

## **Bright Starts Cooperative Early Learning Centre Board Meeting**

Tuesday, May 17<sup>th</sup>, 2022, 7:15pm

**Chairperson: Robilyn Vanos**

**Meeting by Videoconference**

In attendance: Karen Hinnigan, Stacey Reid, Michelle Bauer, Angie Docking, Edwin Ng, Emily Kozlowski, Robilyn Vanos, Mariam Hassan, Avery Au, Lula Woldemariam, Sarah Wytsma, Anthony Oyeyi, Eleanor Doe, Julia Metelka

Regrets: Jessica Achebe

Meeting called to order at 7:23pm.

Motion to approve the agenda

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

Motion to approve the April minutes

- Moved by Mariam
- Seconded by Michelle
- 5 in favour, none opposed, 6 abstentions
- Motion carried

### **Executive Committee Election**

Mariam Hassan put forward motions for the 2022-2023 executive committee based on the recommendations from the 2021-2022 nomination committee

Motion to acclaim Robilyn Vanos as President of the Board for 2022/2023.

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

Motion to acclaim Edwin Ng as Vice President of the Board for 2022/2023.

- Moved by Robi
- Seconded by Tony
- All in favour, none opposed, no abstentions
- Motion carried

Motion to acclaim Emily Kozlowski as Treasurer of the Board for 2022/2023.

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

Motion to acclaim Angie Docking as Secretary of the Board for 2022/2023.

- Moved by Robi
- Seconded by Avery
- All in favour, none opposed, no abstentions
- Motion carried

#### **Record keeping and personal information update**

- BSCELC requires all updated personal info on [this spreadsheet](#) from Board members 15 business days after election to be submitted to the Ministry of Government Services, Ministry of Education and Region of Waterloo
- Board members need to get criminal record checks ASAP (if they are not complete already). Board members need to pop by the office with the original copy; the office will make a photocopy and return. If you do not yet have a copy, please still come by the office and give proof that you've applied
- Board members with criminal records checks older than 1 year will need to sign an offense declaration – please stop by the office to complete this task as well
- Because we are not interacting with children, vulnerable sector screen is the only one necessary
- As a follow-up to tonight's meeting, Stacey will send out Board bylaws and Board manual that discloses responsibilities as a Board member

#### **Assignment of signing authority**

- Stacey Reid will connect with the President, Vice President, and Treasurer about completing the paperwork required for signing authority
  - Robi, Emily, Edwin will need to pass along copies of their driver's license
- Board agrees to add Karen Hinnigan as a signing authority with the knowledge that both Stacey and Karen will not be signatories on cheques at the same time; Karen to sign when Stacey is unavailable

Motion to assign signing authority to the 2022-2023 President, Vice President, and Treasurer for the 2022-2023 term.

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

Motion to revoke signing authority from 2021-2022 Directors as of June 1, 2022 or upon completion of the proper paperwork with the Credit Union for the new Directors with signing authority, whichever comes first.

- Moved by Angie
- Seconded by Mariam
- All in favour, none opposed, no abstentions
- Motion carried

#### **Vote on external auditors & remuneration for 2022**

- BDO's fee has gone up from \$18K to \$22.2K this year
- Stacey plans to investigate other auditor quotes for following years after this year, and the Board agrees with this plan

- Michelle notes that there is a \$3K gap in our current budget for their remuneration based on our projections
- Stacey noted that there were some COVID-specific fees above and beyond the regular BDO fee over the past couple of years (i.e. help with funding opportunities like CEWS) but Stacey not anticipating these COVID fees in the next fiscal year

Motion to approve remuneration for auditors, BDO Canada LLP, as the accountants of the Bright Starts Co-operative Early Learning Centre until the close of the next annual general meeting, at up to \$22,200.00.

- Moved by Emily
- Seconded by Eleanor
- All in favour, none opposed, no abstentions
- Motion carried

### **Google Drive access and meeting frequency**

- Board meets between 9-12 times a year on the third Tuesday of the month @ 730pm
- Board members will be granted access to the Board Google Drive post-meeting where all bylaws, minutes and agendas live
- Angie to send out agendas + Zoom links to meetings one-week in advance
- Angie to add Google calendar invites to everyone's calendars to hold 2022's Board meetings

### **Review roles + responsibilities, bylaws**

- Stacey shared [roles + responsibilities](#) and [bylaw overview](#) presentations
  - Can you amend a bylaw? Stacey – yes, but notes that's a big process and would want to be done at an AGM. There is no current need to do a revision on any of our bylaws.

### **Committee overviews**

- Board members are required to [sign up for two subcommittees](#) (nominating, fundraising, parent communications, staff engagement, benefits and compensation, finance, health and safety, personnel and policy)
- Once all Board members have signed up, we will send out as an opportunity to volunteer for other parents; historically have had a few sign up
- Heads up that some committees are more active than others and at certain times of year (i.e. Finance committee during budget planning time, nomination committee during AGM planning, etc.)
- At the next Board meeting, we will discuss who wants to / will become chair for each committee
- Robi offers to share experience with anyone who's interested as she's sat on numerous committees, and Stacey also plans to send out further information

### **New Business/Items for next agenda**

- Attendance at the AGM – discuss ways to increase engagement
  - Tony notes we may want to send out a parent survey to figure out if there are barriers for attendance and/or why parents may not choose to come. Board was enthusiastic about this suggestion.
  - Explore adding a fee for families who do not have one voting member attend – Stacey to investigate how this works at other centres
  - Stacey also notes she is interested in getting back to parent newsletters as another method to increase parent engagement

**Regrets for next meeting (June 21 @ 7:30pm)**

- Julia Metelka

Motion to adjourn the meeting

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

Meeting adjourned at 8:27pm