

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, January 21th, 2020 at 6:45pm

Chairperson: Jennifer Bleakney

Minutes

In Attendance: Hassan Asif, Jenn Bleakney (JB), Marina Ivanova, Stacey Reid (SR), Mark Stuart, Phil Boyle, Jenn Tung, Robilyn Vanos, Nomair Naeem, Owen Gallupe, Leanne Varey

Regrets: Scott Leatherdale, Amina Giliani, Tetyana Reichert, Veronica Michael, Mahyar Shafii,

On Minutes: Phil Boyle

6:51 Meeting called to order

Moved by Jenn Bleakney
Seconded by Mark Stuart
All in favor, none opposed, no abstentions
Motion carried

6:52 Approval of Agenda

Moved by Jenn Bleakney
Seconded by Robi Vanos
All in favor, none opposed, no abstentions
Motion carried

6:53 Approval of November minutes

Moved by Jenn Bleakney
Seconded by Jenn Tung
All in favor, none opposed, no abstentions
Motion carried

6:55 Treasurer's Report

Mark Stuart presents financial statement highlights. Monthly statement is in Google Drive folder. Overall financial picture is good.

7:07 Notice of Executive Motions from Nov 27th, 2019 and Jan 14th, 2020

Jenn Bleakney provided the board with notice of executive motions that occurred since the last board meeting in November. The motions concerned approval of funds for a departure gift for Kathy (November executive vote) and approval of the date of the AGM in May (January executive vote).

7:10 Executive Director's Report

Stacey Reid provided director's report. A small loss in operating funds is anticipated. The region recently hosted two funding sessions and hopefully more opportunities will arise between now and May. There were no concerns from parents about the fee increase.

Cost estimates for the key fobs have been received and shared with Health and Safety Committee. Advisement from Health and Safety Committee needed. We have a quote for \$20,000 for a list of security improvements.

Center has had a confirmed case of chicken pox and some hand-foot-and-mouth cases. All are mostly in toddlers

Stacey had a nutritionist review the menu. Do we think there would be interest in having the nutritionist to host an event for parents? Cost would be about \$650. PB – what is desirable minimum number of people to make it worth it? SR – probably 15. We can test it out to see if there is interest; if not we can cancel.

Stacey is getting cost estimates to repurpose men's bathroom in gym. It is not a good use of space to have two bathrooms in the gym when spaced can be used for other needs.

Workload in office after Kathy's departure is manageable. Payroll has been a challenge but transition to new system should be done by end of Feb.

Performance reviews for all staff are complete.

Early Years site visit was Dec. 12 and the tour was a success.

Selection for P6 is ongoing. No major feedback about lack of camp this year.

See January folder in Google Drive for full report.

7:30 Updates from all Committee Chairs

Fundraising/Social – Amina. Not present/no report.

Staff Engagement – Scott. Not present/no report.

Health and Safety – Mahyar. Not present/no report.

Nominating – Leanne. It is the time of year to start up the nomination committee. Will get process started in the next week. Leanne will be in touch with members of nominating committee soon.

Parent Communications – Jenn T. Do we want to send out parent survey this year? It ready to go, it's just a matter of timing. Discussion of presenting data at AGM. (SR: we might need to take mention of annual survey out of handbook because we are then bound to do it.). February might be a good time to do it. JB – should coordinate this with the nominating committee to make sure emails are not competing with one another.

Personnel and Policy – Scott. Not present/no report

Benefits and Compensation – Amina. Not present/no report.

7:35 Review of Action Items from Last (Nov) Meeting

None

7:35 New business & regrets for next meeting

None

Motion to adjourn meeting

Moved by Mayhar

Seconded by Owen

All in favor, none opposed, no abstentions

Motion carried

Meeting adjourned at 7:40pm