Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, October 17th, 2023 at 7:30pm
Chairperson: Robilyn

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

Approval of agenda
1st Avery, 2nd Matt, motion moved, no opposed, no abstentions.

Approval of September Minutes
1st Elenor, 2nd Michelle, motion moved, no opposed, no abstentions.

Executive Director's report

- Approved for 40k!! Notified today (oct 17th)
- Cwelcc – in place for 8 mo, teleconference meeting coming up which Avery will join.
- Q – will we get cost escalation funding? – how we did raises in 2023, and covered deficit as well with cost escalation funding
- Need to pass budget for new year – will do temporary budget and likely schedule a second meeting in new year when the rules are in place.
- Region provided $20/ft staff for ECE appreciation day.
- Province increased min wage to $16.55 – entry staff were at 15.50 – 9 staff impacted, were increased October 1st by .26 cents.
- Custodial services UW staff – annual mtg, our building is a lot of work they want to increase costs by 20k for next year. They do mat service, paper product service with them, every year they do air disinfection, steam clean chairs and carpet cleaning all included, they are losing money on us so they want to increase costs. We got a few quotes 1) 80k which didn't include paper, but UW going up to 80 which includes all the extras – right now at 72K-ish increasing by 28k… They are not trying to make money on us, but want to do a good job, other low quotes 60k and were bad, increase justified in cost savings for products and quality and service, will ask about multi-year contract but as far as we know right now, they only do annual contracts.
- Resolution to increase custodial budget by 20k: Robi motion, 1st Angie, 2nd Michelle, all in favour, Sarah abstains because plant ops conflict of interest, motion carried.
- Playground review – canoe has to go, other elements to add to playground.
- Food services Eleanor connection, Jackie retiring, looking into UW catering for us, can they take over our kitchen? Food prep there, cook here? Registered dietician? sick staff replacements… exploratory meeting planned to learn more.
- Enrollment full 100%
- Motion to go in camera – Robilyn, all in favour.
- T5 reno – early to mid Nov for about 6 weeks. We are licensed for 15, move 10 to two groups of 5 into other two rooms- see how rooms go with 15 to see what increase might

look like, could move 10 more kids off waitlist when done– good test. Region would fully fund us third staff or 3 kids.
- October 23 region develop day, fee credit to parents, region pays back.
- Someone took all cribs and highchairs!

Treasurer's report
- Not a lot new, rev 6k in September
- Payroll higher this month
- Janitorial expense not recorded yet
- Regional grants
- 50k GICs came due, so reinvested, earned 24k in interest when they came due – details in the slideshow.

Staff Appreciation Event briefing
Thanks to everyone who helped out with pre, during and post event to make this a success!

Details of meeting for November
- Meet first week in December instead, or the 28th – do budget and meeting at once, historically we've been okay in one meeting… December 5th instead!
- Gives time for finance meeting, budget notices from region on the 25th, staff bonuses every year, last pay in December includes performance bonus, pot for that – we will need to vote on it. Need to get it into payroll for the 18th – options for the meeting on the 5th.

Agenda items & regrets for next meeting - Next meeting on December 5th
- End of year bonus

Feedback (from feedback box and online feedback form)
- Parent feedback survey – would be great to do to get some input from parents. Rebecca will do that – Chair – Parent communication committee, Angie will help. 2017 was the last time a survey went out.
- Staff survey hasn't gone out in a while, 2017, didn't go well… Try again? Staff engagement committee

Other
- Fundraising committee? Is it still wanted/needed – planning for events maybe and the sensory room, we haven't talked or done anything a while, not traditional fundraising, we haven't done anything, we do a lot of non-traditional fundraising.
- Presents for Bright Starts – 160 grab bags, presents from parents?
- Bright Starts turns 10 in January – so maybe this committee could be in charge of this