Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, February 20th at 7:30 pm
Online
Minutes

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

Approval of Agenda – **Robi**
Michelle moved, Micaela 2nd, No abstentions, no opposed, motion carried.

Approval of January minutes – **Robi**
Micaela moved, Avery 2nd, No abstentions, no opposed, motion carried.

Executive Director's Report – Stacey
Financial audit on schedule to take place.
Accountant is finalizing the year end documents.
2023 tax receipts went out to parents last week.
Chris Anne submitted HST rebate for second half of 2023, 14k in rebate from that,

Subsidy adjustment was made, CWELCC funding for 2023 was based on number from 2022, but they owe us 17k.

Start-up funding and funding for renos to T5 – expenditure report due on March 12th, waiting on final renovations invoice from UW to complete, remaining 18k owing to us after the report is submitted.

CWELCC core funding applications for 2024 - just released recently, had a few questions for region and they have a meeting with them on Friday to clarify, applications due March 24th.
CWELCC funding – Ministry hasn't released anything to Region yet, probably won't be approved and released until they get all the guidelines, Province announcement not in writing yet, encouraging operators not to increase staff salaries until the application is back.
CWELCC funding stream – new, it replaces cost escalation funding from last year, due this Friday, asked for an extension but unsure if it will be granted.
2023 funding reconciliation – templates made available last week, Stacey working on them, probably a recoverable amount for wage enhancement.
Health and safety – seasonal sicknesses, a few pink eye cases, two 911 calls – one staff with abdominal pain, second was a grandparent who fell in walkway and hit her head, two broken bones.

Solar Eclipse – April 8th, many school boards have made decision to move PA day to 8th (catholic boards in Waterloo so far) to keep students safe and at home… partial eclipse doesn't start until 2pm, suggested schedule for day to be morning outdoor play still scheduled, afternoon inside, generally encourage kids to stay away from windows, blinds down, the eclipse is suggested to end at 4:30pm, encourage parents to pick-up when comfortable, communicate our eclipse day plan to parents in the coming weeks.

Enrollment – infants and preschool 100%, Toddlers 80%, two rooms at 15 of five, in March one more room, and capacity to 87%, T3 increasing in March.

Katrina returning in March from Maternity Leave.

P6 opening March 4 until Aug 30th – parents have been notified, 63 kids graduating to go to Kindergarten, but we go with top 16 oldest because of capacity.

Kitchen support – staff feeling like they need extra staff. During covid one of the staff resigned, when we reopened staff couldn't work in two places, but the staff worked at another location and chose that one, when they reopened felt they were okay, now with P6 opening and increases with 25 more toddlers, concerned they need some more support – Stacey and Avery met about getting kitchen staff for 5-6 hours a day, ideal would be 8 hours but for budgetary constraints 5-6 with $18.50 for pay on a 1 year contract.

Region info – released CWELCC direct road plan, February 6, committees approved recommendations – link to report in notes. Includes affordable housing with call for spaces with childcare – details in Stacey's notes.

Region asking if we will be a part of the subsidy pilot for additional 20 spaces were opening in the toddler rooms, could take time to fill these spots – could work out to our benefit to leave holes as we were concerned about moving up to 15 spaces in each room. Will discuss at Friday meeting with region.

Food services for catering – quoted at 300k/year…wasn't anticipating this high a cost, discussions about type of chefs, working details etc., with executive chef at UW, they suggested a company called "cooks on call." We reached out to a company called "The Lunch Lady" – quote at 160k a year. Will work increases into CWELCC and cost escalation we have time to figure it out though.

UW Parking – parking fees increasing May 1, this rate is due to fees being suspended during covid, significant infrastructure repairs to be done and they need to increase rates as a result, staff are concerned about this, price is always a burden. Tech Town doesn't pay for parking, but unsure if corporate pays for parking. Our budget couldn't handle paying for parking costs. Discussion around issues with this: Can this apply for any funding for this?

- Staff approached office about considering grandchildren of staff applying for priority care at centre – can we consider this? Wouldn't imagine this would be a lot of spaces, discount for staff children, wouldn't give grandchildren a discount but priority spaces like staff/student children. **Discussion/comments:** Robi -would likely help with retention of staff. Other comments: difficulty of childcare currently, can see this as a benefit, not just to be kind, but to keep staff from retiring to help with childcare.

Motion to approve grandchildren of staff to have priority 1 as staff children in enrollment. Eleanor moved, Sarah 2nd. No abstentions, no opposed, motion carried.

Treasurer's Report – **Avery and Elizabeth**
January 2024
40k under budget in revenue and same on payroll side
(notes on slide)
One time rent credit – once a year.
Depreciation in budget, doesn't get booked until end of year.
Haven't had janitorial and insurance invoices for January yet.
YTD only one month in, same explanations as previous slide
% of year – 8.33% 19k+ net income for the year, compared to 5k deficit, January typically lower spends month, and lower revenue.
Cash and investments, slightly negative cash flow 7k in January, 15k invoice paid off for T5 renovations which is where the negative comes from, no change in investments.

Nominating Committee Updates- **Eleanor**
Everyone responded about next year, 7 members returning for next year.
One current member reapplying for new term
Interest from current board members to cover president and vice president, finance returning, and secretary role is open.
Recruitment plan – smaller board okay but were going to put it out there for application by March 27, info session on March 21 for parents – register and on zoom, can push back application deadline to April 3rd as needed.
Avery suggested FAQ page – FAQ and registration link all on same page, QR code posters, FAQ into parent email for people who cannot attend info session.
Need no one board can be anywhere from 2-15 people, 10 is the ideal number, 8 returning, 4 potentially interested.

Human Resources (HR) support– **Stacey**
Partnering with HR consulting firm – support expertise needed for some initiatives at Bright Starts, why – childcare sector under serviced in human resource management, we could be vulnerable to non-compliance because of regulatory updates – list on slides.
Increase in operating capacity = increases in staff and changes as a result to health and safety and AODA when you go over 49 staff.
Options – consider as is, but we may be vulnerable, current admin don't have in depth info on human resources.

- Work with a human resources consulting firm – one time cost/6 month to one year of HR support, customized support plans as per quotes – spend amount looking at 15k one-time, reached out to 3 different firms- (1) BDO, pricey and have used already for work at centre, they recommended about 15 hours/mo 54k – too high, (2) Peninsula 19k HR support and occupational safety and HR support – only HR then 15k with them, (3) H2R – recommended 12 hours a week – 15k – proposals all on drive to review.

- Or we hire a HR generalist for BS.
- We would like to with second option and H2R – 15k including tax, 4 hours a week at $500, do that for 26 weeks and reassess at half year mark to see how it's going.
- We need to ensure we meet compliance, and have up to date info on employment laws, and advice on practical applications – supports trusting relationships amid staff…
- If any funding becomes available from region for capacity building for example – we would apply for this but that remains to be seen.
- Did H2R recommend this project take 100 hours?
- Discussion– Stacey: Yes, do one thing at a time, and they have expertise in this area might not take this long. Would Heidi get training from them – yes they would work mainly with Heidi to update human resource manual, and looking at employment contracts as well because of new laws around employment frustration – which we don't have in our current contracts.
- Really want to focus on AODA because of going up to 50 employees – don't have any of the long-term plans in place for this update.
- EDI is started to be worked on but would want someone to review and make sure it is what it should be… A lot of new little things were hearing about, that need to be addressed.
- At 6 months reassess and then keep them on retainer, we don't use our legal budget, so maybe this budget can be Legal/HR going forward. After 6 months we can renegotiate at 6 month mark their involvement and pay, they also work on an hourly basis and could be billed hourly for work in the future.

Motion to spend up to 15k for HR Consultant support for a term of 6 months.
Michelle moved, Avery 2nd, no abstentions, no opposed, motioned carried.

New business for next meeting
Eleanor – what is the format of next meeting? Online, April in-person? Send out a poll.
Parent Survey – general satisfaction, good, bad, Stacey to look for past survey – file from parent communication committee folders, menu, hours of operations, cleanliness of kids, child engagement…Found during meeting from 2019
-https://docs.google.com/forms/d/1S7LaV87Ldf7j9C69JdR_4xAiHpAao93-h8VxWVZ4aHY/edit

Regrets for next meeting (Mar 19th)
None

Feedback (from Gmail and Box)
None

ADJOURNMENT
8:59 Motion to adjourn – Micaela moved, Eleanor 2nd, No abstentions, No opposed, Motioned carried