

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

Tuesday, August 16, 2022, 7:30pm

Chairperson: Robilyn Vanos

In attendance: Karen Hinnigan, Stacey Reid, Jessica Achebe, Angie Docking, Edwin Ng, Emily Kozlowski, Robilyn Vanos, Avery Au, Lula Woldemariam, Sarah Wytysma, Eleanor Doe, Julia Metelka

Regrets: Mariam Hassan, Anthony Oyeyi, Michelle Bauer

Meeting called to order at 7:34pm.

Motion to approve the agenda

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

Motion to approve the June minutes

- Moved by Avery
- Seconded by Emily
- 7 in favour, none opposed, 1 abstention
- Motion carried

### **Executive Director's report**

Financial

- BSCELC approved for \$5,566 repair and maintenance funding; covers the remaining cost of the toddler wooden benches. This means there was zero out of pocket cost for the benches.
- Have now applied for HST rebate – BSCELC expects to receive \$11K back
- BSCELC has opened new accounts at RBC and the transition is going smoothly
- There is a small amount of money left at the Credit Union; plan to move this over once all pre-authorized payments have been switched and our bookkeeper confirms all cheques have been cleared

Health & Safety

- BSCELC has had 13 COVID-19 cases since our last meeting in June; these cases occurred in T2 + T5
- There have been a few cases in the infant room recently
- Also have a few pink eye cases in infant and toddler rooms

Enrollment

- August enrollment is at 100% in infant, 100% in toddler and 100% in preschool
- September enrollment is at 100% in infant, 90% in toddler and 93% in preschool

Staffing

- An educator in T4 is going on mat leave at the end of month (August)
- Lots of educators are currently taking vacation, so there are lots of supply staff at the centre

- There is wide-spread interest in having some play lofts in their room; Stacey is interested in pricing out the cost for additional lofts (i.e., 3 lofts to add in preschool rooms)
- Tuesday, Oct 18 is ECE Appreciation Day; the Region is hosting a celebration dinner on Oct 19. This is the first time in person since COVID – cost is \$38/ person
- Stacey asks Board if they would consider subsidizing cost for educators who are interested in attending, or covering the cost completely
- Stacey notes that the last time this event was held, the Board covered a set amount for those who wanted to attend (total cost of tickets for all staff would be approx. \$1,500)
- Stacey notes that Staff Engagement committee will need to think about planning the recognition event and notes we might want to think about pushing that to early November (based on the Region event in October)

#### Other

- The Region released applications for the Canada-wide early learning childcare plan –on June 30<sup>th</sup>
- BSCELC submitted our application on Thursday, August 4. Stacey is waiting to hear back on our application status
- Next steps in the application process: once approved, we have 14 days to inform families that we've been approved; 30 days to reduce fees; and 60 days to provide the fee credits
- Stacey is hopeful to have fees reduced by September, which will help in issuing credits as there are a lot of new families in September
- The date for the Region's professional development day has been set as Monday, November 28<sup>th</sup> @ Bingemans
- Stacey notes the Board will need to approve the Centre's closure for that date; parents will receive a fee credit and the Region will be providing the lunch.
- A Bright Starts family treated staff to a shawarma lunch as a thank you before they moved to Ottawa; staff loved the lunch and Stacey suggests the staff engagement committee can consider this as a food option if they're looking for options
- Stacey to give the AGM survey results next meeting; Angie to add it to the agenda

Motion to approve to close the centre for a professional development day, Monday, November 28, 2022.

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

#### Treasurer's report

- June's highlights – net loss is \$-3,720
  - Small deficit in the month of June
  - 40% increase in food cost over June 2021
  - Includes a one-time cost of \$3,300 for new key fobs; parents will now cover this cost (\$10/fob) moving forward
- July report – net income is \$4,394
  - Very close to budget as there were no one-off costs this month
- Year to date
  - Revenue is over budget and expenses are over budget
  - Emily notes funding from the Region is higher than we originally budgeted for, and costs (like food) are higher than originally budgeted for
- Investment options

- o Emily to connect with the Finance committee on options to present to the Board re: investment options
- Referencing an earlier discussion, Emily notes she feels comfortable approving \$1,500 to cover the cost of the Region's celebration dinner for ECE appreciation day based on our current financial position

Motion to approve \$1,500 to approve the Region's Child Care Worker and Early Childcare Worker Celebration Dinner

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

### Lofts

- As there is plenty of interest in additional lofts, Stacey reached out to P4 to put together a testimonial about how the loft has been appreciated by their preschoolers, which Stacey reads
- If budget is approved by Board, Stacey suggests having the lofts built 1.5 inches higher and with a few more see-through spaces so educators can see the rest of the classroom when they are playing underneath with the preschoolers
- Stacey notes that children want to explore their gross motor skills, grow their spatial awareness and the loft allows them to do that, while also offering an extra dimension to the classroom
- In considering who would receive lofts - P4 + P3 have ability to play with the one already established in P4; if another was installed in P5, then P2 would be able to play with this one. P1 would need one too to ensure all preschoolers have access to one.
- T3 has also expressed interest in piloting a loft for toddler programs
- Infant program is also interested in getting a new structure for their room
- Stacey notes that other childcare centres have seen our lofts and then gone ahead and ordered their own
- As treasurer, Emily notes she feels comfortable that our cash reserve could cover the cost of three additional lofts (\$40K)

Motion to approve building 3 additional lofts for Bright Starts at the cost of \$40,000

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

### In-person meetings + meeting time discussion

- Robilyn notes before COVID, we would meet at Bright Starts in the gym
- Board raises there is a concern that there might be a lot of extra work to put together; however, Stacey notes that she doesn't think it's that much work as she would double-up having the staff meetings and the Board meetings together
- Some Board members raise the notion a hybrid approach – switching between in-person and virtual meetings every other month
- Many Board members share they are on board with meeting in-person in some capacity for the following reasons:
  - o Social engagement + getting to know one-another
  - o Provides committees the opportunity to quickly meet instead of scheduling additional virtual meetings

- Stacey notes that in-person meetings would be more informal, so people can bring children if need; the Board would pitch in at the end to help clean up, which usually takes about 5 minutes
- Proposed timing if Board were to meet in person:
  - Staff meeting @ 530 – 630pm
  - Board meeting @ 645, or 7 pm (645pm is best for Karen/Stacey)
- Stacey to send out a poll to gauge Board member interest in meeting solely in-person, solely virtually, or using a hybrid approach
  - Question - is there the opportunity to project stuff in the gym? Stacey – no, she would need to order from UW and have it set up
- Board agrees the next meeting will be Zoom and Stacey will share the results in our September meeting in order to help in our decision
- Board notes that people who are truly uncomfortable of meeting in-person (because of COVID-19 concerns) could dial in if needed

#### **New business for next meeting**

- Survey results for AGM poll in August
- Survey results about Board meeting options
- Treasurer's report + investment discussion (15 minutes)
- Committee break-out discussion
- Preferred parking for parents with multiples (health + safety)
  
- Question - when do committees break out? Robilyn notes that Chairs for each committee should propose a meeting for their respective committees to chat about the initiatives that need to be brought to the Board
- Stacey notes that some committee don't have a lot of activity always throughout the year; i.e. Nominating Committee is really only busy around the AGM, and Parents Comms committee

#### **Good news roundtable**

- Angie and Avery's little ones are moving to Preschool 4 in the fall!
- Edwin's Elliot is peanut free!

#### **Motion to adjourn**

- Moved by Eleanor
- Seconded by Avery
- All in favour, none opposed, no abstentions

Meeting adjourned 8:48 pm