Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, November 19th 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, Micaela, Matt, Michelle, Alyssa, Avery, Maeve, Derek, Stacey
Regrets: Karen, Patrick, Dave, Janice
Absent: None

Meeting called to order at 7:32.

7:32 **Approval** of Agenda – **Rebecca**
Moved by Rebecca, seconded by Angie.
12 in favour, no opposed, no abstentions.
Motion carried.

7:33 **Approval** of October Meeting Minutes – **Rebecca**
Moved by Rebecca, seconded by Davene.
11 in favour, no opposed, Matt abstained.
Motion carried.

7:35 **Remaining 2024 Spending** – **Avery**

- Avery circulated memo in advance of meeting on three proposed resolutions.
- Discussion on Resution 1 (Authorization for Year-End Spending Adjustments):
    - Initial quote through University to add walls in the office area was $82k, which is much higher than expected cost of $30k. Stacey is hoping to get a second quote from a different contractor, and if close to $30k then would proceed.
    - Original play lofts have been holding up great. No issues at all.
- No questions on Resolution 2 (Authorization for Year-End Performance Bonuses).
- No questions on Resolution 3 (Authorization for Continued Operations into 2025).

Motion to authorize remaining spending on line items outlined in the memo for year-end 2024 to achieve a balanced budget.
Moved by Rebecca, seconded by Michelle.
12 in favour, no opposed, no abstentions.
Motion carried.

Motion to authorize performance bonuses as planned for in the approved budget.
Moved by Rebecca, seconded by Michelle.
12 in favour, no opposed, no abstentions.
Motion carried.

Motion to authorize continued operations using the 2024 budget into the first months of 2025 until the new 2025 funding formula and timelines are finalized by the Region/Province.

Moved by Rebecca, seconded by Alyssa.
12 in favour, no opposed, no abstentions.
Motion carried.

7:44 Treasurer's Report – Elizabeth

- Elizabeth reviewed October 2024 and year-to-date budget vs. actual.
- Oct 2024: Now at full operating capacity. Received Emerging Issues Funding. Payroll about $40k under budget. Positive cash flow of $93k in October. Overall, cash plus investment (almost $1.3M) increased from the prior month.
- Overall, well ahead of YTD budgeted net income. Expecting total expenses to ramp up in the last few months of the year, but expecting to be under budget on payroll and general and admin expenses, and exceed net income budget by year end. Plan to reallocate surplus funds as per Nov 19th memo and resolution passed earlier in the meeting.
- Question: Will recent announcements about UW finances affect Bright Starts operations? Stacey does not expect much of an impact.

7:50 Executive Director's Report – Stacey

- Submitted both 2025 CWLECC Benchmark and Legacy Top-up Applications.
- Received last 2024 CWELCC payment at beginning November for December (provided one month in advance).
- CWELLC cost-based payments will no longer be in advance in 2025.
- So far have been healthier than last month, but low-grade fevers have been popping up recently in toddler rooms.
- Recent issue with water main related to Optometry construction but able to maintain water supply to the centre with a water truck, allowing centre to stay open.
- Annual Ministry Licensing Inspection this month. Lots of wonderful feedback on the programs and educators. A few administrative non-compliances, but all were able to be addressed while the inspector was still on site.
- Annual playground inspection at the end of October which
- All rooms/programs are full.
- Staff were grateful for the recent Staff Appreciation/Recognition Event, and appreciative of extra day off in December when University is closed.
- An educator failed to renew their registration with the College of Early Childhood Educators, which resulted in employee no longer being a member in good standing. Unable to return to work until reinstated, which could take up to 6 weeks.
    - Question: Does management do regular checks on status of staff registrations? Stacey confirmed that monthly checks are completed, but the upcoming expiry of registration for this staff member was missed due to staff member leaving Bright Starts and then returning. Staff member also missed reminder emails from College as they recently changed. Appears to be a one-off issue based on circumstances.
- Stacey working on staff work environment survey with staff engagement committee. Expecting results to be reviewed by committee.
- Held workshop on the Environment as the Third Teacher during November staff meeting.
- Stacey and Heidi attend fall symposium on Children's Services new policy requirements for equity and inclusion.
- In the process of developing a Social Media Policy as well as revising our Code of Conduct Policy. Expecting to come to board for approval in January.
- Expecting child care survey to be sent to UW community shortly.

- Question: What are some of the reasons for recurring leave requests from staff? Some requests are related to time off to visit home countries. Some are medical leaves. Some are unpaid days if staff have used up their sick days entitlement.

8:11 Revised Policy 1.9 – Stacey

- Recent revisions to Occupational Health and Safety Act require revisions to Policy 1.9 related to definition of a workplace and online workplace harassment.

Motion to approve revised Policy 1.9, Workplace Harassment, Sexual Harassment and Violence Prevention
Moved by Rebecca, seconded by Maeve.
12 in favour, no opposed, no abstentions.
Motion carried.

--- **New Business/Items for next agenda** (January 21, 2025)

- No need to meet in December, so next board meeting will be January 21, 2025.
- Davene proposes a fundraising committee meeting in January to summarize/review all current activities and devise an annual plan for 2025. Asks any members of this committee to provide feedback on preferences for meeting dates/times in January.
- Stacey expecting a couple revised policies to require approval at the January board meeting.

--- **Regrets for next meeting** (January 21, 2025)

- None

--- **Feedback** (from Gmail and Box)

- None

--- **ADJOURNMENT**

Motion to adjourn the meeting.
Moved by Rebecca, seconded by Matt.
12 in favour, no opposed, no abstentions.
Motion carried. Adjourned at 8:17.

ADDENDUM #1 - Motion to Authorize Additional Spending for Year End 2024 – Avery

- Avery sent follow-up email and memo to all board members on December 11, 2024 regarding resolution to spend unexpected additional funds that Bright Starts received from the Region before end of 2024.

Motion to authorize the spending of an additional **$105,000** of surplus funding as follows:

- **$40,000:** Staff recognition bonus, approximately $1,000 per full-time staff member, pro-rated for casual and newly hired staff
- **$15,000:** One additional play loft

- **$50,000:** Sensory room furnishings

  For rationale and explanations, please refer to the attached memorandum.

  Moved by Avery at 6:30AM, December 11, 2024 via email, seconded by Maeve at 6:48AM on December 11, 2024 via email.
  14 in favour via email. No opposed, no abstentions. No email response from Matt.

Motion carried.