Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, September 17th at 7:30 pm
Chairperson: Rebecca Koroll
Videoconference (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, Michelle, Avery, Elizabeth, Sean, Angie, Matt, Dave, Alyssa, Janice, Maeve, Patrick, Stacey, Karen, Davene, Micaela
Regrets: Derek

Meeting called to order at 7:31.

7:32 Approval of Agenda – **Rebecca**
Rebecca - motion to approve.
13 in favour, no opposed, no abstentions (Micaela had not yet joined meeting).
Motion carried.

7:33 Approval of June Meeting Minutes – **Rebecca**
Rebecca - motion to approve, Rebecca moved, second Michelle.
13 in favour, no opposed, no abstentions (Micaela had not yet joined meeting).
Motion carried.

7:33 Approval of July Special Meeting Minutes – **Rebecca**
Rebecca - motion to approve, Rebecca moved, second Dave.
12 in favour, no opposed, Maeve abstained (Micaela had not yet joined meeting).
Motion carried.

7:34 Government Funding Update – Avery

- There was a recent change of information and expecting clarification by end of the week. Even if we don't receive the full funding we were hoping for we will still break even as there is some "padding" in the budget projections. However, there will not be funding for some new items if that is the case.

7:36 Treasurer's Report – Elizabeth

- Elizabeth provided overview of June, July, August, and YTD financial results.
- Retroactive funding received in August resulted in big bump in revenue, along with second installment of emerging issues funding. Retroactive salary increases paid out in August resulting in higher expenses than usual for that month.
- Overall, ahead of YTD budgeted net income; expecting total expenses to ramp up in the last few months of the year.
- Question: At what point does cash holding get high enough that we put more into investments? How much cash do we need available?
    - Stacey: Might want to put more in investments, but would like to see a couple more months of results. Will reassess in the fall if any additional funds can be put into a GIC.

7:46 Executive Director's Report – Stacey

- Dishwasher and canoe in preschool playground have been replaced. New items have been purchased for playrooms.
- Emerging issues funding - original application approved for $83k, approved for $108k after resubmitting, but waiting for clarification by end of week. Had been hoping to make renovations to office with additional funding (adding walls) as well as purchasing a couple more lofts for toddler room, replacing cots, additional materials for sensory room.
- The new CWELCC Cost-Based Funding Guidelines will be effective January 1, 2025. New approach for CWELCC was announced in August and will come into effect January 1st. Providers need better understanding on the new approach. Cost-based approach replaces previous revenue-based approach. Need clarification on what constitutes "base wage" as there was a lot of confusion about this in 2024. New guidelines are supposed to provide clarity. Still waiting on wage components to be released.
- Next fee reduction will be on January 1, 2025 when all fees will go down to $22/day. Next cut to fees is expected by March 2026 (pushed back from original government target of $10/day by Sept 2025).
- Health & Safety: Not many health concerns other than a few cases of vomiting/diarrhea and fever. Kitchen has switched to fall menu.
- Stacey sent communication to families about construction at Optometry building, staff told to avoid walks with children in that area.
- Stacey will send out updates and reminders to families, including reminder about illness procedure.
- Welcomed new families this month and lots of movement between age ranges. Children settling in nicely.
- Staffing Update: One of the kitchen staff is off on unexpected medical leave. Possible return to work in November. Tricky managing staff levels in kitchen during absence. Four educators have resigned since July. Educator who was denied additional 6-month leave has been terminated for job abandonment.
- Individual and class photos will be Oct 15-18.
- A couple board committees still need a chair. Call can be made for parent volunteers to sit on committees. Stacey will prepare something for Communications Committee to review.
- UW has completed electrical work for sensory room. Everything installed this week. Looks amazing! Stacey shared a video of the room.
- Logo refresh: Rebecca has provided a few options.
- Not much to update on possible expansion opportunity with UW. Ongoing discussions with Faculty Association and Dean of Math. Faculty Association has formed a child care committee.

8:12 Annual Staff Appreciation/Years of Service Celebration – Stacey

- Every October hold staff appreciation/years of service celebration. Looking to hold the event on October 24th to line up with ECE appreciation day. In the past have provided dinner to staff, tokens of appreciation, years of service celebrations.
- Typically lines up with the October staff meeting.
- Usually a board-led initiative (Staff Engagement Committee).
- Need to decide on a date (tentatively scheduled for October 24th).
- Previously did a staff appreciation week and a different board member provided treats every day at lunch.

Motion to Reschedule October Board Meeting from October 15th to October 24th following staff appreciation event

Rebecca - motion to approve, Rebecca moved, second Matt.

14 in favour, no opposed, no abstentions.
Motion carried.

8:19 Parent Survey – Stacey

- Stacey sent our parent feedback survey before the end of August so that families leaving could provide responses.
- 66 responses out of about 190 families.
- Parent communications committee would typically review responses and provide a summary and flag any significant concerns from parents.
- Responses will be saved in September board meeting folder.
- Stacey also wants to do a staff work environment survey.

New Business/Items for next agenda (Rescheduled to October 24th)

- None

Regrets for next meeting (Rescheduled to October 24th)

- Alyssa won't be able to attend as she has a conflict.

Feedback (from Gmail and Box)

- None
- Parent survey indicated a lot of families were not aware of the box. Stacey tries to put a reminder in every parent update email.

ADJOURNMENT

Motion to Adjourn Board Meeting

Rebecca - motion to approve, Rebecca moved, second Davene.
14 in favour, no opposed, no abstentions.
Motion carried. Meeting adjourned at 8:29PM