Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, January 17, 2023, 6:45pm

Chairperson: Robilyn Vanos

IN-PERSON @ BSCELC multi-purpose room

In attendance: Robilyn Vanos, Karen Hinnigan, Stacey Reid, Mariam Hassan, Michelle Bauer, Eleanor Doe, Emily Kozlowski, Angie Docking, Lula Woldemariam

Regrets: Edwin Ng, Avery Au, Anthony Oyeyi, Jessica Achebe, Sarah Wytsma, Julia Metelka

Meeting called to order @ 6:55pm

Motion to approve the agenda

- Moved by Eleanor
- Seconded by Mariam
- All in favour, none opposed, no abstentions
- Motion carried

Motion to approve the December minutes

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

Executive Director's report

Financial

- Received one-time grant of $68,770 for purchasing play-based materials
- BSCELC plans to spend half to enhance block play areas + update furnishings (including a new loft)
    - Will you do another lottery draw to see which room receives the loft? Stacey – yes.
- Another tele-conference re: CWELCC has occurred with the Region and it has been indicated that we needed to remove operating funding from base salaries; BSCELC will hold off on implementing staff increases once we have a better understanding of the funding. Staff have been informed and no questions/concerns have been raised.
- Further compensation guidelines are expected to come out tomorrow (Jan. 18)
- Region has provided the preliminary funding amounts for 2023. 2023 CWELCC guidelines / core funding application will be released soon and the application will be due by the end of Feb. It takes a month to approve.
- Payments will be adjusted once the applications have been processed. Adjustments will be made based on actuals
- Staff expressed their thanks for the increased performance bonuses

Health & safety

- 3x COVID cases reported since the holidays
- Kitchen has switched to the winter menu

Enrollment

- P6 is happening in the multi-purpose room this year!
- Staffing is in place and Karen is in the process of notifying families with kids going to JK in Sept.
- This will help promote movement within the Centre and allow some families to come off the waitlist.
    - With the opening of P6, do other classrooms not have access to gym time? Stacey – yes, but we can always take children outside or switch rooms now that COVID restrictions are not as strict.
- BSCELC is 100% full in Jan, Feb across all programs.

Staffing

- 2 staff members have requested unpaid leaves of absences; Stacey/Karen looking to fill gaps with other casual staff and there is internal support to help out in the kitchen if needed
- BSCELC has also recruited new paid co-op term until the end of the summer (Apr-Aug)

Other

- Annual licensing visit has occurred; there was one non-compliance that was corrected during the inspection. All requirements were met by the end of the visit, so no further action required. The inspector shared lots of positive feedback on the interactions she saw in our programs.
- The exec is going to transition to RBC express, an easier digital signing platform. More training will be needed for executive members that have signing authority; Stacey will circulate more details (virtual training)
- The Region has launched a new advertising campaign to raise awareness of the early years profession; this included some free tickets available for ECEs to attend an upcoming Kitchener Rangers game – a nice surprise for staff!

Treasurer's report

Dec. monthly actual vs. budget

- Revenue ($177,782 actual) – not surprising this is lower than budgeted because of reduction in parent fees and because CWELCC funding was deposited prior to Dec
- Payroll expense ($-280,679 actual) – higher than budgeted because annual bonus + retroactive $1/hr for the year
- General & admin expenses ($-60,072 actual) – higher than budgeted because it reflects janitorial cost which is now quarterly

YTD (as of 2022 Dec)

- Revenue higher than budget, reflecting additional funding received
- Payroll higher than expected – reflecting some LTD and severance cases
- Expenses are as expected
- Net income/loss - healthier than what we had budgeted

Total cash December 2022: $379,855
Total investments: $603,363

Future agenda items:

- Board recruitment/ AGM planning
    - Lots of Board members, especially the exec, will have children who are going to school. Please consider staying and/or encouraging your friends!

Regrets for next meeting

- Eleanor
- Emily

Good news roundtable

- Eleanor got a new minivan!
- Stacey's son passed an important test!

Motion to adjourn

- Moved by Mariam
- Seconded by Eleanor
- All in favour, none opposed, no abstentions
- Motion carried

Meeting adjourned @ 7:39pm