Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, January 21st at 7:30PM
Chairperson: Rebecca Koroll
Virtual Meeting (via Zoom)

Minutes

*** Please note that all relevant documents listed below for this meeting are located in this month's Board of Directors Meeting folder ***

In Attendance: Rebecca, Elizabeth, Sean, Angie, Davene, Matt, Michelle, Alyssa, Avery, Maeve, Derek, Patrick, Dave, Janice, Stacey
Regrets: Karen, Micaela
Absent: None

Meeting called to order at 7:33.

7:33 **Approval** of Agenda – **Rebecca**
Moved by Janice, seconded by Matt.
14 in favour, no opposed, no abstentions.
Motion carried.

7:34 **Approval** of November 19, 2024 Meeting Minutes – **Rebecca**
Moved by Davene, seconded by Maeve.
13 in favour, no opposed, Dave abstained.
Motion carried.

7:35 **Treasurer's Report** – **Elizabeth**
- Elizabeth provided report on both November and December financial results (as no board meeting in December).
- Net income for November was about $38k ahead of budget.
- Net income for December was about $53k behind budget.
- Overall for 2024, $343k better than budget ($301k after budgeted depreciation)

7:45 **Executive Director's Report** – **Stacey**
- 2025 CWELCC funding: Cost-Based Funding Allocation for the year is $3,915,126.00 with payments being distributed monthly ($326,260.00)
- 2025 Workforce Funding: Application workbook to be submitted by Feb 13, 2025.
- 2025 operating budget must be submitted by Feb 20, 2025.
- Fee reduction to $22.00/day came into effect January 1, 2025.
- New CWELCC funding model has implications on the annual $50.00 co-operative membership fee currently charged to families every September. Stacey's recommendation is to discontinue this fee. By-laws allow board to reduce or eliminate fee at their discretion. If fee is to be discontinued then a board motion would be required. Fee gives families voting membership for the board. If fee is to continue to be charged then the fee would be considered "other income" that would impact funding received by an equivalent amount. Board discussed whether there were options to encourage families to make a voluntary donation to Bright Starts in lieu of the $50 fee. It was agreed that any calls for donations could not be directly linked to changes to the fee. Motion will be revisited at next month's board meeting.
- 2025 tax receipts will be issued shortly (likely sent electronically first week of February).

- 2024 financial audits underway.
- New enteric outbreak declared Monday, January 20, 2025 and currently underway. Additional measures in place. Must be 5 days with no new cases before the outbreak can be declared over.
- Quarterly Public Health inspection on January 20th (kitchen only). One infraction related to several mini cutting boards showing significant signs of wear, which have now been replaced.
- 100% occupancy in all programs.
- Staff grateful for year end bonus.
- Educator in Toddler 3 beginning maternity leave at the end of the month.
- Our cook, Jackie, has made the difficult decision to not return from medical leave and has retired. New cook, Rebecca, started January 13th.
- Results of staff work environment survey will be summarized and presented at February Board Meeting.
- Children's Services will be providing books on the topic of same-sex parents, transgender and non-binary identity, and a history of the pride movement.
- Staff child care discount recommended to be reduced to 20% now that all fees have been reduced to $22.00/day.

Motion to reduce staff child care discount to 20%.
Moved by Janice, seconded by Angie.
14 in favour, no opposed, no abstentions.
Motion carried.

- Children's Services sent a letter disclosing a recent privacy breach affecting two staff members.
- Child Care Survey sent to UW community, approximately 600 responses. Board discussed whether the new hospital planned to be constructed on the campus could potentially drive support for a second child care centre on campus. Also discussed potential funding opportunities for a second child care centre. UW campus is not currently a priority area within the Region so would not qualify for CWELCC funding.

8:14 New Policies 5.18 and 5.19 – Stacey

- Stacey provided an overview of the rationale for the two new proposed policies.

Motion to approve new Policy #5.18, Social Media.
Moved by Patrick, seconded by Dave.
14 in favour, no opposed, no abstentions.
Motion carried.

Motion to approve new Policy #5.19, Cell Phone and Electronic Devices.
Moved by Matt, seconded by Davene.
14 in favour, no opposed, no abstentions.
Motion carried.

--- New Business/Items for next agenda (February 18th)

- Davene noted that fundraising committee will be meeting in early February, so if any other board members would like to join the committee.
- Avery noted that proposed 2025 budget will be presented at the February meeting.
- Avery will present a motion at the February meeting to discontinue $50.00 co-operative membership fee charged annually to families.

- Janice noted that she will provide a summary of the results of the recent staff work environment survey at the next meeting.

--- **Regrets for next meeting** (February 18th)
- Matt, Dave and Alyssa unable to attend.

--- **Feedback** (from Gmail and Box)
- None

--- **ADJOURNMENT**
Meeting adjourned at 8:23.