meeting shortly

6:45 Approval of Agenda

Motion to approve agenda for this Board of Directors meeting

Motion: Kelly

Seconded: Scotte

All in favour, none opposed

Motion carried

6:50 Budget discussion

The following items were discussed:

- Approving a budget with a deficit. The grant from the region that we have consistently received is currently budgeted at \$5,000. In the past, it has been \$50,000.
- The region also just announced funding to help offset costs of the minimum wage increase.
- Preschool 6 at 20 children with a teacher/student ratio of 1:10.
- The update of the proposed budget with the above numbers made the balance to be positive.
- Why is the proposed food budget slightly lower than the 2017 projected actuals? We won't likely hit the 2017 projected actuals because we are closed over the December holiday period.
- Why is the proposed field trips budget so much higher than 2017's budget? We under-budgeted last year and preschool has requested more trips.
- Why are proposed staff development costs were so much higher for 2017? 2018 is a First Aid and CPR re-certification year.
- The capital replacement fund tab. The following additions were discussed:
 - Playground repairs after the drainage issues are fixed by the University. The expenses in the capital replacement funds are typically calculated as total cost amortized over the expected lifetime. The Playground cost was approximately

\$160,000, but not all of the playground is something that could be worn out and a chunk of that cost went to tearing out the existing playground. We decided that we should only be amortizing the cost of what would be needed to be replaced. For example, concrete would not likely need to be replaced. The Board decided that \$100,000 over 20 years is reasonable.

- The new software included in the proposed budget.
- The region's subsidies do not currently meet our full fees. This consideration is included in the proposed budget.
- We shouldn't necessarily budget counting on the currently promised funds from the province because those decisions can change with each election.
- The possibility of increasing fees by non-uniform percentages across levels so that those paying higher fees aren't also receiving the highest fee increase. The infant rooms already operate at a deficit so a percentage-based increase is justified.
- Staff fee discounts came up. This will be further discussed in January because we need a full analysis of benefits and compensation at other centres. We need full financial profiles on centres that are comparable to ours. Stacey R and Kelly have discussed disseminating a survey to other local centres. Some questions that arose that we will have to answer: How can we budget for these fee discounts when they change from year to year and when new staff join the centre? Will this be perceived as an unfair benefit (because only staff with very young children can take advantage of it?)
- If possible, we should aim to keep Infant fees under \$1600.
- Kelly looked at other local centres and, in general, they typically increase fees less than \$30 per year.

8:00 Budget Approval Motion

Motion to pass scenario 3 (modified during this meeting) of the budget where we will increase monthly fees by 1.75% in each category to obtain the following rates:

FT Infant: \$1570

FT Toddler: \$1198

FT Preschool: \$965

PT Toddler MWF: \$811

PT Preschool MWF: \$671

PT Toddler TTH: \$563

PT Preschool TTH: \$465

Camp fees will remain the same at \$230/week

Increase in wages of 2.5% overall, distributed as 1.75% for baseline increase and 0.75% for performance.

Motion: Scott

Seconded: Amina

All in favour, none opposed

Motion carried

8:05 New Business/Items for next agenda (5 minutes)

Kelly asked for volunteers on a committee. Goals of the committee will be researching current industry standards for compensation and benefits.

Kelly will chair.

Amina and Lindsay volunteered.

List of required information will be given to Scott.

There will be no December meeting.

8:10 Regrets for next meeting (January 16)

None

8:12 ADJOURNMENT

Motion: Scott

Seconded: Lindsay

All in favour, none opposed

Motion carried