Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, June 20, 2023, 7:30 pm
Chairperson: Robilyn Vanos
Videoconference

In attendance: Robilyn Vanos, Karen Hinnigan, Stacey Reid, Michelle Bauer, Angie Docking, Avery Au, Sarah Wytsma, Eleanor Doe, Lula Woldemariam, Matt Cuffari, Elizabeth Barrett, Heather Nelson, Micaela Kelly, David Drewery

Regrets: Anthony Oyeyi, Rebecca Koroll

Meeting was called to order @ 7:35pm

Motion to approve the agenda
- Moved by Matt
- Seconded by Eleanor
- All in favour, none opposed, no abstentions
- Motion carried

Motion to approve May minutes
- Moved by Michelle
- Seconded by Matt
- 10 in favour, none opposed, 1 abstention
- Motion carried

Executive Director's report

Financial
- Regional Children's Services and Conestoga College have partnered to offer and fund (including staff replacement costs) coaching and training sessions for RECEs – 2 educators from BSCELC have attended each of the 6 sessions so far; we will continue to attend when sessions return
- Cost escalation funding is available to help cover cost increases outside of our control; Stacey has investigated and there may be an opportunity for us to apply for relief re: our deficit budget – so BSCELC will apply when the time comes.
- Our payroll provider (ADP) is increasing their fees in July; it will cost us approx. an additional $1,800 annually.
- Have had some challenges transferring RBC signing authority; Board executive must now hand-sign documents; Stacey to coordinate.

Health & safety
- Kids have been practicing tornado drills.

Enrollment
- 100% capacity in June/July There are 8 withdrawals for Sept.; Karen has been filling these spaces diligently – kudos!

Staffing/programs

- Preschool graduation is tomorrow and photos have been delivered to parents.

- An educator is returning from leave to Preschool 3 / 4; Stacey will be applying for long-term disability for an employee off on a long-term leave.

Other

- Professional development day – Mon, Oct. 23 announced by the Region of Waterloo; theme is shaping what quality looks like for early years in RoW, revisiting foundational elements of pedagogy, and Indigenous ways of knowing and being within the context of EDI.
    - Funding is provided in the form of fee credits for families and compensation for staff to attend; parents will receive this communication about this day directly from the Region.
- University of Waterloo Faculty Association has reached out to Stacey to revisit their future support of Bright Starts (considering the changes CWELCC brings to our operating budget); Stacey to keep the board posted on the outcome of her discussion.

Motion to close Bright Starts for a professional development day on Oct. 23, 2023

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

Treasurer's report

- Budget vs. actual – see an increase in total fees for P6, so we are ahead of budget there
- Payroll – wage enhancement budgeted for but wasn't received until June, so not reflected yet and a bit lower than expected.
- General & admin – $5K over budget due to new auditing standards, annual insurance paid in Mar.
- YTD budget – we are on track and overall are in line with what we've budgeted for.
- No change to investments.

Board of Directors' roles and responsibilities presentation

- Stacey shared the Board overview, bylaw overview and code of ethics presentations.

One-time funding

- There is an opportunity for BSCELC to apply for $178K through the Region's one-time funding application; programs may apply through four funding streams (repairs and maintenance, continuous quality improvement, playground improvements, child care accessibility)
- Stacey has already worked with Avery on the application, which was released the day after the AGM and then was due on June 15th; our application did include Can apply for things we've already purchased (i.e., washer/dryer, paint touch-ups, soap dispensers, recruitment and retention position contract extension, etc.)
- Under the child care accessibility funding stream, Stacey has applied to renovate Toddler 5 to create a sensory room; the Board is supportive of this initiative.
- Stacey discloses she is interested in hiring her partner Kevin to do the renovation work and outdoor playground improvement work (picnic tables, planting boxes, accessible shelving, etc.),

as he's done previous work at the Centre re: the playlofts. The Board is generally supportive but requests that Stacey get additional quotes from other companies so we can contrast.

Funfair update

- The goal of the Funfair is to bring together our BSCELC community; goal is to break even on ticket sales.
- Total cost for carnival is $4,200; tickets are $30 per family (to be sold on EventBrite)
    - Avery offers to help with the EventBrite page.
- The Funfair will have a ferris wheel, bouncy castles, trackless train, etc. and will be placed in a blocked off section of Lot X (behind the daycare).
- Stacey asks the Board to offer any facepainter contacts they might have.
- Chrisanne is sourcing raffle prizes; tickets will sell for $10 per armlength.
- Pizza will be available for purchase; parents can preorder pizza at their own expense.
    - Eleanor offers to help facilitate catering quotes with the University of Waterloo.
- Stacey asks the Board to consider helping in the following ways:
    - Volunteer at stations on the day
    - Bring in any canopies or sunshades, big water jugs for use on the day
    - Volunteer for set-up and tear-down

Agenda items & regrets for next meeting

- Jul. 18 meeting is cancelled; next meeting will be Aug. 15.
- Micaela sends regrets for Aug. 15.
- Board notes they are interested in hosting a September in-person meeting.

Good news roundtable

- Michelle had a 3-night vacation with no meltdowns from preschooler Isaac!
- Matt's preschooler Hazel has had a big milestone month!
- The local splashpad is fixed and Avery's preschooler Ezra is happy!

Motion to adjourn

- Moved by Michelle
- Seconded by Matt
- All in favour, none opposed, no abstentions
- Motion carried