

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, April 16 at 6:45 pm

Bright Starts Cooperative Early Learning Centre

Chairperson: Jess Lang

Agenda

In attendance: Jennifer Bleakney, Lindsay Ford, Jessica Lang, Jennifer Tung, Karen Hinnigan, Kelly Tunney, Mark Stuart, Mahyar Shafil, Nomair Naeem, Nadia Martin, Stacey Acker, Stacey Reid, Amina Gilani, Leanne Varey, Scott Leatherdale

Regrets: Tetyana Reichert, Alex Zorzito, Kathy Sheridan,

On minutes: Stacey Acker

*** Please note that all relevant documents listed below for this meeting are located in the April 2019 Board of Directors Meeting folder ***

6:47 Approval of Agenda

Motion to amend agenda to start the meeting with the Benefits and Compensation Committee report.

Motion: Kelly

Seconded: Scott

All in favour, motion passed

6:52 Approval March 19, 2019 Minutes

Motion to approve March 19, 2019 minutes

Motion: Jess

Seconded: Jenn B

All in favour, motion passed

6:54 Benefits and Compensation Committee

Presentation of Results from Benefits and Compensation survey – Linda Xie

Goal was to compare Bright Starts compensation practices with other centres.

7 of 8 centres responded to survey. Answers have been anonymized

Answers were presented, with some potential solutions for some of the more challenging situations. Please see presentation in April 2019 Board of Directors folder. Once some possibilities are determined, staff should be consulted.

Action Item: Benefits and Compensation committee will post the presentation to April's Board of Directors meeting folder.

7:43 Executive Director's Report – see report in Board of Directors meeting folder.

Parents have commented on children having to move around in the morning, parents are asked to wait until another staff member arrives. Staff are also having to stay late. Staff have been asked for suggestions on how to resolve this challenge. Some of their suggestions: Charge the late fee based on the time families exit the building. Centre hours

could be limited to 8.5 hours/day. Office hours could be reduced to allow management into classrooms. Different fees could be charged for different length of stays.

Management would like to increase staff working days to 7.5 hours. Could implement across the board or give staff the option to opt in. Or could be grandfathered in with each new staff member. While this idea would impact the budget, there is already a budget impact because of supply coverage needed for lieu time that staff accrue for staying late.

There may be better ways to inform parents where they should drop off their children.

Hiring more staff will not solve this problem because the need is really only early and late in the day.

Donations/Keystone Campaign

The Keystone Campaign is a possible source of fundraising. Payroll deductions can be directed to Bright Starts. These donations would go straight to our lease.

Management had a visioning session on roles and responsibilities. Kathy would be in charge of all finance issues. Karen day-to-day operations. Team supervisors would take on more responsibility for teams (e.g. supporting enrolment, staff performance reviews and goal setting.) This plan is aimed at promoting consistency and efficiency within the system.

PD Day went very very well. Faculty from Mohawk College spoke on children's mental health. Organizing and tidying of classrooms was completed.

It will be \$5000 to replace the wallpaper with fire retardant wall paper (the paper itself will be \$3000.)

Motion to re-allocate the \$3535 from the bench installation budget to the painting/wallpaper budget and to add \$1465 to the painting/wallpaper budget.

Motion: Stacey A

Seconded: Jess

10 in favour

1 abstention

2 opposed

Motion passed

Amina left at this time

Items for the bursary program have been 95% ordered and delivered. Some items required work orders and we're waiting on the University to complete them. Some items staff requested are no longer available, so they had to choose new items. Some prices have changed so plans had to be adjusted. In the future, there may need to be more oversight on what was on lists for safety and durability. Perhaps more guidance/parameters in the application process and maybe limit sources that can be ordered from. Freight was not in some budgets and it's taking a larger portion of the

budget. Making the amount available to each classroom as an annual budget might be helpful, so that the funds can be used as needs are identified and items become available rather than doing it all at once.

8:15 Treasurer's Report – Mark

See treasurer's report in April Board of Directors Meeting folder
Net income ~\$30,000

We currently have \$220,000 allocated to operations for 6 months in GICs for business continuity. We could continue increase this emergency fund based on scenario analyses if we had to cover operations for 6 months. \$220,000 may not be enough. There remains ~\$300,000 in cash.

Action Item: Finance committee will investigate who would be involved in creation of scenarios to help determine what the business continuity costs might be in the even of an emergency.

8:41 Nominating Committee

Motion to approve the following slate of nominees for the 2019-2021 board: Hassan Asif, Philip Boyle, Owen Gallupe, Amina Gilani, Marina Ivanova, Veronica Michael, Robilyn Vanos

Motion: Kelly

Seconded: Scott

All in favour, motion passed

Nominating Committee will recommend the following executive at the next Board meeting.

President: Jennifer Bleakney

VP: Leanne Varey

Secretary: Philip Boyle

Treasurer: Mark

There is a \$600 allocation in the budget for the Board. We will allocate some of these funds to the food for the AGM.

8:53 Parent Communications

Jenn T reported that Stacey R arranged to have photos taken for the website.

Committee was tasked with determining whether a parent survey should be undertaken.

Committee recommends that we do a survey that aligns with the questions in the region's survey from last year so that we can do year-over-year comparisons. Some questions regarding the menu could be added. Question regarding social activities / community connection activities would also be helpful. Satisfaction with recent changes (e.g. half walls, paint refresh, benches) could also be added.

Parent Orientation / Parent Handbook initiative

Jess would like to stay involved with this initiative but will not be on the next board. She is looking for a champion who is continuing on the board for this project. This should be moved under the responsibility of the next Parent Communications chair.

9:10 Fundraising

Jess - Book Drive

Survey is out to the staff for book requests. **Action item:** Stacey R will send out a reminder to the staff about this survey. Jess is currently thinking about using a Google sheet to track which requests have been fulfilled. Goal is to wrap up the book drive before the AGM

Jenn - Fun Fair

Fun Fair may or may not be a fundraiser this year. _Possible fundraising targets: Toddler strollers? Rest of AstroTurf?) Or the committee will turn this event into a social. Tentative date: July 25.

7:58 Health & Safety – No report

8:00 Personnel and Policy – No report

8:02 Staff Engagement – No report

9:15 Discussion on smoothing the transition to the next board

Action item: Each outgoing committee chair should add a transition report to the transition document. Stacey A will make a single document and send out a link.

Action item: Departing board members should return Board binders.

8:14 Review of Action Items from Last Meeting (3 min)

**** 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. Stacey R and Mark will clarify with the auditors exactly what expenses are covered in the emergency fund when they visit early April.
 - In progress
2. Parent communications committee will review questions from last centre survey and the Region's survey to see if we would keep any of those question and if that information would still be valuable to ask about again.
 - In progress
3. Jess will replenish paper feedback forms.
 - Complete
4. Jenn will add a note saying that we are looking for a secretary to the reminder email about nominations.
 - Complete
5. A motion will be prepared for next meeting to add books to the budget. Stacey R /Mark will come up with an estimate.

- On hold until next budget preparation period in October.
6. Organize a book drive.
- In progress. Fundraising committee has scheduled it.

9:19 New business for next meeting (May 14, 2019) (3 minutes)

Past president presentation: "What it means to be a Board member and bylaws"

Board governance and communication protocols.

Action item: Nominating committee will request police checks now (not vulnerable sector check.)

Motion to elect executive.

Nadia left at this time.

9:20 Regrets for next meeting (May 14, 2019) (1 minute)

Leanne Varey, Mahyar Shafii

9:21 Feedback (from feedback box and online feedback form)

None

9:22 Good news roundtable

9:27 ADJOURNMENT

Motion: Nomair

Seconded: Mahyar

All in favour, motion passed.