

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

Tuesday, March, 2018 at 6:45 pm

Bright Starts Cooperative Early Learning Centre

**Chairperson: Jess Lang**

### **Minutes**

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

**Regrets:** Alex Zorzito, Karen Hinnigan, Amina Gilani, Kathy Sheridan,

**On minutes:** Stacey Acker

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

**6:54 Approval** of Agenda – Jess  
Motion: Scott  
Seconded: Kelly  
All in favour, motion passed

**6:55 Approval** February 19, 2019 Minutes – Jess  
Motion: Mark  
Seconded: Tetyana  
All in favour, motion passed

#### **6:56 Executive Director's Report** – Stacey R

The wallpaper was installed by the installer before the PO was approved. UW has said that this is residential wallpaper and so it's not appropriate for a commercial building. The installers will have to be responsible for the removal and new installation. There will be a higher cost for commercial wallpaper. Stacey will send that cost out for approval once she has it.

#### Mid-cycle Early Years Engage Review

Stacey R made each goal on the review more specific with one or two subtasks and set people responsible. She reviewed each. Staff has discussed about how they can use new bulletin boards and new white boards in the communication/documentation strategy. The newsletter will not be revamped this year but that's okay since it makes sense to first redesign the website. Parent resource centre in lobby has been furnished and resource books are being populated over time.

#### 2019 Parent Survey

The region will not be doing a parent survey this year. Should we consider doing one? Perhaps we should wait until the website redesign is complete. It's important that we have a strategy on what to do with the information and better design of the questions would be needed. Starting fresh with questions would be ideal. The parent survey can be helpful for creating goals for the Early Years Engage Review but we can also get information from staff on their goals and challenges that might help drive these goals as well, and the Region has asked that staff be more

involved in the review next year. We would need to establish what the board's goals might be in doing the survey? There would be a lot of turnover every 3 years if that is what the Region's plans are (we would not be able to get a good measure of progress since it could be different families.) **Action Item:** 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.

#### **7:16 Treasurer's Report – Mark**

Normalized net income ~\$7800

YTD net income ~\$4500, but most of that was a bolus of funds from the region.

Normalized it is less.

After all approved projects, we have ~\$285,000 in the emergency fund, which would cover 6 months expenses. The auditors would not want to see more than this due to our non-profit status but it is a good safety net in the event of a major event. **Action Item:** Stacey R and Mark will clarify with the auditors exactly what expenses are covered in the emergency fund when they visit early April.

#### **7:20 Committee Reports**

##### **7:20** Nominating Committee – Jenn

Nomination deadline is this Friday. We have 7 open spaces, and 4 current applications. We have one potential gap: The position of secretary. **Action Item:** Jenn will add a note saying that we are looking for a secretary to the reminder email about nominations.

##### **7:27** Parent Communications – Lindsay

Goal is to redesign website for end of May. Jenn T. is looking for a photographer who can take some new pictures of the Centre and the children. We could consider asking the media services from the University of Waterloo. Leanne offered to take some pictures and Jess' husband can also take some photos.

##### **7:31** Fundraising

A book drive is planned. Management and staff could make a wish list for classroom and resource centre books

##### **7:32** Health & Safety – No report

##### **7:32** Personnel and Policy – No report

##### **7:33** Staff Engagement

Karen and Stacey R are working on sourcing/ordering items from the Staff Bursaries. There is one project that requires building and management is working on how it might be safely and properly built.

##### **7:35** Benefits and Compensation Committee – Kelly

Survey has been sent to 7 centres. Four have responded. Our centre will also complete it. It has 50 questions, regarding how fulltime employees are paid and increases/bonuses are calculated, how performance is evaluated, benefits, disability and RRSP benefits, vacation days / sick days / emergency days and how they are managed (paid/unpaid/timing), supply coverage, lieu time, professional development and planning time

procedures/coverage. Linda (HR intern) will summarize trends/themes and provide them to the committee and the boards. Goal is to have decisions on any necessary changes made before next budget cycle. Sent the survey to centres that are similar to us: not-for-profit, large centres.

#### **7:40 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. Board members should respond to email request from Jenn to do meet-and-greets.
  - Complete
2. 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.
3. Organize a book drive.
  - In progress. Fundraising committee has scheduled it.

#### **7:40 New business for next meeting (April 16, 2019)**

Slate of nominees for AGM  
Benefits and compensation survey results  
Parent orientation / parent handbook initiative

#### **7:43 Regrets for next meeting (April 16, 2019)**

None

#### **7:44 Feedback (from feedback box and online feedback form)**

**Action Item:** Jess will replenish paper feedback forms.

#### **7:44 Good news roundtable**

#### **7:57 ADJOURNMENT**

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