

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, November 19th, 2019 at 6:45pm

Chairperson: Jennifer Bleakney

Minutes

In Attendance: Hassan Asif, Jenn Bleakney (JB), Marina Ivanova, Stacey Reid (SR), Mark Stuart, Phil Boyle, Scott Leatherdale, Mahyar Shafii, Jenn Tung, Robilyn Vanos, Veronica Michael, Nomair Naeem, Owen Gallupe, Tetyana Reichert, Amina Gilani, Kathy Boegel

Regrets: Leanne Varey; Karen Hinnigan

On Minutes: Phil Boyle

Motion to call meeting to order
Moved by Scott, seconded by Owen
All in favor, none opposed, no abstentions
Motion carried

6:51 Approval of Agenda

Moved by Mark, seconded by Hassan
All in favor, none opposed, no abstentions
Motion carried

6:47 Approval of October minutes

Moved by Marina, seconded by Mark
All in favor, none opposed, no abstentions
Motion carried

6:52 Executive Director's Report

Wage enhancement allocation for 2020 received, up a little from last year but does not impact budget. Approved for \$40,000 for continuous quality improvement.

Annual licensing inspection occurred recently. A handful of non-compliance issues were identified and rectified within a couple of days. Center is otherwise in full compliance. Hassan: are these visits unannounced? SR: yes, they are unannounced.

No plans to replaced Kathy in the immediate future. Will be revisited if needed.

7:00 Finance Committee re: update and 2020 Budget (30 minutes)

Mark: Finance committee looked at all budget lines to find saving for the center and attempted to balance three factors for 2020 budget: fee increase, performance increase, cost of living increase.

Scott: did the committee have any discussion of major capital expenses? Mark: there is nothing big coming down the pipe.

Mark: Fees will rise because of loss of fee subsidy, but we can use funds from war chest to defray the hit of the raise.

Three scenarios are proposed: spending \$50,000 (scenario 1), \$75,000 (scenario 2) or \$100,000 (scenario 3) to ease the impact of the fee raise in the coming year.

Finance Committee recommends scenario 2; scenario 3 will necessitate raising costs significantly in the future.

Amina: how much is left in war chest after scenario 2. Mark: scenario 2 would leave us with close to \$290,000 in war chest.

SR reviewed performance compensation plan.

Scott: how many ppl on wait list? Is there demand for the center? Kathy: waitlist always full.

Tetyana: were there many comments from parents about the loss of the fee subsidy. SR: not really

Mark: we did a lot in 2019, like hiring three new staff, and we aren't expecting to start any new costs like that in 2020.

Scott: we need to communicate to parents that we are using some of the war chest to defray the impact of the fee increase in whatever scenario we choose.

JB: how much difference did compensation and retention money make between the scenarios?
SR: not much. Marl: it is cost of loving that is a bigger factor from year to year.

Further questions about details of war chest, emergency funds, compensation packages, raising fees over one or two years, impact of loss of fee subsidy

Scott left at 7:55pm

Motion is to adopt Scenario 2 for 2020 budget

Moved by Mark, seconded by Veronica
All in favor, none opposed, no abstentions

8:00 Other Committee Business/Updates

None

8:00 Review of Action Items from Last (October) Meeting

None

8:02 New business for next meeting

Reminder that next meeting is in January.

8:03 Regrets for next meeting (Jan 2020)

Amina will be travelling in coming months and may miss some winter/spring meetings.

8:04 Adjournment

Motion to adjourn

Moved by Mark, seconded by Nomair
All in favor, none opposed, no abstentions
Motion carried