

**Bright Starts Cooperative Early Learning Centre**  
Board Meeting - 20 June 2017 6:45pm  
Bright Starts Cooperative Early Learning Centre  
Chairperson: Kelly Tunney

**In attendance:** Brian Laird, Heather Gawel, Karen Hinnigan, Kathy Boegel, Kelly Tunney, Lindsay Ford, Scott Leatherdale, Stacey Acker, Stacey Reid, Vera Jbanova

**Regrets:** Amina Gilani, Kostya Kovalenko

**On minutes:** Stacey A

**Call to Order:** Kelly

**Executive Director's Report**

See Director's Update.

Stacey will apply for Repair and Maintenance Funding to support surfacing of the playground renovation project. Only \$98,000 is for the whole region this year and only up to 50% of the cost of the project will be considered for funding.

An anaphylactic reaction occurred at mealtime. The child was treated by paramedics and at the hospital and released that evening. After consultation with a mitigation specialist, new procedures have been put in place that aim to prevent other incidents. There will be a chart on each cart from the kitchen for all anaphylactic allergies. There will be three sign-offs on the chart: Kitchen staff, teacher, and witness. There is also a spot on the chart to record seconds sign-offs. Bright red cups will be provided for children with milk allergies. A regular staff member will sit at a table with the children who have food allergies or sensitivities – no call-ins or students. In rare cases where all regular teachers are not in the classroom at lunch, the regular relief staff, who knows the children, will sit at the table with children who have food allergies or sensitivities. The Ministry inspected and is satisfied with these measures, and has asked to share this system with other childcare centres. The staff has collaborated really well to come up with solutions. Careful consideration was given to make sure mitigating measures were simple and efficient. Brian asked if this was the first incident since our centre opened. Stacey reported that it is the second. Brian asked if the staff involved have supports in place. Staff will be reminded that an EAP is available for anyone requiring support after serious occurrences.

*Heather joined by phone*

Early Years Professional Award Applications are now available. Stacey R will provide Heather and Stacey A's contact information to a parent who expressed interest in nominating a staff member for an award.

Playground: Stacey R received new playground plans with the trees. Budget has come in under what the board approved. There were \$16,000 in savings due to a calculation error that occurred when the file was downloaded from the architect. The original quote had increased the size of the playground by 1/3 of the total size and the original budget was based on the downloaded drawings which showed the site at 131 ft x 135 ft, when it is actually 86 ft by 90 ft 8 in. The reduction in size results in less surfacing and on-site labour, reducing the overall cost substantially. Six trees were added to the plan (2 in toddler and 2 in each preschool playground.) Ministry approval has been received for playground plans. Now we just need University approval.

## **Approval of Agenda**

### **Motion to approve agenda for this Board of Directors meeting**

Motion: Scott

Seconded: Brian

All in favour

Motion carried

## **Approval of Minutes**

### **Motion to approve minutes from Board of Directors meeting on April 25, 2017**

**Tabled**

**Action Item:** For those who were present at April 25 Board of Directors Meeting, review April 25 minutes for next meeting. Those who were not present at the meeting will abstain from voting on approval of these minutes.

### **Motion to approve minutes from Board of Directors meeting on May 16, 2017**

**Tabled**

**Action Item:** For those who were present at May 16 Board of Directors Meeting, review May 16 minutes for next meeting. Those who were not present at the meeting will abstain from voting on approval of these minutes.

## **Review of AGM Minutes**

Staff should be recorded as invited guests (not non-voting members) on AGM minutes

## **Business arising from prior meetings**

### **Areas for improvement from parent survey**

Vera suggests that parent feedback be given to staff in September when much of the parent feedback was more relevant (dressing for outdoor weather, etc.)

Use of multi-purpose room (Re-allocated to accommodate P6 March through June 2017) will be addressed in the future on case-by-case basis. Scott says the multi-purpose room decision should have been better communicated to parents, including alternatives and how they were assessed and why decisions were made so parents understood the full reasoning behind the decision. In future, the board could communicate on decisions as well, if needed, through a HiMama update.

Concerns about the playgrounds are being addressed with the upcoming playground renovations.

There was some general discussion of the survey format and other ways to solicit feedback. Some consideration should be given as to when we want to have the parent survey. Vera suggested to do the parent survey in August. The survey in April shows some winter "fatigue" of children being stuck inside. There was some feedback requesting more events in the classroom. Kelly said this is somewhat room-dependent. Staff survey was put out just when the staff was adjusting to new policy and before professional development day. Kelly has gone to every staff meeting in the past year. Staff have indicated they would like to see other board members at the staff meeting and be invited to board meetings as a special guest. Last year's staff appreciation was well received – it would be nice to have the whole board participate this year (October). Scott suggested inviting one or two staff members to board meetings to give regular feedback and tell us about the wonderful things they have been doing. This may better address opportunities for feedback than the survey. The survey data is difficult to distill in to action items. All questions need to be revisited (few changes were made from year to year. Scott said that the University of Waterloo has a new, free tool for developing rapid fire surveys. Perhaps short, frequent surveys, maybe quarterly, would be more effective. Occasional messages to parents indicating what is being done with their feedback will be helpful.

### **Action items:**

1. Scott will attend a staff meeting with Kelly.
2. Communications committee will come up with a plan for new survey formats/questions, keeping in mind that the region will be sending out a survey to parents which might change the scope of our parent survey. The Centre will likely only have access to aggregated results from this survey and the questions will be generalized to many/all childcare centres.
3. Vera will check that all data is downloaded from SurveyMonkey and will cancel this service.

Heather said we need to have a comment box option that allows for confidential feedback. Kelly said that the Board email can be a place for parent feedback. We will ensure that existing protocols are followed if there are complaints.

Parents are asking for more menu information. The Board could send a message saying we heard concerns and point parents to where they can find menu information.

Health and Safety – Brian reached out to bylaw, the idling bylaw is almost unenforceable because of requirement for bylaw witness and many exceptions. Heather suggested getting some volunteers for a no idling campaign for ideas to initiate change. Brian has reached out to FAUW regarding the sidewalks. Stacey R said that the UW childcare committee meeting was cancelled but that she will bring up the sidewalk issue at the next meeting.

Vera will review the rest of the survey feedback to determine if responsibility for any other items needs to be assigned.

### **File storage**

Kelly will look into whether moving from Dropbox to Gmail is a good option or not.

### **Committee numbers**

There are enough people on P&P for the summer so we will ask for parent volunteers for any committees that need more members in September.

### **Project Tracking Spreadsheet**

Heather introduced the project tracking spreadsheet and explained how it will maximize usage of our time together.

**Action Item:** All board members will review the spreadsheet. Stacey A will send out appointment requests and make the project tracking spreadsheet a Google sheet so that it can be updated collaboratively.

### **Meeting schedule**

There will be no staff meetings over the summer. We will not have a July meeting but will meet in August.

### **Treasurer's Report**

Tabled so that Kostya will present at next meeting

### **Committee Reports**

#### **Parent Communications**

There was an email regarding staff changes sent out to parents. The newsletter was also sent out and the fun fair flyer was approved.

### **Fundraising**

Karen reported that everything is on schedule for the fun fair. Parents are encouraged to buy tickets from the office or online. The fundraising committee is still looking for prize donations. Vendors are booked so there is no rain date. Heather acquired maple trees from the region for prizes

#### **Finance**

No updates, tabled for Kostya in August

#### **Health and Safety**

No further updates beyond sidewalks and idling discussed previously

#### **Personnel and Policy**

No updates

#### **Staff engagement**

No updates beyond what was discussed in the survey feedback.

#### **Bylaws**

After AGM, filing of bylaws is required.

**Action item:** Lindsay will look into whether/where bylaws need to be filed.

#### **Nominating**

There was no election of the executive committee needed this year since there was only one candidate for each position. There is a need to formalize/finalize what to do if there is an election required.

#### **Voting on Motions from Director's Update.**

*Motion: To resolve that BDO Canada LLP are hereby appointed the accountants of the centre until the close of the next annual general meeting of members at such remuneration as may be fixed by the directors, up to \$10,000.*

Motion: Kelly

Second: Scott

All in favour

Motion carried.

Stacey indicated that this motion should be moved back to AGM next year. The membership should approve the auditor/accountant and give the board authority to fix the remuneration.

*Motion: To use the Administrative Grant to offset the cost of administrative salaries.*

Motion: Scott

Second: Stacey A

All in favour

Motion carried

*Motion: To go in-camera*

Motion: Scott

Second: Vera

All in favour

Motion carried

*Motion: To assign signing authority to Kelly Tunney as President, Heather Gawel as Vice President and Kostya Kovalenko as Treasurer for 2017-2018.*

Motion: Scott

Second: Lindsay

All in favour

Motion carried

*Motion: To approve the Health and Safety Policy and the Program Statement for 2017-2018. (Rationale: These statements must be approved annually. There are no changes from the 2016-2017 statements).*

Motion: Kelly  
Second: Brian  
All in favour  
Motion carried

**Next meeting:** August 15, 2017 (If there is a need to meet earlier, Kelly will send out a Doodle poll request to set a date).

Regrets: None thus far.

**Motion to adjourn**

Motion: Scott  
Seconded: Lindsay  
All in favour.  
Motion Carried

Meeting adjourned at 8:25pm