

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, December 15th, 2020, 6:45pm

Chairperson: Jennifer Bleakney

Meeting by Videoconference

Minutes

In Attendance: Marina Ivanova, Karen Hinnigan, Phil Boyle, Nomair Naeem, Robi Vanos, Jenn Bleakney, Tetyana Richert, Stacey Reid, Mary Robinson, , Edward Ng, Phil Boyle, Veronica Micheal

Regrets: Owen Gallupe, Keri Raif Sura

Meeting convened at 6:48pm

Motion to approve agenda

Moved by Nomair

Seconded by Tetyana

All in favor, none opposed, no abstentions

Motion carried

Motion to approve November Minutes

Moved by Robi

Seconded by Veronica

Majority in favor, none opposed, two abstentions

Motion carried

Notice to Board of Executive Meeting on Nov 27th

Jenn Bleakney informed the Board of the executive motion to approve construction of the walkways to the preschool and toddler playgrounds.

Notice to Board of Resignation of Board Member

Stacey Reid informed Board of the resignation of Rob Reid from the Board.

Executive Director's Report

Updates in funding: we received Safe Restart funding at \$105k last week. SR has applied for repair and maintenance funding for 50% of cost of new sidewalks. Region is reviewing the application. Will extra sidewalks be used after COVID? We can. We will have to be careful of security.

SR continues to apply for CEWS as long as it is available. SR also reviewed qualification for Canada Emergency Rent Subsidy Program and will be applying for that. Every little bit helps. UW provides us with \$10k a year for holding spaces for UW affiliates, which we can use until the close of May 2021.

Fee increase email went out to families and there was one reply from a parent with negative feedback. Health and safety certifications are expiring for some staff, so we are having a trainer in soon.

SR reviewed the COVID case in Preschool 4 room. It was communicated to parents in the room and there have been not implications. We have moved to new screening procedures as of Monday. Links to revised pandemic plans were communicated to parents recently as well.

Parents love the new sidewalks.

Enrollment numbers are very good but there are changes that we keep juggling. Enrollment is a work in progress. Karen is working very hard on this for the Center.

Staffing: we've had an employee on long-term disability since 2016. We are reaching out to the employment lawyer to see if we keep her on the books as she is permanently disabled. January changes with staffing: we are going back to some pre-COVID relief shifts with added duties for cleaning and laundry. There will be some shifting with staff for this change. Trying to put staff back where they were in the programs, they are originally in pre-COVID. One infant staff will be moving to toddler to provide that room with a fresh start after phasing down to one infant room.

Care windows: we are encouraging families to use the full care window.

Website updates: SR will be updating the website.

Motion to permit Stacey Reid (7) and Karen Hinnigan (6) to carry over unused vacation days from 2020 to 2021.

Moved by Veronica

Seconded by Rob

All in favor, none opposed, no abstentions

Motion carried

Staff evaluations with team supervisors have occurred and they went well.

Treasurer's Report

Marina Ivanova reviewed Center's financials since October. Full Treasurer's report is available in Google drive. Good news is that to date we are running a surplus not including the safe restart funding. We will be ending the year in good shape.

Question about November: financials show a loss that month. Do we not get regional funding? SR clarified that we don't get support in monthly payments, but in large sums, so an individual month might show a loss.

Performance bonus had been discussed. This would be based on the work evaluation that was just completed. The total available now is \$22k. Our forecast surplus for December will be higher because of safe restart funds. Do we want to raise it? We are striving to get 6 months of funds in the bank for things like COVID. To be consistent, we would keep it at \$22k. We could do a COVID recognition bonus that everyone would get the same amount. How much could that be? \$500 to \$1000? There are 42 staff members. This would not be an eligible expense to qualify for any external funds.

Motion to allocate one-time payment of \$500 to each active permanent and contract staff member and management as a 'COVID-19' recognition bonus in December 2020.

Moved by Marina

Seconded by Mary

All in favor, none opposed, no abstentions

Motion carried

Motion to allocate \$22k for the 2020 annual performance bonus for all eligible staff members.

Moved by Phil

Seconded by Veronica

All in favor, none opposed, no abstentions

Motion carried

New business for next meeting

None

Regrets for next meeting (Jan 19th)

None

Feedback

None

Good News Roundtable

Nomair's parents getting out of Pakistan; one less stress to worry about

Motion to adjourn meeting

Moved by Nomair

Seconded by Phil

All in favor, none opposed, no abstentions

Motion carried

Meeting adjourned at 8:00pm