

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, June 18, 2019 at 6:45 pm

Chairperson: Scott Leatherdale

Agenda

In attendance: Robilyn Vanos, Veronica Michael, Hassan Asif, Nomair Naeem, Karen Hinnigan, Stacey Reid, Mark Stuart, Marina Ivanova, Tetyana Reichert, Owen Gallupe, Kathy Boegel, Amina Giliani, Leanne Varey, Phil Boyle, Scott Leatherdale, Mahyar Shafii (13 votes)

Regrets: Jenn Tung, Jenn Bleakney

On minutes: Phil Boyle

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

6:46 Meeting called to order

6:50 **Approval** of Agenda

Motion to approve agenda

Moved: Mark

Seconded: Tetyana

All in favour, none opposed

Motion carried

6:52 **Approval** of April Minutes

Motion to approve April minutes

Moved: Hassan

Seconded: Tetyana

12 in favour, none opposed, 1 abstention

Motion carried

6:55 **Approval** of May Minutes

Motion to approve May minutes

Moved: Hassan

Seconded: Tetyana

12 in favour, none opposed, 1 abstention

Motion carried

6:52 Executive Director's Report

See June 2019 folder for Executive Director report.

Discussion of hallways painting: contractor unexpectedly painted hallway walls after removing wallpaper. Some money had been set aside for that purpose. Scott: do we need to take action, or can the money be allocated elsewhere if we just take no action. Stacey: we can repurpose the money other projects by simply not moving forward on that project. Money will be rolled back into budget.

Discussion of funding initiatives: Ministry is pushing back on budget allocations. Stacey will be participating in a teleconference on the matter. New funding allocations are probable on the horizon. Fee pilot reduction is in place until end of August. Possible that it may be extended but too early to tell yet. Stacey will keep us updated.

7:00 Proposal re: extending hours of staff work per week

As discussed at April meeting, maintaining ratios in busy early morning/late afternoon periods can be challenging. How can this be handled better? Proposal is to increase work week of staff (except kitchen staff) from 35 to 37.5 hours a week. This is a 30 minute a day increase.

See Increased Work Week proposal in June folder for implementation options.

Stacey's preference is Option C: seek volunteers to start working increased hours effective Sept 1st 2019; will be mandatory for all staff effective January 1st 2020.

Questions re: staff preferences. Answer: there appears to be significant support from staff based on feedback from last staff meeting.

Scott: is it possible to request volunteers for the increased work week, then grandfather it in for future hires. Stacey: Yes.

Stacey: Would like to offer anyone who volunteers an extra day off (one day, one time). It is good for staff relations to give something when they give something.

Mark: Concerned that changes may not solve issue; problems would persist. Would also like to take a closer look at proposal with Finance Committee.

Stacey/Kathy: Disagree that proposal will not fix problem. Confident that any option will address problem.

Scott: Do we need a final decision today? Stacey: No.

Mahyar: Is it possible to get data on entrances during the times of day in question? Stacey: Yes, it is possible.

Scott: Refer proposal to finance committee for closer look at financial implications. We also need to know how much we are paying for lieu time.

Owen: Would any of these options eliminate lieu time? Scott/Stacey: No.

Action: Item: Proposal for Extended Work Week is referred to Finance Committee for further study, including how much is spent in lieu time. Finance Committee will report at next board meeting on proposal. Board to revisit proposal at next meeting.

Action Item: Stacey to provide one-week window of arrival data at next meeting.

7:29 Distribution of Board Manuals, Code of Conduct & Offence Declaration

Board Manuals distributed, and Code of Conduct & Offence Declaration signed by all Board members.

Scott: Everyone on board should be comfortable voicing opinions, these meetings are for a free exchange of ideas. Once a vote is recorded, board speaks with one voice.

7:36 Treasurer's Report

Mark: The Center is in good financial shape. Total cash available: 700,018

Veronica: Is this separate from emergency reserve? Mark: Yes

7:38 Committee Membership

Stacey: Every board member should volunteer on two committees.

See G-doc for current committee membership.

7:42 Committee Business/Updates

Personnel & Policy Committee – 2 motions

Motion to approve Policy 1.8 Health & Safety Policy

Rationale: This policy must be reviewed and approved annually, as required by the Ministry of Labour.

Moved: Mark

Seconded: Veronica

All in favour, none opposed, one abstention

Motion carried

Motion to approve Program Statement and Philosophy

Rationale: The Program Statement and Philosophy must be reviewed and approved annually, as required by the Child Care and Early Years Act, 2014

Moved: Hasan

Seconded: Leanne

All in favour, none opposed

Motion carried

Fun Fair Committee: Board volunteers are required for planning and on the day of the event. Calls are out for the rides and tickets are for sale. Fun fair is not a fundraiser this year.

Fundraising Committee: Book drive was very successful. Nearly 500 books taken in.

7:50 Review of Action Items from Last (April) 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. Benefits and Compensation committee will post the survey presentation from April's meeting to April's Board of Directors meeting folder.
 - Committee still working on it
2. Finance committee will investigate who would be involved in creation of scenarios to help determine what the business continuity costs might be in the event of an emergency.
 - Committee still working on it
3. Stacey R will send out a reminder to the staff about the book survey.
 - Done
4. 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.
 - Unclear where this is currently at
5. Stacey R and Mark will clarify with the auditors exactly what expenses are covered in the emergency fund when they visit early April.
 - Done
6. Parent communications committee will review questions from last centre survey and the Region's survey to see if we would keep any of those questions and if that information would still be valuable to ask about again.
 - Revisit at next meeting (Aug 2019)
7. A motion will be prepared for next meeting to add books to the budget. Stacey R/Mark will come up with an estimate.
 - No longer needed
8. Organize a book drive.
 - Done

7:53 New business for next meeting

None. Next meeting set for Aug 20th 2019.

8:30 Regrets for next meeting (Aug 2019).

None.

7:59 Feedback (from feedback box and online feedback form)

None

8:00 Good news roundtable (5 min)

Leanne's husband done firefighting training.
Scott pathology good, kicked cancer's butt.

8:00 ADJOURNMENT

Motion to adjourn: Nomair
Seconded: Mark
All approved, none opposed, no abstentions.

Meeting adjourned.