Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, March 19th at 7:30 pm
Chairperson: Robilyn Vanos

Minutes

Attendance: Karen, Stacey, Sarah, Matt, Robilyn, Elizabeth, Dave, Avery, Micaela, Michelle, Angie, Heather, Eleanor, Rebecca
Absent: Lula

Approval of Agenda
Matt moved, Dave 2nd, no abstentions, no opposed, motion carried.

Approval of February minutes
Avery moved, Angie 2nd.
Matt, Heather, and Dave abstained, no opposed, motion carried.

Executive Director's Report – **Stacey**
Funding **–** expenditure report submitted to region for renovations and T5, balance owing to us Is 11k to flow to us in the next week, less than anticipated because the project came under budget,
Emerging issues funding application is in, funding for 84k, no timeline for this, probably tied with Ministry releasing final funding guidelines, last year we applied for this in the fall and received 91k.
2023 reconciliation funding – due March 27th, will be a recoverable amount for wage enhancement, maybe 15k, Avery will be the second person to go over and authorize them.
Health and safety – a few stomach things, nothing else.
Solar Eclipse Plan – will go out next week.
Occupancy – consistent, toddlers at 87%, two rooms to go to 15 kids, Preschool at 100% including P6, April's occupancy looking consistent with March.
P6 started Mar 4 – good feedback from parents already.
March 21 new children start in the centre, a few days we brought in extra support for the toddler rooms.
Additional kitchen staff – we did hire a new staff for 6 hours a day.
HR – consultation services, chose to partner with Peninsula, Heidi and Stacey have had a few initial meetings, and some more upcoming. Started with a Health and Safety audit, had some suggestions, and some coaching on their HR and health and safety software, consultants will also be reviewing our health and safety and employment related policy and procedures, will go to policy and procedure committee.
CWELC 24/25 – funding for new spaces available, any orgs that are planning to open new community spaces in Waterloo region and would want to be considered to participate, would need to apply through this enrollment application. We would be willing to expand should the opportunity be presented, but we have no plans to right now. Was an info session today that Stacey attended, inquired if we should apply anyways if no plans, but sounded like this was for those who did have plans right now. Another opportunity in 2025 to apply for this, we will investigate this and the Onelist numbers and see if the university is interested in expanding or expanding at one of their campuses. This funding is only about 15-16 childcare centres. Region is also looking at their own spaces to see if there are any spaces available to operate a new childcare centre, there is another

application for operating those centres when the list is compiled.

Questions:

Michelle- Stacey/Karen at both centres? No duplicate staff at each centre, operate under one board, one name brightstarts, but duplicate staff.

Stacey – we can see if we want to put another subcommittee together to discuss this as well, there are also priority areas from the region we could investigate the potential for, if the university isn't interested in expanding, the second site doesn't necessarily have to give priority to them.

Angie – Is there a plan to staff those new centres for the 1400 spots? Stacey – hoping that the new funding and program will recruit new people into the ECE field, centres can open with unqualified staff, RECS are not required just one is, but our centre aims to only have these staff.

Michelle – if the funding doesn't increase enough to pay the RECS enough, does it feel like it's trying to push into not having all qualified staff? Open a can of worms – they're probably only going to fund the minimum, it's a concern. Have to wait and see what happens. Robi – sees risky, Stacey – it is, but just talk right now.

Parking services – rising parking costs, lease agreement our employees are responsible for full parking cost, if we wanted to buy them a small discount, taxable benefit need to be reported on T4s, if you bought an annual pass that would be honoured, Mar 20th announcement to the UW community. Look at organizations around for cheaper parking if staff wanted to walk instead of parking in X. Michelle – Building between Toby Jenkins and us seemingly empty.

Staff with Grandchildren very appreciative of our decision on grandkids.

Micaela – Are you considering paying for parking for staff members? No, won't qualify for CWELC, and we can't afford it.

Treasurer's Report - **Avery and Elizabeth**

Feb- two months in, same as last month, lower in revenue, higher in payroll, lower in net income because of toddler spaces that are going to roll out over next month and payroll costs. Go with that, three payrolls that went through in Feb. Net they're about 63k higher because of three payrolls in February. Depreciation gets booked at year end, janitorial has gone through now. YTD – rev side, two months' worth of being behind because of vacant spots, net income 90k below budget YTD, we will start seeing % differences get smaller, investments haven't changed at all, negative cash flow of 64k in Feb, cash flow negative this month.

Nominating Committee Updates - **Eleanor**

Put out our posters and emails and messages, and had 19 people sign up for an info session, only 16 provided emails. We can stop recruiting. Dave is doing a presentation for them on Thursday that the committee put together.

Parent Feedback Survey – **Rebecca**

Suggested a feedback process for old and new questions for the board to circulate in April.

New business for next meeting

Auditors joining us next meeting – give them a half hour.
Present the slate of nominees for board – 20 mins.

Regrets for next meeting (April 16th)

None

Feedback (from Gmail and Box)
None

ADJOURNMENT
8:05
Michelle moved, Matt 2nd, no opposed, no abstentions, carried!