Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, March 21, 2023, 7:30pm
Chairperson: Robilyn Vanos
Videoconference

In attendance: Robilyn Vanos, Karen Hinnigan, Stacey Reid, Michelle Bauer, Emily Kozlowski, Angie Docking, Edwin Ng, Avery Au, Sarah Wytsma, Mariam Hassan

Regrets: Julia Metelka, Eleanor Doe, Lula Woldemariam, Anthony Oyeyi, Jessica Achebe

Meeting called to order @ 7:37 pm

Motion to approve the agenda

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

Approval of February minutes

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

Executive Director's report

Funding

- Awaiting CWELCC approval letter
- 2022 funding reconciliations have been completed and signed off on by Board treasurer; Stacey has now submitted before the deadline
- Wage recoverable amount as we didn't offer P6 last year (approx. $3,152)
- Reconciliations don't have be approved by the Board, which is a change from last year
- Continuous quality funding reconciliations are due April 7th (funding that supports Heidi's recruitment and retention contract position which ends Apr. 30)
- Anticipating new applications will be released at the end of this month
- Stacey requests the Board consider funding this position's salary for two-month gap that we don't have CQI funding; indicates that Board treasurer is comfortable with this
- Stacey notes she will invite Heidi to the next Board meeting to discuss her work
- Staff increase letters have been presented and Stacey has met with most staff
- Bright Starts wants to investigate replacing washer/dryer tower using capital replacement fund to cover this cost; they are used frequently throughout the day and the centre is currently down one washer that needs repairs
- Audit is ending this week and they are on track to present at April's Board meeting.
- Stacey has contacted RLB, Deloitte, MAC, Kovalenko for alternate quotes in 2024; Board will need to decide who to choose for 2024 so the membership can vote on this at the AGM.

Motion to designate $10,000-$12,000 to cover the cost of a new washer/dryer from the capital replacement fund.

- Moved by Mariam
- Seconded by Avery

- All in favour, none opposed, no abstentions
- Motion carried

Health & safety

- 1 new case of COVID since last meeting
- 2 new employees have joined the joint health & safety committee as we have a few reps off on leave

Enrollment

- 100% enrollment in March, April
- Stacey to send out an email asking parents to provide withdrawal notices if they are taking their children out in Jun. / early notice for Sept.

Staffing & programs

- P6 going well
- New toys (blocks) have arrived
- Some educators are participating in a University of Waterloo study
- Stacey secured 14 tickets for the Region's celebrating early years professionals event ($15/ticket), and they will be distributed to staff who are interested in going

Parent workshop

- 37 parents have signed up to attend
- Stacey has been happy with the interest and will explore offering parents more workshops on different topics

Treasurer's report

- Revenue is higher than budgeted – this is coming from mismatch in CWELCC funding timing
- Payroll expense is lower than budgeted based on salary increases and their retroactive salary lump sums have not been paid yet
- Annual retention bonuses got paid out in Feb.
- Expenses – close to budget
- Financial statement looks similar to Jan – healthy in both cash and investments

Job descriptions

- Heidi has completed updating all job descriptions
- Stacey has brought forward the RECE job description for the Board to approve
- Personnel and Policy committee has reviewed and offered feedback; all feedback accepted
- These descriptions were presented at the staff meeting last week and it was explained that this description will tie into performance reviews in the coming year
- Heidi is also currently reviewing the performance review process.

Motion to approve the updated RECE job description.

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

Follow-up re: Board recruitment and AGM planning

- AGM scheduled for Tuesday, May 16 between 4:30-5:45pm; will be hybrid
- Members sent a save-the-date in early March
- We request that Board members be present at the AGM; Karen to investigate childcare options for Board members for the following of the meeting
- 4 members will not be returning, 2 members will be reapplying, 6 members will be returning for their second year of service
- Therefore, there are currently 8 members for next year and 4 interested new people
- Executive is vacant – president, VP, treasurer, secretary roles
- Edwin suggests Board recruitment tables and will be set up during morning (8-9am) and drop-off (4-5:30pm)
- Stacey to send out applications
- Edwin requests each member try to ask one person if they're interested in serving
- Robi notes she is interested in re-applying for the president's role but is happy to pass the torch if there is interest from another member

New business for next meeting

- 2022 audit – BDO
- Nominee slate - Edwin
- Recruitment + retention strategy - Heidi

Good news roundtable

- Avery's family is expecting a little girl in September!

Motion to adjourn the meeting

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

Meeting adjourned @ 8:33pm