

## **Bright Starts Cooperative Early Learning Centre Board Meeting**

Tuesday, July 17, 2018 at 6:45 pm

Bright Starts Cooperative Early Learning Centre

**Chairperson: Scott Leatherdale**

### **Minutes**

**In attendance:** Amina Gilani, Jennifer Bleakney, Jessica Lang, Jennifer Tung, Karen Hinnigan, Kathy Sheridan, Kelly Tunney, Leanne Varey, Lindsay Ford, Mark Stuart, Mahyar Shafii, Nadia Martin, Scott Leatherdale, Stacey Acker, Stacey Reid, Tetyana Reichert

**Regrets:** Leanne Varey, Alex Zorzito, Nomair Naeem

**On minutes:** Stacey Acker

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

**6:45 Approval of Agenda – Scott**

Motion: Lindsay

Seconded: Tetyana

All in favour, motion passed.

**6:47 Approval of June Minutes – Scott**

Motion: Lindsay

Seconded: Tetyana

11 in favour, 1 abstention, motion passed.

Amina arrived.

**6:49 Executive Director's Report (10 minutes)**

The dollar per day funds for the Fee Reduction Pilot have now been approved. The Health and & Safety funding decisions (to help support the purchase of half walls) should be announced this week.

**Motion to allocate up to \$480 to pay in full for any nominees and to pay for all or partial costs of other staff who wish to attend the “Celebrating Early Years Professionals” gala on October 24, 2018.**

**Rationale:** This gala is a celebration of ECEs in the region. The cost per person is \$30.

The Early Years Professional Award is given at the gala. If more than 16 staff choose to go, the cost of the tickets for any nominees will be paid in full and the remaining funds will be divided evenly between the remaining staff who attend.

Motion: Scott  
Seconded: Jess  
All in favour, motion passed.

**6:59 Treasurer's Report - Mark (10 minutes)**

Total revenues increased by 15% - Regional grants  
May- Net Loss 56K due to increased payroll cost (3 pay days in May)  
June- Net income 70K due to decrease in payroll & 15% revenue increase  
Expense increases month over month that were over 30% - Janitorial, Payroll, Bank charges

Year to date:

Total Revenues vs Budget 13% Increase  
Payroll Expenses vs Budget 7% Increase  
Total General & Administrative Expenses vs Budget 1% decrease  
YTD Net income \$98k, due to some staff turnover (long term staff leaving meaning that we have hired new staff and contract staff – lower salary costs and benefit costs) and the \$50k in Infant & Toddler funding from the region.

**Action item:** Executive committee will create a list for prioritization of funds

**Action item:** Sub committee chairs will let Stacey R. know how many people each committee needs.

**Motion to go in-camera:**

Motion: Scott  
Seconded: Kelly  
All in favour, motion passed.

In camera discussion

**Motion to go out of camera.**

Motion: Scott  
Seconded: Mahyar  
All in favour, motion passed

**7:30 Brainstorming Session** on parent communication and engagement – Scott

There were few visits from parents to the board table at the fun fair. A few parents signed up for committees. Next year, the board table should be more engaging (maybe a game?).

We need to reach out more. Maybe through HiMama? We can advertise for particular endeavours (e.g. one committee needs someone for < 3 hours) so that parents have a more exact idea of the time commitment. The white board near the door needs to be redesigned for quick digestion of messages. If we put the board pictures/messages where the staff images are, infant and toddler families may not see it. Could we have a board representative for each classroom? What about LCD screens? If next efforts are not

successful, perhaps benefits to parents who volunteer (e.g. priority for summer camp registration.)

There are two facets to discuss here: Communication to parents re: board/volunteer involvement and Communication to parents re: general operations.

**Action Item:** Parent communications committee will prepare a list of possibilities for better parent engagement.

**7:50 Discussion** on extending hours until 6pm – Kelly

116 families responded to the last survey on this issue (representing all age levels.) Many more strongly disagreed with paying for this service than agreed. More than half were strongly against. There is concern for the staff having to work later as well. There is some survey bias because the people who needed these hours went to another centre. It's also not recommended for child well-being to be here for a longer day. Some centres have a maximum number of hours for the child. Parents who were inquiring will be told that this option has been discussed and operating hours will remain the same.

**7:55 Committee Reports** (15 minutes)

**7:55** Parent Communications – Lindsay  
No report

**7:55** Fundraising – Amina

Fun Fair was awesome! There will be a debrief with the committee. A survey will be considered to get feedback on the fun fair. There may have been little feedback on a similar survey last year so we will look into the usefulness of a survey first.

We raised \$1854. Costs went up a bit (over \$600 on pizza). Funtrac was a bit more expensive. The feedback was that it was so good, we think we will make this not a fundraiser, but a family social next year and budget so that we break even.

Feedback from the Board: Online ordering appeared to remain open but should have been closed past 11:30am. Online fees added up for some families. It was very hot: More tents/shade would be nice. Tents have to be set up on the grass (for anchoring) and we don't have much grass space. Could we move it back to June (not as hot?) More families take vacation in July – maybe more would come in June? We should put photos of this awesome event on the Centre website! The board nametags were helpful in getting people to ask the Board questions.

**Action Item:** Amina will follow up with eventbrite to see if there are any options to save fees. Perhaps there are options for a charitable organization.

- 8:03** Health & Safety  
No report.
- 8:03** Personnel and Policy  
No report.
- 8:03** Staff Engagement - Scott  
**Action Item:** Committee will look into a nomination for the ECE awards.
- 8:05** Benefits and Compensation Committee – Kelly  
**Action Item:** Amina and Kelly will meet next week.

Stacey R. has info on how other centres operate in this sphere.

### **8:08 Review of Action Items from Last Meeting**

\*\*\*\* Please note: Only the status of the items below will be discussed. The last updated status (if any) is listed below. Any additional items/ideas/points for discussion should be brought up in the time allotted for New Business/Items for next agenda \*\*\*\*

1. Email message asking for parents with HR experience.
  - Will be sent out once Stacey R has numbers requested for committees.
2. All new board members must submit their police records check to the main office at Bright Starts by June 15, 2018.
  - In progress
3. Kelly and Amina will schedule a meeting for the Benefits and Compensation Committee
  - Will be addressed when parent volunteers are identified.
4. Heather will write a draft procedure on responding to feedback and submit to Lindsay for review by the Policies and Procedures Committee.
  - Lindsay will provide this policy to Stacey A
5. Fundraising committee will prepare a priority/goals list for this year's fundraising.
  - In progress. Next step is to consult staff.
6. A motion will be prepared for next meeting to add books to the budget. Stacey/Mark 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.

### **8:10 New business for next meeting (September 18, 2018)**

Review of requested items – prioritizing items for purchase.

**Action Item:** E-mail board gmail ([bscelc.waterloo@gmail.com](mailto:bscelc.waterloo@gmail.com))

with ideas and rationales for how funds could be spent before August 15, 2018.

**Action Item:** Executive committee will compile list at next executive meeting.

### **8:11 Regrets for next meeting (September 18, 2018)**

None

**8:11 Feedback** (from feedback box and online feedback form)

None. Should we move the box? We have the online option. We've had four feedback items since we started this initiative.

**8:13 Good news roundtable** (5 min)

Share any good things that have happened or any good news you have!

**8:14 ADJOURNMENT**

Motion: Amina

Seconded: Mark

All in favour, motion passed.