Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, May 14th, 2024, 6:00pm
Chairperson: Rebecca Koroll

Minutes

** please note that all relevant documents listed below for this meeting are in the BOD meeting folder*

Attendance: Rebecca, Michelle, Avery, Elizabeth, Sean, Angie, Matt, Dave, Micaela, Alyssa, Derek, Janice, Maeve, Patrick, Stacey
Regrets: Davene

Approval of agenda – Rebecca
Rebecca - motion to approve, Dave moved, second Matt.
14 in favour, no opposed, no abstentions.
Motion carried.

Approval of April minutes – Rebecca
Rebecca - motion to approve, Micaela moved, second Avery.
8 in favour, no opposed. Sean, Alyssa, Derek, Janice, Maeve, Patrick abstained.
Motion carried.

Executive Committee Election – Michelle Bauer

Motion to acclaim Rebecca Koroll as President of the Board for 2024/2025.
Michelle - motion to approve, Angie moved, second Dave.
13 in favour, no opposed, Rebecca abstained.
Motion carried.

Motion to acclaim Michelle Bauer as Vice President of the Board for 2024/2025.
Rebecca - motion to approve, Matt moved, second Avery.
13 in favour, no opposed, Michelle abstained.
Motion carried.

Motion to acclaim Avery Au and Elizabeth Barrett as co-Treasurers of the Board for 2024/2025.
Rebecca - motion to approve, Angie moved, second Rebecca.
12 in favour, no opposed, Avery and Elizabeth abstained.
Motion carried.

Motion to acclaim Sean Anderson as Secretary of the Board for 2024/2025.
Rebecca - motion to approve, Dave moved, second Avery.
12 in favour, no opposed, Sean abstained.
Motion carried.

Record keeping and personal information update – Stacey Reid

Stacey: returning Board members with criminal records checks older than 1 year will need to sign an offence declaration.

Action Item: All new board members must submit their **criminal records check** in person to Stacey Reid or Karen Hinnigan as soon as possible. If you have not already, please apply online ASAP. Board members should **not** be requesting a **vulnerable sector check** as they will not be interacting directly with children as a Board member. Board members will be required to sign a Non-interaction Form.

Action item: All Board members must provide personal information for our annual Charity Return. Your information will also be shared with the Ministry of Government Services, Ministry of Education and Region of Waterloo. New members please enter your information/returning members please verify your information is correct by Monday May 20th, 2024 at this form here.

Assignment of Signing Authority – Stacey Reid

Motion to assign signing authority to the 2024-2025 President, Vice President, co-Treasurers, Executive DIrector and Child Care Manager for the 2024-2025 term.

Rebecca - motion to approve, Micaela moved, second Patrick.
14 in favour, no opposed, no abstentions.

Motion carried.

Action Item: Stacey Reid will connect with the President, Vice President, and co-Treasurers about completing the paperwork required for signing authority.

Motion to revoke signing authority from 2023-2024 Directors as of June 1, 2024 or upon completion of the proper paperwork with RBC for the new Directors with signing authority, whichever comes first.

Rebecca - motion to approve, Michelle moved, second Patrick.
14 in favour, no opposed, no abstentions.

Motion carried.

Vote on external auditors & remuneration for 2024 – Avery Au, Elizabeth Barrett

Motion to approve remuneration for auditors, BDO Canada LLP, as the accountants of the centre until the close of the next annual general meeting, at up to $23,000.00.

Rebecca - motion to approve, Janice moved, second Patrick.
14 in favour, no opposed, no abstentions.

Motion carried.

Review bylaws, roles/responsibilities of Board Members – Stacey Reid

Stacey provided brief overview of the Board Overview and By-Law Overview slide decks for new board members and highlighted the "Role of Board Member" and "Board/Staff Relations" slides.

Action Item: All new board members must review Board Overview and By-Law Overview slide decks before next board meeting (June 18th).

Distribution of Code of Ethics form for signing – Stacey Reid

Action Item: All new board members must sign and submit Code of Ethics form (if not already completed at start of meeting).

Committee overviews – Stacey Reid
Stacey provided brief overview of committees (Nominating, fundraising, parent communications, staff engagement, benefits and compensation, finance, health and safety, personnel and policy)

Action item: All board members should sign up for sub-committee membership here before the next board meeting on June 18th. Note that volunteers from the general membership may sit on any committee except for the executive committee, but all committees must be chaired by board members.

New Business/Items for next agenda

Avery noted that final 2024 budget will need to be approved by the board at the next meeting (pending approval by Finance Committee) and that centre has been operating on provisional budget since beginning of the year. Board members can email Stacey with any budget questions in advance of June 18th meeting.

Regrets for next meeting (June 18th) - None

Motion to Adjourn Board Meeting

Rebecca - motion to approve, Michelle moved, second Avery.
14 in favour, no opposed, no abstentions.

Motion carried.