

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, January 15, 2018 at 6:45 pm

Bright Starts Cooperative Early Learning Centre

Chairperson: Jess Lang

Minutes

In attendance: Alex Zorzito, Jennifer Bleakney, Lindsay Ford, Jessica Lang, Karen Hinnigan, Kathy Sheridan, Kelly Tunney, Mark Stuart, , Nomair Naeem, Nadia Martin, Stacey Acker, Stacey Reid, Tetyana Reichert

Regrets: Amina Gilani, Leanne Varey, Scott Leatherdale, Mahyar Shafil, Jennifer Tung

On minutes: Stacey Acker

*** Please note that all relevant documents listed below for this meeting are located in the January 2019 Board of Directors Meeting folder ***

6:49 Approval of Agenda – Jess
Motion: Lindsay
Seconded: Alex
All in favour, motion passed

6:51 Approval of November 27, 2018 Minutes– Jess
Motion: Jenn B
Seconded: Mark
All in favour, motion passed.

6:52 Scott is taking a temporary medical leave. Jess will take the President's position. Jenn B will move into the role of Vice President.

Kelly arrived

Motion to appoint Jess Lang in the role of President and Jenn Bleakney in the role of Vice President until the next Annual General Meeting.

Motion: Kelly
Seconded: Mark

All in favour, motion passed.

6:54 Executive Director's Report – Stacey R
See Executive Director's Report
A grandparent volunteered to set up all our new technology from the technology grant. We are very grateful for this help!

Camp registration will open February 11. This process worked well last year through Eventbrite.

Senior Preschool starts March 1.

March 1 – will start with enrolment of 16.

May 1 – will have enrolment of 24.

July 1 – will have 26 students in camp.

Senior preschool families will have the opportunity to go week-to-week. These families must decide by February 11. There will be a parent information night that describes this option.

Kathy arrived.

Annual Early Years Engage Site Visit – requested more detail on the goals set out for this year. We need to plan steps and set a person responsible for each step. Suggested that we incorporate some goals around staff needs. Stacey R shared needs from staff. No need for resubmission of the Early Years Engage documentation but detailed plan will be checked on mid-year.

Action Item: Stacey R will upload the Early Years Engage file so we can see it and start planning who is responsible for each step.

This exercise is part of our accountability to the Region and is linked to the funding that they provide to us.

There is a bad Google review that does not accurately represent the situation that occurred. Google is unwilling to have it removed. **Action Item:** Stacey R will follow up with Google to see if it can be removed based on the fact that the ministry investigated and there was no wrongdoing. Lindsay and the Communications committee will follow up with Stacey R. to write an appropriate response if the review cannot be removed.

7:18 Treasurer's Report - (20 minutes) – Mark

See Treasurer's report

2018: Budgeted for loss of 12k, net income was 350k. There are still a few more 2018 expenses. This discrepancy occurred because we received some large grants last year that we could not budget for. We were then able to use the funds freed up by these grants for the planned centre improvements (painting, room grants, etc.)

Alex presented the proposal template that the finance committee prepared. Management, staff, or Board members would submit this proposal. The person submitting the proposal should seek feedback/assistance from the finance committee as needed when preparing the document. The finance committee is willing and able to review the document first. Board members suggested that as many numbers as possible should be provided to represent the current situation/problem being addressed (e.g. how often does this problem occur? How many people does it affect?) and, if appropriate, what other Centres have done to address it (is there an industry standard?), as well as attaching quotes, if appropriate.

7:36 Committee Reports

7:36 Nominating Committee– Jess
AGM planning and nominations for the 2019-2021 board

Nominating committee has first meeting this week. AGM is proposed to be Tuesday, May 14. **Action Item:** Jess will check bylaws to see if this timing is okay. **Action Item:** Stacey A will send out a calendar request once Jess has a date.

Vacancies on the Board for next year:

Kelly, Stacey A, Lindsay, and Amina will be at the end of their terms. Scott will be consulted.

Action Item: Jess will confirm who will be here next year through email and determine who is interested in Executive positions. All Board members should respond to this email ASAP.

We want to make sure we clarify what roles are available. Nominating packages must be submitted and reviewed to prepare a slate. Membership decides Board members. Board votes on Executive.

- 7:46** Parent Communications - Lindsay
Working on reviewing the entire website. Sorting through all website content. It is a significant amount of work.
- 7:50** Fundraising – Jess and Karen
Spaghetti Dinner – February 12, in multi-purpose room. Requires some additional planning due to space constraints. Possibly two sittings and spaghetti to go. Volunteers may be needed for serving, possibly some marketing for board recruitment.
Book drive: Accepting donations in the week leading up to the spaghetti dinner.
- 7:54** Health & Safety – Alex
No report
- 7:54** Personnel and Policy – Stacey A
No report
- 7:55** Staff Engagement
We require a volunteer interim chair of the staff engagement committee
Upcoming duties: Reviewing staff bursary applications, assistant with a staff-focused goal for the Early Years Engage plan.
Action Item: Jess will follow up with staff engagement committee.
Action Item: Staff engagement committee will review applications by next Board meeting.
Action Item: Stacey R will revise the staff bursary template for next year.
- 8:00** Benefits and Compensation Committee – Kelly (2 mins)
Intern is starting on Thursday. Amina will meet with her to clarify what data we need her to find, in terms of the industry standard and how we might align. There were some concerns from top-paid staff (top of pay scale) that receive only a small bonus because they are at the ceiling of their level. Perhaps better communication surrounding pay grades is

needed. There have been some questions about the possibility of performance bonuses from staff.

7:42 Review of Action Items from Last Meeting

**** Please note: Only the status of the items below will be discussed. The last updated status (if any) is listed below. Any additional items/ideas/points for discussion should be brought up in the time allotted for New Business/Items for next agenda ****

1. All new board members must submit their police records check to the main office at Bright Starts by June 15, 2018.
 - Completed
2. A motion will be prepared for next meeting to add books to the budget. Stacey R /Mark will come up with an estimate.
 - On hold until next budget preparation period in October.
3. Organize a book drive.
 - In progress. Fundraising committee has scheduled it.
4. Amina will follow up with eventbrite to see if there are any options to save fees. Perhaps there are options for a charitable organization.
 - Completed. Discounts are not offered. Childcare Pro may offer this in the next software update.
5. The finance committee will put together a template for proposals being presented to the board (i.e. what data/stats are required to support a proposal, especially one with financial implications.) This template will be used by anyone (staff, management, board members) who want to present a proposal to the board.
 - Completed

7:45 New business for next meeting (February 19, 2019)

Goals for Early Years Engage
Review of bursaries
Staffing proposal
AGM/nominations timeline

7:48 Regrets for next meeting (February 19, 2019)

None

7:49 Feedback (from feedback box and online feedback form) (5 minutes)

Kitchen staff should have their own tablet and post pictures to an Instagram feed.
Response: Pictures have already been taken and will be posted on a board in the lobby.
Website will consider this as content as well. **Action Item:** Kelly will respond to this feedback.

7:59 ADJOURNMENT

Motion to adjourn
Motion: Alex
Seconded: Stacey A

All in favour, motion passed