

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

Thursday, March 26<sup>th</sup>, 2020, 6:30pm

**Chairperson: Jennifer Bleakney**

Meeting by teleconference

On Minutes: Phil Boyle

### **Minutes**

In attendance: Jenn Bleakney (JB), Stacey Reid (SR), Mark Stuart, Phil Boyle, Jenn Tung, Robilyn Vanos, Owen Gallupe, Veronica Michael, Amina Giliani, Tetyana Reichert, Nomair Naeem, Phil Boyle, Hassan Asif. Marina Ivanova

Regrets: Mahyar Shafih, Leanne Varey, Scott Leatherdale

#### **6:32 Approval of Agenda**

Moved by Owen

Seconded by Phil

All in favor, no opposition, no abstentions

#### **6:33 Executive Director's Report**

Response from UW circulated. Not favorable. No rent forgiveness; will defer rent and put Center on a repayment plan.

Discussion: we gave it a try, but it is what we accepted. Perhaps we could ask for less forgiveness? They probably won't be forgiving. Perhaps what we could ask them to at least not to increase the rent. We could try again but should proceed on assumption of no forgiveness.

SR on the Emergency Response Benefit: employees still appl through EI so we would have to issue layoff notices. JB – ERB is different than receiving EI technically, it is a \$2000 monthly payment that is less than what EI pays.

#### **7:00 Treasurer's Report**

Mark reviewed options for top-up of salary, benefits, RRSP. The top-up would cost us about 57K/month for salary, benefits but not RRSP. We can afford that for about three months.

SR – wage enhancement should continue to flow to employees. We should get more confirmation on revenue from region in the next week.

Some questions about finances for Mark. Question of whether we should defer rent for a period of time to buy time. Some concerns about enrollment drop in the future. We don't want to defer rent for too long and saddle us in the future as we have other costs to pick up as well. UW might change position on rent in the future.

Recommendation from Treasurer: we can afford to top-up 40% of salary for three months, then drop to 8.2%, which is minimum for wage enhancement from region. We should continue benefits but not RRSP.

JB – we need change our language because we cannot top-up to 95% like EI since the ERB is a flat rate.

Cost of top-up also dependent on costs of retaining management during closure.

### **7:23 Management during closure – JB**

This portion of meeting held in camera – Stacey and Karen off line at 7:23pm

JB – Exec feels that Stacey needs to be kept on, and Stacy suggested that Karen be kept on to do various tasks such as engagement with families, but there are questions about whether or not that is critical. Exec feels that Karen could come back as the center starts to reopen, but probably not during the closure.

Discussion: agreed that Stacey should stay on. Putting Karen on part time might not be helpful because it might impact her EI claim. Once things settled down after the ROEs are issued, Stacey could ramp up communications with parents; an extra person to do that is probably not needed.

Could we move top-up to 35% and have both Karen and Stacey for redundancy purposes? Can Stacy train Karen in case she gets sick? Is it fair to ask Karen to train for redundancy purpose and then lay her off? Can we keep Karen on with an additional month to help with issuance of ROE?

**Motion:** Stacey Reid to be retained as per current employment during the emergency closure.

Moved by: Jenn B

Seconded by: Amina

All in favor, no oppositions, no abstentions

Motion carried

**Motion:** Karen Hinnigan to be retained for two additional pay period beyond April 3<sup>rd</sup> pay date, after which she will be issued an ROE and placed on an emergency leave of absence. The board may revisit this motion in the future as needed.

Moved by: Phil

Seconded by: Nomair

All in favor, no oppositions, no abstentions

Motion carried

Further discussion of finances and option for top-up of staff salaries.

Stacey Reid rejoins teleconference at 8:30pm.

**Motion:** Due to circumstances related to COVID-19, all employees with the exception of Stacey Reid and Karen Hinnigan will be placed on a state of emergency leave of absence effective April 6<sup>th</sup>, 2020 until the reopening of the Center at which time employees will be recalled to work. ROE's will be issued with payroll on March 31<sup>st</sup>, 2020. The board may revisit this motion in the future as needed.

Moved by: Phil

Seconded by: Mark

All in favor, no oppositions, no abstentions

Motion carried

**Motion:** During the emergency leave of absence, Bright Starts will provide a supplemental unemployment benefit of 40% of a salaried employee's normal earnings for the biweekly pay periods in April, May, and June conditional on the employee providing verification of receiving EI benefits. The supplemental unemployment benefit and gross amount of EI benefits will not exceed 95% of the employees normal monthly earning. The board may revisit this motion in the future as needed.

Moved by: Phil

Seconded by: Nomair

All in favor, no oppositions, no abstentions

Motion carried

**Motion:** Center will discontinue employer contributed RRSP payments for all staff placed on emergency leave of absence until first pay period after the Centre reopens. The board may revisit this motion in the future as needed.

Moved by: Phil

Seconded by: Mark

All in favor, no oppositions, no abstentions

Motion carried

**Motion to adjourn**

Moved by JB

Seconded by Mark

All in favor, no oppositions, no abstentions

Meeting adjourned at 8:50pm