

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, September 17th, 2019 at 6:45pm

Chairperson: Jennifer Bleakney

Minutes

In Attendance: Robilyn Vanos, Mark Stuart, Jenn Bleakney (JB), Phil Boyle, Marina Ivanova, Amina Gilini, Karen Hinnigan, Stacey Reid (SR), Tetyana Reichert, Mahyar Shafii, Veronica Micheal, Jenn Tung

Regrets: Owen Gallupe, Leanne Vary, Scott Leatherdale

On Minutes: Phil Boyle

Meeting called to order at 6:50pm

6:50 Approval of Agenda

Moved: Mark

Seconded: Veronica

All in favor, none opposed, no abstentions

6:50 Approval of August minutes

Moved: Tetiana

Seconded: Mark

All in favor, none opposed, no abstentions

6:50 Executive Director's Report

Full report available in September folder.

\$10,000 available for another health and safety project because application to subsidize wall finishing was approved. Stacey will get a quote for fans in bathrooms because bathrooms can smell bad.

Change letters went out to staff for extended work week. We will know by next board meeting how many staff have opted to make the change. JB: Have parents been notified of the change. SR: not yet, and board should not share yet until more is known on numbers.

Annual Early Years Engage: we need to define two goals that we will work on in the upcoming year. Region would like input from educators. SR will report back at next meeting.

Phil: any updates on the security improvements? SR: None yet. Mark: is there anything we can do to expedite? SR: we should remember that there is a process in place and be careful of who we reach out to.

Motion to allocate up to \$580.00 to pay in full for 16 educators or partial costs if more educators wish to attend the “Celebrating Early Years Professionals” event on October 23rd, 2019.

Rationale: This gala is a celebration of ECEs in the region. The cost per person is \$36.00 (includes dinner). The Early Years Professional Award is given out at this event and it is wonderful opportunity for our educators to network with other professionals in the field.

Moved: Phil

Seconded: Amina

All in favor, none opposed, no abstentions

7:00 Treasurer’s Report

See folder for full report.

SR: Heidi will team up with co-op placement to work on parent orientation for new parents. JB: this is a concept from last year; the idea is to help orient new parents to the center. The orientations would likely take place every two or three months.

Mayher: is the reported financial loss comparable to previous years? Mark: can’t speak to previous years but it is consistent with what he has seen during his time on the board. Mayher: does the loss look concerning to you? Mark: it does not look concerning.

7:05 Committee Business/Updates

1. Health & Safety Committee/Mayhar re: playground safety improvements

Mayher: committee did not meet, no update. SR: we have a quote of \$1600 for crash pads at the bottom of the slide hill in preschool play yard. Mark: have you talked to a lawyer about liability if we provide additional pads at one location and not another? SR: no. Robilyn: do we have a sense from the educators about how often this is a problem at this location. SR: no. We are encouraging educators to watch area and prevent kids from sliding down the back of that hill. That it not what the hill is intended for. JB: what does the committee want to do next? Mayher: wait for playground inspector and consult in October. Will report back next meeting

2. Benefits & Compensation Committee/Amina re: benefits and compensation review

Amina: committee has had initial meeting with SR and will report at October meeting

3. Parent Communications Committee/Jenn Tung re: parent survey

Jenn Tung: committee will reuse a survey set up by Lindsay Ford last year, but timing of survey will depend on the timing of a similar survey conducted by the region. SR will update communication committee on that survey when known.

4. Fundraising Committee/Amina re: Apple Crisp bake

Amina: form will go out soon. Question is what we are fundraising for this year. Staff have indicated need for strollers for infants. They are expensive and we probably won’t raise enough for two strollers. Veronica: it is a good idea to link fundraising to a specific initiative. It is also advisable for parents to be able to make donations and not buy apple crisp. Karen: gifts cards make us money every month too.

5. Staff Engagement Committee – Staff Appreciation Event

JB for Scott Leatherdale: ECE appreciation day is Oct 24. Committee have to come up with plan for staff. Last month it was on a staff meeting day and dinner was provided. Perhaps a luncheon this day. SR: this is not the same as the staff appreciation event. JB: if members have ideas for this, please be in touch.

7:30 Review of Action Items from August Meeting (5 Minutes)

**** 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. Jenn Bleakney re: Committee Project Tracker updates

JB updated the project tracker and sent it out by email, committee chairs please review and keep updated, especially with annually recurring tasks. It will be useful for succession.

Action Item: all chairs update project tracker for next meeting.

Action Item: All committee chairs please advise JB on volunteer needs.

7:30 New business for next meeting

Benefits and compensation committee will present a recommendation at October meeting (15 minutes).

We need to set November dates for the budget. Mark: we usually do it in October, but can we do it in January/February in order to reduce room for error from Nov/Dec operations. SR: probably makes more sense to match budget to fiscal year.

Staff appreciation event tentatively set for November 19th. Board meeting will follow to have advance look at budget from Finance Committee. Second budget meeting would then follow in Nov 26th.

7:40 Regrets for next meeting (Oct 15th)

Phil B not at next meeting.

7:41 Feedback (from feedback box and online feedback form)

No feedback

7:41 Good news roundtable

Mayher got Professional Engineering license!

7:50 ADJOURNMENT

Moved: Mark

Seconded: Tetiana

All in favor, none opposed, no abstentions