

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

Tuesday, May 14 at 7:00 pm

**Chairpersons: Jessica Lang, Jennifer Bleakney**

### **Agenda**

**In attendance:** Jennifer Bleakney, Jennifer Tung, Karen Hinnigan, Kathy Sheridan, Mark Stuart, Nomair Naeem, Stacey Reid, Scott Leatherdale, Hassan Asif, Philip Boyle, Owen Gallupe, Marina Ivanova, Veronica Michael, Jessica Lang (guest)

**Regrets:** Mahyar Shafii, Leanne Varey, Robilyn Vanos, Amina Gilani

**On minutes:** Jenn Bleakney/Phil Boyle

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

#### **7:00 Approval of Agenda**

Motion to approve agenda for this Board of Directors meeting

Motion: Scott

Seconded: Jenn B

All in favour, none opposed

Motion carried

#### **7:05 Executive committee election (10 minutes)**

The following people indicated their interest in executive committee roles:

**President:** There is one candidate, Jennifer Bleakney. The nominating committee is recommending that Jennifer Bleakney be acclaimed as president.

**Vice President:** There is one candidate, Leanne Varey. The nominating committee is recommending that Leanne Varey be acclaimed as vice president.

**Treasurer:** There are two candidates, Mark Stuart and Marina Ivanova. The nominating committee is recommending that Mark Stuart be elected as treasurer.

**Secretary:** There is one candidate, Philip Boyle. The nominating committee is recommending that Philip Boyle be acclaimed as board secretary.

**Past President:** There is one candidate, Scott Leatherdale. The nominating committee is recommending that Scott Leatherdale be acclaimed as past president.

***Rationale for the following motions:*** The recommendations were based on interest (in cases with one candidate), Board experience and, in some cases, experience in the position being elected.

**Motion** to acclaim Jennifer Bleakney as Board President for 2019/2020.

Moved by: Jess

Seconded by: Scott

All in favour, none opposed

Motion carried

**Motion** to acclaim Leanne Varey as Board Vice President for 2019/2020.

Moved by: Jess

Seconded by: Scott

All in favour, none opposed

Motion carried

**Motion** to elect Mark Stuart as Board Treasurer for 2019/2020.

Moved by: Jess

Seconded by: Scott

All in favour, none opposed

Motion carried

**Motion** to acclaim Philip Boyle as Board Secretary for 2019/2020.

Moved by: Jess

Seconded by: Scott

All in favour, none opposed

Motion carried

**Motion** to acclaim Scott Leatherdale as Board Past President for 2019/2020.

Moved by: Jess

Seconded by: Mark

All in favour, none opposed

Motion carried

### **7:15 Record keeping and online police check (5 minutes)**

All board members will sign an offense declaration.

**Action Item:** All new board members must submit their police records check to the main office at Bright Starts by June 14, 2019. If you have not already, please apply online ASAP at <https://www.wrps.on.ca/en/services-reporting/police-vulnerable-sector-check.aspx>. **Important:** Board members should not be requesting a vulnerable sector check as they will not be interacting directly with children in this role.

All members will provide Stacey with their personal information. Names of the Directors go on charitable tax return that is submitted at the end of the year and to the Ministry of Consumer services.

**7:20 Assignment of Signing Authority (2 minutes)**

**Motion** to give signing authority to the 2019-2020 President, Vice President, and Treasurer for the 2019-2020 term.

Seconded: Scott

All in favour, none opposed

Motion carried

**Action Item:** President, Vice President, and Treasurer should see Stacey R. about completing the paperwork required for signing authority before June 1, 2019.

**Motion** to revoke signing authority from 2018-2019 President (Scott Leatherdale) and Vice President (Jessica Lang) as of June 1, 2019 or upon completion of the proper paperwork with the Credit Union for the new Directors with signing authority (whichever comes first).

Seconded: Veronica

All in favour, none opposed

Motion carried

**7:22 Vote on remuneration for 2019 audit– Mark (3 minutes)**

Question from Veronica M: How long has BDO been auditor? Has Bright Starts taken auditing to RFP?

Scott L: BDO does audits for other care centers in region, which helps us be aware of standards across region.

It was raised that previous discussion of auditing may have occurred while BDO was within earshot.

**Motion** to approve remuneration for BDO Canada LLP for the 2019 audit at up to \$12,000.00.

Seconded: Mark

All in favour, none opposed

Motion carried

**7:25 Google Drive Access and Meeting Frequency (3 minutes)**

**7:28 Review bylaws (10 minutes)**

**7:38 Review board roles/responsibilities (5 minutes)**

**7:43 Committee Overviews (7 minutes)**

**Action item:** All board members should sign up for sub-committee membership at <https://drive.google.com/open?id=16YMAcdd892sw4FTgRrJcVOJnyggWiT3BUqiWRz0mOZg> (Note that not all committee slots have to be filled by board members but committee chairs must be board members.)

## **7:50 Review of Action Items from Last Meeting (5 min)**

\*\*\*\* 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. Benefits and Compensation committee will post the survey presentation from April's meeting to April's Board of Directors meeting folder.
2. Finance committee will investigate who would be involved in creation of scenarios to help determine what the business continuity costs might be in the even of an emergency.
3. Stacey R will send out a reminder to the staff about the book survey.
4. Each outgoing committee chair should add a transition report to the transition document. Stacey A will make a single document and send out a link.
5. Departing board members should return Board binders.
6. Stacey R and Mark will clarify with the auditors exactly what expenses are covered in the emergency fund when they visit early April.
  - In progress
7. Parent communications committee will review questions from last centre survey and the Region's survey to see if we would keep any of those questions and if that information would still be valuable to ask about again.
  - In progress
8. 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.
9. Organize a book drive.
  - In progress. Fundraising committee has scheduled it.

## **7:55 New Business/Items for next agenda (two minutes)**

**7:58 Regrets for next meeting (June 18, 2019):** Jenn Bleakney, Jenn Tung

## **8:00 ADJOURNMENT**