**Bright Starts Cooperative Early Learning Centre Board Meeting**
Tuesday, February 28, 2023, 7:30 pm
Chairperson: Robilyn Vanos
Videoconference

In attendance: Robilyn Vanos, Karen Hinnigan, Stacey Reid, Michelle Bauer, Eleanor Doe, Emily Kozlowski, Angie Docking, Lula Woldemariam, Edwin Ng, Avery Au, Anthony Oyeyi, Jessica Achebe, Sarah Wytsma

Regrets: Julia Metelka, Mariam Hassan

Meeting called to order @ 7:32 pm

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

Motion to approve the January minutes
- Moved by Emily
- Seconded by Michelle
- All in favour, none opposed, no abstentions
- Motion carried

**Executive Director's report**

Financial
- CWELCC application has been reviewed and submitted to the Region; final 2023 funding amounts are to be provided in the coming weeks
- Changes were made to base staff salaries to ensure we could maximize the wage grants to impact staff positively
- Region also released funding reconciliations; BSCELC received approx. $1.4 million (most as CWELCC)
- Reconciliations are due Mar. 22; Angie to add to the agenda for discussion
- Revised childcare tax receipts were sent out to families at the end of January
- We received the Dec. 2022 HST rebate – approx. $10,400 (covers the last six months of 2022)
- Confirming that our 2022 audit is underway – most of the auditing will occur the week of March 13th, and Stacey has asked them to attend April 18 Board meeting.
- Stacey also plans to get some quotes on auditors for the following year, as the membership must vote on the 2023 auditors in the upcoming AGM.

Health, safety and nutrition
- 5 Covid cases reported since the last Board meeting
- Painting touch-ups occurred over the last month; Stacey is anticipating this will be expensed under the general repair and maintenance per the University's lease agreement

Enrollment
- Preschool 6 is opening tomorrow and is full (8 children)

- All classrooms at 100% occupancy in Feb., and projected 100% for Mar.

Staffing/programs

- Lyndsay is running P6 and will return to P2 when it ends
- Emily will join P6 in May; she is currently a supply staff
- Sweety will be joining P2 team with Lyndsay's departure
- 2 unpaid leaves – one illness (6 to 8 weeks); one personal leave (approx. 3 months)

Misc.

- Ministry has sent a survey to childcare centres re: the CWELCC roll-out (for planning, delivering, evaluating monitoring progress purposes)
- Stacey would like to offer a parent workshop (approaches to child behaviour) with Kids Ability's Sharon MacKenzie on Mar. 29 for 1 hour
- Board members agree that 4:30 to 5:30 pm would be ideal timing
- Karen will look into booking a room at the School of Optometry & Vision Science, and Stacey will send out a sign-up sheet so parents can register in advance

**Treasurer's report**

CWELCC and financials update

- Region introduced a change to funding guidelines in late December 2022; changes result in most staff getting full provincial wage enhancement and CWELCC $1 annual increase
- When updating salary calculation, we decided to apply further scale increase after wage grants so that almost all staff now see scale increase after other wage increases
    - Average change now 10%
- Emily proposes implementing a 2% annual increase for staff who do not qualify for CWELCC $1 annual increase and no scale progression (applies to the executive director and manager roles)
    - This would up the salary increase to 4.5% from 2.5% for these staff
- Annual increases would lead to a final budgeted net income of $-108,734, which is not a huge change from where we were previously ($-96,072)
- Emily opens the floor for Board discussion:
    - Where's the other increase coming from? Emily - positions are eligible for the $1/hr increase which equals a base of 2.5%, but not eligible for the CWELCC increase. The 2.5% + the 2% increase proposed to the Board would make up the 4.5% increase.
    - What's the rationale for 2% as it's much less than the 10% increase other staff receive? Emily - 2% is in the realm of historical inflation levels.

Motion to approve a 2% increase to annual salary for the staff that do not qualify for CWELCC $1 annual increase and no scale progression due to historically high salary above scale

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

Jan. monthly vs. actual

- Jan. budget reflects the $-108K budget scenario
- Revenue mismatch due to timing of regional funding deposits (final funding amounts won't be determined until the Region has reviewed the applications)

- Payroll expense is lower than budget – that will change when we retroactively apply salary increases to staff (lump sums to be made in March, salaries increased moving forward)
- Overall close to budget and as expected.

Balance sheet
- Things are relatively stable
- Cash looks high, as there were several deposits in Dec. for play-based materials funding

**Board recruitment and AGM planning**
- Edwin notes that we need to determine who is staying and who is stepping off the Board; we also need to determine who is interested in filling executive positions. Edwin will connect with all Board members re: their intentions via email.
- Stacey will be sending out an email to all parents encouraging them to consider joining the Board; we can also offer interested parents the opportunity to attend a meeting in advance to experience it.
- Edwin asks whether we should have a virtual AGM or in-person or hybrid meeting. Earlier survey results weren't definitive about what parents wanted
- Board agrees we should pursue a hybrid option and consider pushing the start time forward to approx. 4:30 pm (to avoid interfering with dinner and bedtime routines); BSCELC can provide extended childcare for those attending the meeting. Food can also be provided.
    - To determine at a later date – pizza can be provided if the budget allows; Board members bring salads and desserts
- Consensus is an in-person meeting / social gathering that will help to build community among families, and in turn, we may see more attendance. Also want to revisit earlier ideas to host a raffle or offer other prizes / fun activities to caregivers who attend
- Board notes it would be a good idea to advertise the AGM at the Bright Starts Kids Ability workshop on Mar. 29 and revisit hosting a table in the front foyer with Board members to answer questions about volunteering.

**New business and regrets for the next meeting**
- Funding reconciliations – Stacey
- Board recruitment & AGM planning
- No regrets

**Good news roundtable**
- Sarah welcomed her twins in Jan.!
- Michelle is expecting!

**Motion to adjourn**
- Moved by Robi
- Seconded by Avery
- All in favour, none opposed, no abstentions
- Motion carried

Meeting adjourned at 8:39 pm