

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

Tuesday, February 19, 2018 at 6:45 pm

Bright Starts Cooperative Early Learning Centre

**Chairperson: Jess Lang**

### **Minutes**

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

**Regrets:** Scott Leatherdale

**On minutes:** Stacey Acker

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

#### **6:45 Motion to approve agenda**

Motion: Kelly

Seconded: Mark

All in favour, motion passed

#### **6:47 Approval of January 19, 2018 Minutes – Jess**

Motion: Leanne

Seconded: Alex

All in favour, motion passed

#### **6:49 Executive Director's Report – Stacey R**

Fee reduction pilot will continue until end of June.

GST rebate submitted for second half of 2018.

Discussion of Early Years Engage Annual Plan – see file in February 2019 Board of Directors Meeting folder

- Scott participated in EYE site visit
- Stacey will put a person responsible for each goal
- Mid-year review at next meeting

Amina arrived

Kathy arrived

#### **6:59 Staffing proposal - Stacey R**

- Please see proposal details in the February 2018 Board of Directors meeting folder.
- Must call in supply staff to maintain ratios. On average in 2018, there were 5 staff away each day.
- Propose to hire 3 new permanent supply staff
- Would cost ~\$20,000 more than the current cost for supply staff.

- Just like other staff: They will start with 2 weeks vacation, 12 sick days, will accumulate lieu days.

**Motion:** To hire 3 permanent supply staff at a rate of \$17/hr + benefits. If a permanent supply staff transitions to permanent program staff, re-hiring these positions will be brought to the board. Re-hiring decisions will also be made in light of the outcomes of the benefits and compensation committee.

Motion: Mark

Second: Mahyar

All in favour, motion passed.

**7:42 Treasurer's Report – Mark**

Motion to go in camera

Motion: Jess

Seconded: Kelly

All in favour, motion passed.

Motion to go out of camera

Motion: Kelly

Seconded: Stacey A

All in favour, motion passed

**8:04 Committee Reports**

**8:04 Staff Engagement – Leanne**

Leanne provided main themes. Many natural and more home-like environment items suggested. Applications were well done.

A few budgets did not include tax. The educators will be asked to revise their budgets to include tax and remain under \$3000.

Staff engagement committee recommends having the Centre order items to take advantage of bulk ordering. There was no process in place for reviewing applications at the board level. Management will approve the items based on curriculum and program expectations. The staff engagement committee recommends that this will also be the case in the future if this opportunity is again offered.

If there are future offerings, the application should indicate:

- That the budgets must include tax
- To recommend items/suppliers purchased/used in the past.
- Decide on / communicate further in advance a date that submissions will be due so that staff have more notice.

**8:19 Parent Communications – Lindsay**

No report

- 8:19** Fundraising – Amina  
Spaghetti dinner was planned for this Thursday. Not as many tickets purchased as hoped. Will be rescheduled with more notice.  
Book drive is being organized for March.
- 8:20** Health & Safety – Alex  
No report
- 8:20** Personnel and Policy – Stacey A  
No report
- 8:21** Benefits and Compensation Committee – Kelly  
Amina, Stacey R and Kelly met with intern to develop a survey for other centres (of similar size and format) to get an idea of the local industry standard for benefits and compensation. Will likely have a version of that survey by Wednesday. Will have recommendations based on that by the Fall. There was a suggestion to look at StatsCan to see what other information can be retrieved.
- 8:25** Nominating Committee – Jenn B  
AGM planning and nominations for the 2019-2021 board  
AGM will be May 14. Up to seven director positions will be available. Will be recruiting for VP and secretary on the executive. Call for nominations will go out March 4. Will be open for 3 weeks. Committee is working on putting the application online. We would like to have a few meet and greets during the nomination period. **Action Item:** Board members should respond to email request from Jenn to do meet-and-greets.

### **8:27 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. 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.
2. Organize a book drive.
  - In progress. Fundraising committee has scheduled it.
3. Stacey R will upload the Early Years Engage file so we can see it and start planning who is responsible for each step.
  - Complete
4. Stacey R will follow up with Google to see if the inaccurate Google review can be removed based on the fact that the ministry investigated and there was no wrongdoing. Lindsay and the Communications committee will follow up with Stacey R. to write an appropriate response if the review cannot be removed.

5. Jess will check bylaws to see if AGM can be held May 14.
  - Complete
6. Stacey A will send out a calendar request for AGM.
  - Complete
7. Jess will confirm who will be here next year through email and determine who is interested in Executive positions. All Board members should respond to this email ASAP.
  - Complete
8. Jess will follow up with staff engagement committee re: bursary applications
  - Complete
9. Staff engagement committee will review applications by next Board meeting.
  - Complete
10. Stacey R will revise the staff bursary template for next time.
  - Complete

**8:31 New business for next meeting (March 19, 2019)**  
EYE mid-year review.

**8:32 Regrets for next meeting (March 19, 2019)**  
None

**8:33 ADJOURNMENT**