

**Bright Starts Cooperative Early Learning Centre  
Minutes**  
Initial Board Meeting - May 16, 2017 at 7:45 pm  
**Optometry Building**  
**Chairperson: Kelly Tunney**

**In attendance:** Amina Gilani, Brian Laird, Heather Gawel, Kelly Tunney, Kostya Kovalenko, Lindsay Ford, Stacey Acker, Stacey Reid, Vera Jbanova

**Regrets: Scott Leatherdale**

**Not in attendance:** N/A

**On minutes:** Stacey Acker, Kelly Tunney

**Kelly called the first meeting of the new Board to order.**

**Election for the executive committee roles on the Board.**

Kelly reviewed the nominations. For the role of President, there is one candidate – Kelly Tunney – current President has offered to return. There are no other candidates and Kelly is acclaimed. For the role of Vice-President there was one nomination – Heather Gawel. There are no other candidates and Heather is acclaimed. For the role of treasurer - Kostya Kovalenko, current Treasurer has offered to return. There are no other candidates and Kostya is acclaimed. For the role of Secretary, Stacey Acker, has submitted her application. There are no other candidates and therefore acclaimed.

**Motion to acclaim Kelly Tunney as President of the board, Heather Gawel as Vice-President of the board, Kostya Kovalenko as treasurer for the board and Stacey Acker as Secretary of the Board**

Motion: Lindsay

Seconded: Amina

All in favour, None opposed

Motion carried

**Other Business**

**Board Priorities for 2017/2018**

Kelly presented her priorities for the Board

- Organization for Board and Projects
- Playground/Fundraising
- Budget/Software
- Staff Engagement
- Parent Survey Results

**Discussion of new board makeup**

The new board is smaller than last year's board. The board has the ability to add more members if needed. The board will operate as is until September when the board make-up will be reviewed to determine if more members are needed.

**Summer meeting schedule**

Kelly reported that a Summer Board meeting may be necessary. To be discussed at next Board Meeting.

**Subcommittees**

Subcommittees will be made up of at least one Board member, plus other volunteer members from the Centre. The following board members will serve on committees for the 2017/2018 year:

**Finance\*:** Kostya (chair), Scott (indicated interest before meeting), Amina, Brian

\*Kelly suggested that there be another subcommittee or two co-chairs to handle the budget process because it is a significant amount of work. Deadlines and timeframes need to be set well ahead of time (e.g. deadlines for when fees need to be established, or when the draft budget is due.) Kelly indicated that there will be a special Board meeting dedicated to the Budget, since last year's was successful.

**Health and Safety:** Brian (chair), Kelly, Stacey A

**Personnel and Policy:** Lindsay (chair), Heather, Vera, Scott (indicated interest before meeting), Brian

**Fundraising:** heather (Chair), Amina

**Parent Communication:** Vera (chair), Stacey A, Lindsay

**Nominations:** Heather (chair), Kostya, Lindsay, Vera (if needed)

### **President's Two-Year Term**

Kelly indicated that she intends to serve her two-year term with the first year in her current role as President and the second year as Past-President, so a new president will be required for 2018/2019.

**Action Item:** Subcommittee Chairs should determine how many more volunteers are required for their subcommittee(s) before the next Board Meeting.

**Action Item:** Kelly will give new board members access to Board documents. Previous documents will remain on Dropbox. New documents from this point forward will be housed on Google Drive.

### **Email Address/Google Drive**

The Board now has an email address: [bscelc.waterloo@gmail.com](mailto:bscelc.waterloo@gmail.com). Kelly stated that this email address should be copied on all official board communications so that when there is a turnover among Board members, interactions/contacts/information are not lost. Brian suggested that each subcommittee should have its own email address. Heather suggested that the Board also set up Google sheets for project management.

**Action Item:** Create a Gmail address for each subcommittee.

### **Opportunities for Parent Feedback**

Brian asked about the possibility of providing a comment box for feedback from parents and staff. Kelly said that there is a comment box for parents but there is not currently one for staff. Stacey A asked about the possibility of adding a feedback form to the Centre website.

Heather suggested that a petition should be organized for the installation of sidewalks leading to the Centre. This concern has been raised to the University before but perhaps a petition would provide more support for this request. There would also be interest from people working in the Optometry building.

**Action Item:** Parent Communications committee will explore the possibilities for a comment box and online comment form.

**Action Item:** Health and Safety committee will prepare a petition for possible submission after Stacey R's meeting with university representatives and other campus day care representatives in June.

### **Vulnerable Sector Check**

Stacey R indicated that a Vulnerable Sector Check must be on file for all new members

**Action Item:** Brian and Stacey A will provide Stacey R with required documentation.

**Motion to adjourn**

Motion: Kelly

Seconded: Vera

All in favour. None opposed.

Motion Carried

Meeting adjourned at 8:25pm

Next meeting June 20, 2017