Bright Starts Cooperative Early Learning Centre Board Meeting

Tuesday, August 15th, 2023 at 7:30pm

Chairperson: Robilyn Vanos

Videoconference

Attended: Robilyn Vanos, Karen Hinnigan, Stacey Reid, Michelle Bauer, Angie Docking, Avery Au, Sarah Wytsma, Eleanor Doe, Lula Woldemariam, Matt Cuffari, Elizabeth Barrett, David Drewery, Anthony Oyeyi, Rebecca Koroll

Regrets: Heather Nelson, Micaela Kelly

Approval of agenda

Moved by Angie

Seconded by Michelle

All in favour, none opposed, no abstentions

Motion carried

Approval of June minutes

Moved by Avery

Seconded by Matt

Abstained by Rebecca, Anthony

Motion carried

Executive Director's report - Stacey Reid

- **Reconciliation** – Region collecting back from us, because of less kids in preschool 6
- **One time funding** – new from the Region, received 39k to date, approved for full benchmark amount, remainder of funding paid out based on actual expenditures,will be reimbursed for spending to date, all projects requested were approved, decisions on which projects we will do within 177k next, sensory room probably not completed this year.
- **Renovations to toddler 5 program** remove half wall to help with supervision, Region requested increased capacity to 15 toddlers. Funding for this project from different sources as it's not a one-time project anymore. If yes, use money towards a sensory room instead. Extra five toddlers means we need another educator part, which will be part of the January 2024 budget increase.
- **One time funding playground renovations**: conflict of interest presented by Stacey to hire her partner, secondary quotes collected as requested by the Board at the last meeting.
    - KandR Pergolas $4800, $250/ table
    - Ape – 5400/pergola, picnic tables $720/table
    - Outdoor catalogues no pergolas, but picnic tables ranged from $495-250
    - Outdoor nook project: KNR $1800, Catalog $1870
    - Playground needs to be completed by end of October for one time funding

Board comments or thoughts on the playground:

- Dave: how the items on the proposed list were identified? S - Centre offered it to the contractor, the preschool educators wanted these for the playground. Were these must haves? S - Pergolas, rest of them were wanted because we got the funding.
- Sarah: some renos have to go through the University, or some don't, where is the line drawn? S- if it's not attached to the building we can do it, if it's attached or part of the structure – UW has to do it.
- Robi- pergolas come with it? Yes, they can be cut down and moved, would be shorter but can be moved.
- Robi- warranty for these items? If something were to go wrong, they would come and fix it (Kaner)? Do we know the other contractors' warranty? St - Nothing with APE, because it's natural wood. Karen- when we built the baby loft, there were modifications afterwards and KandR came right away, APE was non-responsive to these needs last time.
- Michelle- picnic table $250-720 is a big range… KandR seems like it has the best quote. Just wood? Yes, plastic is too hot.
- Sarah – if the prices and timelines work we should go forward with KandR?
- Michelle – timelines? Everything needs to be done by October, can ask for an extension to the end of the year but cannot go past this, money needs to be spent by then.
- T5 reno's – University having a hard time getting quotes, only got one quote back, but 3 quotes are required.
- Anyone have reservations? No.
- Board consensus – yes go ahead with KandR

Cost escalation funding: funding for inflation - all childcare centers that signed up got it. Additional application for additional cost escalation, we didn't qualify for it at the time – this would help cover our budget deficit, and the region encouraged us to apply for this additional escalation funding. Avery helping with this application, submitted next week hopefully. Applying for the full deficit.

Annual co-operative fee – billed every September, notice went out, included with September fees.

Health/ Safety/ Nutrition

- June 26th, the University was doing fire alarm inspections, our alarms are not working, to remain operational Karen was fire watch. They have been fixed.
- North Campus Safety Threat - we were not informed by UW police, no safety risk to North Campus. We have a lockdown and panic button. Kids and Company were not informed about it either, reached out to Bright Starts about it.
- Eleanor: Karen and Stacey didn't get the emergency alerts from the University, have never gotten any of the alerts… is it worth following up with the University on this? ST-Bright Starts isn't on the server network for the UW. Board members recommended downloading watsafe app.

Enrollment- occupancy is full in all programs!
Withdrawals – 60 kids left, 60 kids filled in!

Staff Changes: Katie left, going back to school, career change, still doing supply work for us. Internal call to staff to move down to toddlers – Rebecca from preschool 1, staffing shuffles, effective September 1

End of summer staff recognition event – BBQ? Chrisanne, reached out to UW food services, $1200 first week of September, lunch time, budget wise we haven't spent much of this money so far. Don't need to vote on it. – No concerns from the board. Staff to visit in shifts for lunch.

Mentorship training program – Open to all educators in Waterloo region, partnering with Conestoga college, transformation EDI series – Conestoga and Salem Debs; Anti Racism course, doesn't say its mandatory outright, but is suggested it is. Educators who complete it will get an honorarium for participating in it.

FAUW

- on-going support for Bright Starts because commitment for the building has ended, still no response to follow up.
- Avery noted - a lot of internal turmoil on the FAUW, people left, being replaced, but it has been mentioned at their meetings.
- Angie – are they interested in the centre having more availability for faculty?
- St- hasn't been discussed
- A- our policy right now is just to prioritize any UW affiliation?
- St- yes, no priority between faculty, staff or students.

Grand River Hospital partnership: had a meeting, Robi attended, meeting went well! hospital had a meeting with Region to follow up on the meeting, haven't followed up with us since they had this meeting. Robi took notes that Stacey posted to the drive in the finance folder, minutes are in there.

Treasurer's report

- Net income, above our planned deficit ytd because of the one time funding we hadn't anticipated
- Fun fair expenses have been booked, the cash we received from parents hasn't been recorded yet.
- Balance sheet highlights – no change in investments, cash increase in cash position from the regional grants offsetting deficit
- Moved 50k to savings to earn interest in June

Funfair

- For the same amount of rides in the past as this year – the costs were $2300 in 2019, $4037 this year, didn't break even, a loss of $350.
- 91 families bought tickets and came to the event, offered pizza, face painting.
- Have started collecting for raffle prizes already
- Feedback was positive, parent comments said it should be a quarterly event.

- Need a fun fair committee in the future, take down was a lot for the staff, setting up was easy, but take down was rushed, we need more bodies in the future.

Eleanor – date for next year? Try to stick with last w/r of July
Angie – kid still talks about it, she loved it, raffle prize quality was great!
Robi – raffle prizes and display was great!
Karen – Chris anne spearheaded the raffle stuff

Staff Appreciation Event

October of every year ECE and childcare day, party for staff in the evening.
Discussed previous activities and gifts, Robilyn Chair of committee, anyone outside the committee is welcome to help out, should email Robilyn if interested in helping.

Board Committees

- Committee lists are full of board members, some don't have chairs though, whoever the chair is and just see how many parent volunteers you might want to have?
- Should we remove board members for more opportunity for parents to participate? Mid-September email to families to participate in committees.
- Need a chair for personal and policy – Matt volunteered to do it.
- Need a chair for fundraising and parent social event – Eleanor – this committee could be helping with funding for the sensory room.
- Michelle – has any looked at stuff like donuts, and pizza's for fundraising… Stacey- been years since we did this, we could try again though…we get money from fun script giftcards – huge kickback from this, and Mabel's labels – 80-100$ in kickbacks to us. Michelle volunteered to chair this committee.
- Chairs of committees email Stacey if they want any parent volunteers and how many.
- Robi – suggested just putting out a call for those interested to have a volunteer list – on-going to use for specific events…

Decision on in-person meeting for September

Staff appreciation night on October 17th, meeting follows this event, so in-person then or hybrid.
No to September, online again.

Agenda items & regrets for next meeting (Sept 19)

none

Feedback (from feedback box and online feedback form)

None

ADJOURNMENT

- Moved by Angie
- Seconded by Matt
- All in favour, none opposed, no abstentions

- Motion carried