

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, October 19, 2021 at 7:30pm

Chairperson: Kennedy Sherwood

Meeting by Videoconference

Minutes

In attendance: Karen Hinnigan, Stacey Reid, Kennedy Sherwood, Jennifer Bleakney, Michelle Bauer, Angie Docking, Julia Carvalho, Mariam Hassan, Emily Kozlowski, Robilyn Vanos, Edwin Ng

Meeting called to order at 7:34pm

Motion to approve agenda

- Moved by Robilyn
- Seconded by Michelle
- All in favour, none opposed, no abstentions
- Motion carried

Motion to approve September minutes

- Moved by Jennifer
- Seconded by Michelle
- All in favour, none opposed, no abstentions
- Motion carried

Executive Director's Report – [full document](#)

Financial:

- Got notice that Bright Starts has had \$263K approved – did not dramatically reduce our funding as expected due to change in capacity changes
- Repair + Main funding – we have paid 50% of the project cost for artificial turf (\$20K). The company has run behind, so the project has been extended until November to accommodate the company's schedule.
- Wage Subsidy program – Bright Starts did not qualify earlier; this time, we did qualify. Stacey to re-apply over the next few days.

Health & Safety:

- Annual playground inspection has happened recently. There are no immediate safety concerns, recommended some areas for maintenance (chipped concrete).
- Health inspection expected this week. (3x a year – food, 1x a year – programs).
- Have had a few children diagnosed with croup, one with bronchitis.
- Ministry held a webinar re: health & safety guidelines last week. Bright Starts has done a great job implementing these guidelines. A little confusion around mixing age groups at the beginning / end of the day. Stacey says has sent an email for clarification to Ministry.

Enrollment:

- Preschool numbers going up, other numbers consistent.
- Karen working on filling December spaces.

Staffing & Recruitment

- [IN CAMERA]
- Large equipment order came in this week – tables + shelves.

- Team supervisors getting ready to touch base with staff to discuss strengths + goals.
- Long-term disability employee (5 yrs) – employee didn't want to return to work; Bright Starts wished her the best.
- Hired 2 new educators (Rachel – Todd3/4 relief), Kia (full time perm supply); continue to recruit for casual supply list.
- Preschool 4 will be getting the loft after a draw was done. Will see how it goes and then perhaps purchase for more than one preschool room
 - Question: can educators send HiMama photos to families to show new furniture?
Stacey – yes.
- Stacey is thinking about how to return to normal in hours of operation as UW families are concerned about when we go back fulltime in January. She will present scenarios to the Board in our next (November) meeting after getting more info from the Ministry.

Treasurer's Report: [full document](#)

- September's highlights – revenue is ~\$10,200K lower than budget lower than budget, expenses ~\$7,100K over budget under budget; net income: -\$22,063.93
 - revenue reduction due to reduction in toddler space (down 5 spaces)
 - Added money in capital replacement more than other months (large appliances)
 - Spent more on technology this month; general admin was up because of new toys
- There is a Finance committee meeting next Wednesday

Region of Waterloo Quality Initiatives Update

- Stacey to push update until January

Staff Appreciation Event

- ECE week was a hit; Board brought treats, committee brought décor, educators will receive EVO lunch boxes on Thursday and a coffee truck between 12pm and 2pm.
- Feedback form sent out to parents for memories. Some will be included in the presentation, then compiled into a booklet. Edwin also making a video for the staff.
- Stacey working on milestone certificates + gift cards and has ordered laminator for the staff room; Julia working on personalized mugs made for each staff member.
- Edwin encourages Board to add more memories
- Board congratulates committee on a job well done.

New business for next meeting

- Finance committee presentation – Michelle
 - Michelle to share recommendations a week in advance
- Hours of operation recommendation – Stacey

No regrets for next meeting (November 16)

Good news roundtable

- Stacey's daughter graduated from the University of Guelph!

Motion to adjourn

- Moved by Robilyn
- Seconded by Michelle
- All in favour, none opposed, no abstentions
- Motion carried at 9:30pm