Bright Starts Cooperative Early Learning Centre Board Meeting
Thursday, October 24th (following Staff Appreciation Event)
Hybrid Meeting (In-Person and Video Conference via Zoom)
Chairperson: Rebecca Koroll

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, Janice, Davene, Micaela, Stacey, Karen
Online: Avery, Maeve, Dave, Derek
Regrets: Matt, Michelle, Alyssa
Absent: Patrick

Meeting called to order at 7:37.

7:38 Approval of Agenda – **Rebecca**
Rebecca – motion to approve. Moved by Janice, seconded by Davene.
11 in favour, no opposed, no abstentions.
Motion carried.

7:39 Approval of September Meeting Minutes – **Rebecca**
Rebecca – motion to approve. Moved by Davene, seconded by Derek.
11 in favour, no opposed, no abstentions.
Motion carried.

7:40 Treasurer's Report – **Elizabeth**
Elizabeth provided summary of September financial results:

- Received emerging issues funding in September, as well as first month of new CWELCC funding, and charged membership fees in September.
- Two small GICs maturing in October.
- Invoice expected in future months for playground repairs.
- Positive cash flow for September. Cash inflow from Emerging Issues Funding, No change in investments.

7:50 Executive Director's Report – **Stacey**
Stacey provided summary of report:

- Financial/Funding Updates: One-time repair and maintenance funding and play-based materials and equipment grant were received.
- Emerging Issues Funding – received an additional $40k in funding.
- CWELCC – submitted a benchmark allocation, but will not be enough to cover our budget (about $100k shortfall) so a legacy funding application will need to be submitted to receive a top-up to cover the difference. Once that pot of money is confirmed, then 2025 budget can be prepared.
- Health and Safety – medical emergency for a staff member experiencing chest pains. Taken to hospital, but all was fine.
- Expecting 100% occupancy in November.
- Staffing:

    - Another employee resignation – made the difficult decision to accept a position at another child care centre. Exit interview took place.
    - Another educator is expecting a baby in February
    - Staffing/recruitment has been challenging. Some postings out now.
    - Morale appears to be affected/low for various reasons. Stacey wants to do staff survey.
- Annual performance reviews to occur in November. Board to set performance bonus pot as recommended by Treasurer.
    - Avery noted that this amount has been pre-budgeted this year, but Board can revisit the budgeted amount if warranted.
- Region will be launching a new policy requiring childcare centres to have an EDI policy. Bright Starts does not currently have a policy specific to EDI, but has pieces of a policy in multiple places. Region will host a symposium on EDI policies.
- Class photos went well, but it was a challenge doing it on a short week this year (following the Thanksgiving holiday) and with illnesses, so photographer had to return for an extra day the following week.

Rebecca - Motion to go in-camera to discuss possible expansion opportunity.

Moved by Micaela, seconded by Janice.

11 in favour, no opposed, no abstentions.

Motion carried.

8:15 Parent Communications Survey Results – **Rebecca**

Dave prepared a summary of survey results:

- Data from 66 respondents were summarized, about half of which was from toddler families and half from preschool families.
- There were 6 categories of questions. Respondents were asked to answer on a scale of “strongly agree” to “strongly disagree”.
- Results show that most families overall happy with the service provided, particularly with educators and program.
- Lower scores on belonging or supports.
- Survey results included a recurring request for a “not applicable” option for each question, which could explain some of the “strongly disagree” responses to some questions.
- Positive takeaways include positive responses to “The program my child is in has had a positive impact on my family’s day to day life.” and “I feel that is it easy to get a hold of the centre and my educators when I need to.”
- Key areas for improvement include “I am satisfied with the opportunities for my family to connect to other families through the childcare program.” and “My family feels supported to make connections and establish bonds with other families.”
- No major differences found based on responses from toddler vs. preschool families.

Rebecca spoke to open-ended feedback received:

- Most parents did not know about the feedback box (physical or online form)
- Quite a few messages of appreciation about how the centre handles food allergies and options available.
- Requests for “not applicable” option on survey questions.
- Desire for more outdoor time in nature (walks, trip to ponds).
- Desire to have more activity or technology updates.
- 10 parents interested in volunteering (including non-board roles, as available)

--- **New Business/Items for next agenda** (November 19th)

- None

--- **Regrets for next meeting** (November 19th)

- None

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

- **From Feedback Form:**
  - Is it possible to purchase a school cook book? My child eats really well at school and I'd love to be able to make some of the same items available at home for meals and snacks (response to feedback requested).
    - Possible idea for a future fundraising event, potentially for holiday, but more likely won't be put together until spring.
  - To promote an inclusive environment, it would be great to encourage educators to use non-gendered language whenever possible. Specifically, saying things like "police officer" instead of "police man" and "fire fighter" instead of "fireman". We work on these non-gendered titles at home, but our kid has started saying "police man" etc — but girls can be police officers too! :) (response to feedback not required)
    - Stacey to raise this as next staff meeting on Monday.
  - Some parents drive really fast in the parking lot, even though they know it's full of kids. Reminder could be sent in Stacey's seasonal update emails for parents to drive slowly. Or signs could be installed on the driveway in. (response to feedback not required)
    - Stacey to include reminder in next communication.
    - For signs, would have to put in a request to University sign shop.

Other Business:

Discussed potential ways that board could show appreciation to staff at other times of the year:

- Discount codes for local businesses
- Food and/or coffee at other times of the year (not just staff appreciation week)
- Board members could bring forth ideas for local business to approach for donations

--- **ADJOURNMENT**

Motion to adjourn the meeting

Moved by Elizabeth, seconded by Janice.

11 in favour, no opposed, no abstentions.

Motion carried. Adjourned at 8:39