

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, October 23, 2018 at 6:45 pm

Bright Starts Cooperative Early Learning Centre

Chairperson: Scott Leatherdale

Minutes

In attendance: Alex Zorzito, Jennifer Bleakney, Jessica Lang, Karen Hinnigan, Kelly Tunney, Leanne Varey, Mark Stuart, Nomair Naeem, Nadia Martin, Scott Leatherdale, Stacey Acker, Stacey Reid, Tetyana Reichert

Regrets: Lindsay Ford, Amina Gilani, Jennifer Tung, Kathy Sheridan, Mahyar Shafii,

On minutes: Stacey Acker

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

6:45 Resource Centre Proposal

(See presentation in October folder)

A resource centre is being built for the main lobby that will include a seating area and a resource library. Parents will be able to sign out resources. This area addresses one of the goals submitted for our Early Years Engage plan (parent engagement). Furniture options and resource suggestions were presented.

6:45 Approval of Agenda

Motion: Mark

Seconded: Leanne

All in favour, motion passed

6:47 Approval of September Minutes

Motion: Jess

Seconded: Tatyana

All in favour, motion passed

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

Motion: To approve up to \$5000 to build a resource centre in the lobby that includes child friendly furniture.

Motion: Mark

Seconded: Scott

All in favour, motion passed

6:59 Treasurer's Report - Mark (15 minutes)

Total cash \$358k

Sept net income \$23k

Food increase over 30% over budget

Errors in fees in Sept, net income was overstated.

There is approximately \$355,000 available for initiatives/improvements.

The Executive Committee recommends the following use of funds:

1. Classroom / staff room enhancement grants: ~\$40,000 (approx. \$2500/class available). This is a trial. It's possible that there could be future repeats of this initiative if it goes well. Budget is appropriate for the trial.
2. Painting: ~\$30,000. This is the cost of painting only. There may be a need for wall enhancements to make them more durable/cleanable when the time comes (e.g tile, bulletin boards).
3. Bathroom half wall deconstruction based on quote from Plant Ops

Motion to approve these three priorities at the cost stated above.

Motion: Scott

Seconded: Alex

All in favour, motion passed

Motion to approve up to \$1000 for parent orientation

Motion: Jess

Seconded: Kelly

All in favour, motion passed

Motion to approve up to \$15000 to install benches in the toddler hallway

Motion: Scott

Seconded: Leanne

All in favour, motion passed

Motion to put remainder of surplus into savings (emergency fund for 6 months operations)

Motion: Kelly

Seconded: Stacey A

All in favour, motion passed

7:14 Committee Reports (15 minutes)

- 7:14** Parent Communications - Nadia
Committee is working on how to organize information at front entry.
Send ideas/feedback to Lindsay and Nadia
- 7:16** Fundraising – Amina (5 minutes)
No report
- 7:21** Health & Safety – Alex (2 minutes)
No report
- 7:23** Personnel and Policy – Stacey A (2 mins)
No report
- 7:25** Staff Engagement - Scott (5 mins)

Staff nominations for ECE Gala were not successful. We've learned that one of the unofficial criteria to be successful is that one of the letters in the nomination package should be from the Centre Director. The Board should also consider a letter of support.

7:30 Benefits and Compensation Committee – Kelly (2 mins)
No report

7:32 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. All new board members must submit their police records check to the main office at Bright Starts by June 15, 2018.
 - In progress. One more to go
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. The classroom grant applications should go out after this so that book needs can be accurately represented.
4. E-mail board gmail (bscelc.waterloo@gmail.com) with ideas and rationales for how funds could be spent before August 15, 2018.
 - Completed
5. Executive committee will compile list at next executive meeting for proposed spending.
 - Completed
6. Amina will follow up with eventbrite to see if there are any options to save fees. Perhaps there are options for a charitable organization.
 - In progress
7. The parent communication committee will follow up with Stacey R to set goals for Early Years Engage.
 - Completed
8. Mark will break down what amounts we have if there are items we want to spend on.
 - Completed
9. All board members send ideas to the board gmail for distribution of funds by Oct. 2
 - Completed
10. Scott will organize ECE Appreciation Day and Dinner
 - Completed
11. Change meeting times for October meeting
 - Completed
12. Stacey A will schedule November budget meeting.

- Completed

7:35 New business for next meetings (Board of Directors meeting: November 20, 2018; Budget meeting: November 27, 2018) (5 minutes)

Budget

7:40 Regrets for next meetings (Board of Directors meeting: November 20, 2018; Budget meeting: November 27, 2018) (1 minutes)

7:41 Feedback (from feedback box and online feedback form) (5 minutes)

One person asked if the access buttons at the front door could now be re-activated because the half-walls have been installed. Management and the safety committee will not re-activate these buttons as there are still children who are exiting with parents who could use them and exit when parents are not ready to exit.

7:51 ADJOURNMENT

Motion: Jess

Seconded: Kelly

All in favour, motion passed.