

Bright Starts Cooperative Early Learning Centre Board Meeting

Wednesday, April 1st, 2020, 6:30pm

Chairperson: Jennifer Bleakney

Meeting by teleconference

on Minutes: Phil Boyle

Minutes

In attendance: Jenn Bleakney, Phil Boyle, Robi Vanos, Veronica Michael, Nomair Naeem, Amina Giliani, Jenn Tung, Owen Gallupe, Mark Stuart, Hassan Asif, Stacey Reid, Karen Hinnigan

Regrets: Marina Ivanova, Tetyana Reichert, Leanne Varey, Mahyar Shafih

6:00 Motion to approve the Agenda

Moved by Amina

Seconded by Veronica

All in favor, none opposed, no abstentions

Motion carried

6:05 Discussion of Canada Emergency Wage Subsidy (CEWS) for staff

JB – new details of CEWS release earlier today. The program is reimbursement-based, so we need to provide proof of payroll to CRA. CRA portal should be up in 3-6 weeks. They assess revenue by comparing month-to-month a year apart; March last year to March this year, April to April, and so on. It does seem that we would qualify for the program and government is urging employers to top-up staff. Then there is the related question of March fees and how to reimburse, if we want to.

SR – to clarify, we would not reimburse fees as we need that money in the bank to make payroll. We would credit them the closure days for their fees in the future. As for families that might withdraw, we can cut them a cheque at that time, which often needs to be done to return their deposit. One issue with the CEWS is how long it will take to get the money; we can cover a couple of payrolls but it might be a couple months before we get the money. We have \$150k in our chequing account and \$280k that could be transferred very easily. There are government interest-free loans that could be accessed if we need it.

Question: how much is each payroll?

SR – about \$74, times two a month, minus 11k for the wage enhancement. We probably have enough for five pay runs, one more in April, three in May, and one in June.

Mark – we should have enough to make it; we don't want to have any debt.

General discussion about the CEWS and March fees. Should we commit to reimbursing funds now? Should we process the credit but not announce it? Or just wait.

Veronica – if we refund the fees for closure days in March, we need to be clear that we are crediting the parents because we were unable to provide the service that they paid for.

Motion to direct Stacey Reid to monitor and apply for the Canada Emergency Wage Subsidy as the details of the program become available.

Moved by Phil

Seconded by Jenn B

All in favor, none opposed, no abstentions

Motion carried

Because of the closure of Bright Starts Center on March 13th, 2020 due to COVID-19, the Board authorizes Stacy Reid to apply credit for the 12 days of closure to client fees upon reopening of the center.

Moved by Phil

Seconded by Mark

All in favor, none opposed, no abstentions

Motion carried

Mark and Veronica – we should move that money (March fees to be credited upon reopening) out of revenue as soon as possible and keep a copy of the memo communicating with parents that we are refunding fees due to lack of service.

SR – the provincial emergency declaration was extended another 14 days, but we closed following the school closure. Do we want to follow the government or the school board?

JB – let's follow the province because school will out soon.

Motion to adjourn meeting moved by Jenn B

Seconded by Mark

All in favor, none opposed, no abstentions

Motion carried

7:22 Meeting adjourned