

Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, April 20th, 2019 at 6:45pm

Chairperson: Jennifer Bleakney

Minutes

In attendance: Karen Hinnigan, Stacey Reid, Phil Boyle, Jenn Bleakney, Tetyana Reichert, Marina Ivanova, Edwin Ng, Keri Raif Sura, Nomair Naeem, Mary Robinson, Robi Vanos, Owen Gallupe, Hassan Asif, Veronica Micheal

Meeting called to order at 6:46pm

Motion to approve agenda

Moved by Rob

Seconded by Mary

All in favor, none opposed, no abstentions

Motion carried

Motion to approve March minutes

SR requested revisions to the March minutes

Approval of March minutes tabled until May meeting

Audit update and review of audit document, Tim Sothern, BDO

Tim Sothern joined at 6:51pm. Full report is available in Google Drive

Tim joined to review audit plan that is underway now. Audit started in March and draft audit meeting will occur at end of April/early May in advance of the annual meeting on May 18th. Key risks for non-profits include revenue recognition, which is pretty simple in the case of a daycare because of fees and subsidies. Payroll and credit cards are another area of risk that is tested. Funds received through government COVID programs another area of risk that will be tested. Tim inquired if any board members are aware of any evidence of fraud at the center. No board member came forward with such evidence. Tim indicates that the team is in the process of the audit and that this are going smooth. SR indicated that things are going smoothly from her perspective as well. Tim invited questions from the board. There were no questions. Tim left the meeting at 7:02pm.

Discussion of necessity of audit everyone. SR indicated that it is good practice as it protects management, who have control over all financials. And the region wants and audit to make sure that all subsidies are accounted for.

SR indicated that at AGM we will need to vote to approve BDO again. SR enjoys working with BDO. At board meeting following AGM the board will fix their remuneration for the next year. We should know that number before the AGM.

Executive Director's Report

Full report available in Google Drive folder.

Core funding applications to renew are expected mid-2021. SR continues to apply for CEWS and CERS funding, which has been extended to September. Our spaces are still lower so we will probably qualify until it ends.

Snow day closure credits approved at last meeting cost about \$12k.

Health and safety: childcare workers eligible for vaccination under Phase II, which will probably be June. There is a letter anyone can sign to support priority for childcare workers. Emanuel Brighton had a day of action on Monday to urge more support for ECE vaccinations.

Karen in discussion with UW about HVAC system at center. UW sees HVAC system as adequate.

KW Chamber of Commers is offering workplace rapid COVID screening kits. They are for onsite testing of asymptomatic individuals in order to enhance existing screening procedures. SR has placed an order for BS and considering voluntary/mandatory staff participation. Discussion of use of rapid on-site testing for employees of center.

Question: would staff be obligated to share results: Yes, management would get results, and positive and inconclusive results reported to public health.

Possible to do a trial for a couple of weeks to see about staff uptake. Perhaps we can offer and encourage it, but there may be challenges to uptake. We would have to remove disincentives for staff to use the kits, such as waiving the use of sick days for positive or inconclusive results. Perhaps a four-week experiment/trial. Is there a possibility of abuse of unintended outcomes? Maybe. It may incentivize people to if they know they don't have to use their sick days. That might lead to more takers if they don't lose those days.

Annual fire test occurred recently, which caused the alarm panel to go off unexpectedly for about 20 minutes. Staff handled the situation very well.

Enrollment: Infant and toddler are strong, nearly 100%. Preschool is a bit low but preschool 6 is full for both months.

FAUW agreement: a copy of it is available in this month's folder as this has come up before.

Provincial announcements re: schools going online has no impact on daycare, the center continues operations as usual, but we cannot accept any children who were in the school system. The region is offering emergency childcare starting this week.

Leadership certificate at Conestoga: a staff member seeking to take leadership certificate and seeking some time off and financial support for the program. This falls under policy and there is a budget for it. This is great for the leadership team.

SR seeking quotes from university about renovating multipurpose washroom. We don't need two washrooms in the gym, but we could use an extra office or storage space. Also getting a cost on extra storage cabinets in preschool hallway.

Federal budget a big win for childcare, it looks like there may be a national system in a few years. Goal is to get childcare down to \$10/day while also expanding number of spaces.

Motion to return up to three consecutive days of sick leave for staff who are forced to isolate due to COVID-19 from January 1st, 2021 – March 31st, 2021.

Moved by Mary

Seconded by Nomair

All in favor, none opposed, no abstentions

Motion carried [**NOTE: Motion amended below**]

Motion to approve 2020 Regional Safe Restart and Sustainability Funding Reconciliations.

Moved by Nomair

Seconded by Mary

All in favor, none opposed, no abstentions

Motion carried

Potential credit of fees to families if we gave three days back to families for absenteeism due to COVID. These are new eligible expenditures under the Safe Restart Funding.

Treasurer's Report

Full report available in Google Drive. Total cash as of March: \$852k. This may be a historical high. Revenue was higher than budget due to grants, but expenses were higher than budgeted because of three payroll cycles in March. Net income for March \$43k. We are in very good shape going forward as we have received quite a bit of support.

JB question on clarifying surplus to date, but we don't have details from audit yet.

Discussion of refund for days absent due to COVID. Can we do five days? Should we match the days given to staff as well? It may be unlikely, but we do not want it abused either. Perhaps the next board could consider a second bonus at the half-way mark of the year for staff. This would be consistent with what we did in January. Providing extra personal days might be another option.

Motion to revise previously carried motion pertaining to staff sick days to the following: “Staff are not required to use personal sick/emergency days for COVID-related testing, including awaiting test results, wherein the result is negative from January 1st, 2021 to December 31st, 2021.”

Moved by Mary
Seconded by Nomair
All in favor, none opposed, no abstentions
Motion carried

Motion to approve refunding of three days for full-time enrolled children (pro-rated for part-time enrolled children) as at March 31st, 2021, to support absenteeism in recognition of impact of COVID-19.

Moved by Nomair
Seconded by Mary
All in favor, none opposed, no abstentions
Motion carried

Committee Business/Updates

Update from Nominating Committee re: slate of nominees for AGM. TR reviewed the slate of nominees for the next board of directors. Owen presented the profiles of the returning board members. TR reviewed all new nominee applicants.

Discussion of executive recommendations and wisdom of recommending a new board member to be president. TR and JB indicated that the choices were very limited this year due to a variety of factors, but a common hesitation was the extra impact of COVID on the availability of parents this year.

Motion to approve the slate of nominees for 2021-2022 Board of Directors as presented by Tetyana Reichert, Vice-President and Chair of Nominating Committee.

Moved by Tetyana
Seconded by Nomair
All in favor, none opposed, no abstentions
Motion carried

New business for next meeting

None.

Regrets for next meeting (May 18th; subsequent to AGM)

None.

Feedback (from feedback box and online feedback form)

None

Good news roundtable

This long meeting is over! Nomair & Phil get vaccinations this week.

Meeting adjourned at 9:22pm