Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, May 13th, 2025, 6:00pm
Chairperson: Rebecca Koroll

Minutes

In Attendance (in person): Rebecca, Derek, Yuntian, Kaitlin, Sean, Alyssa, Janice, Maeve, Katie, Davene, Patrick, Andrea, Stacey, Karen
In Attendance (Virtually via Zoom): Valerie
Regrets: Avery
Absent: None

Meeting called to order at 6:02.
*** Please note that all relevant documents listed below for this meeting are located in this month's Board of Directors Meeting folder ***

6:07 **Approval of agenda** – Rebecca
Moved by Patrick, seconded by Davene.
13 in favour, none opposed, none abstained.
Motion carried.

6:08 **Approval of April 16, 2025 minutes** – Rebecca
Moved by Patrick, seconded by Alyssa.
8 in favour, none opposed, 5 abstained.
Motion carried.

6:09 **Approval of May 8, 2025 minutes (Special Budget Board Meeting)** – Rebecca
Moved by Patrick, seconded by Maeve.
8 in favour, none opposed, 5 abstained.
Motion carried.

6:10 **Executive Committee Election** – Rebecca/Derek

The 2025/2026 Nominating Committee offers the following recommendations to elect or acclaim the following board members to the Executive Committee of the Board of Directors.

Derek presented motion for President:

- President: There is one candidate for President, Rebecca Koroll. The nominating committee recommends that Rebecca Koroll be acclaimed as President.

Motion to acclaim Rebecca Koroll as President of the Board for 2025/2026.
Moved by Davene, seconded by Patrick.
12 in favour, none opposed, 1 abstained.
Motion carried.

Rebecca presented the motions for Vice President, Treasurers, Secretary:

- Vice President: There is one candidate for Vice President, Derek Kursikowski. The nominating committee recommends that Derek Kursikowski be acclaimed as Vice President.

Motion to acclaim Derek Kursikowski as Vice President of the Board for 2025/2026.
Moved by Patrick, seconded by Dave.
12 in favour, none opposed, 1 abstained.
Motion carried.

- Treasurer: There are two candidates for Treasurer, Avery Au and Yuntian Deng. The nominating committee recommends that Avery Au and Yuntian Deng be acclaimed as co-Treasurers.

Motion to acclaim Avery Au and Yuntian Deng as co-Treasurers of the Board for 2025/2026.
Moved by Alyssa, Maeve seconded.
12 in favour, none opposed, 1 abstained.
Motion carried.

- Secretary: There is one candidate for Secretary, Kaitlin Bynkoski. The nominating committee recommends that Kaitlin Bynkoski be acclaimed as Secretary.

Motion to acclaim Kaitlin Bynkoskias Secretary of the Board for 2025/2026.
Moved by Patrick, seconded by Davene.
12 in favour, none opposed, 1 abstained.
Motion carried.

Rationale for recommendations: the recommendations were based on interest, previous board experience and experience in the position being elected.

6:12 **Record keeping and personal information update** – Stacey Reid

- Returning Board members with criminal records checks older than 1 year will need to sign an offense declaration.
- 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.
    - Karen has received this from all members already. **No further action required.**
- **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 and Consumer Services, Ministry of Education and Region of Waterloo. New members please enter your information/returning members please verify your information is correct by Tuesday, May 20th, 2025 at this form here.

6:15 **Assignment of Signing Authority** – Stacey Reid

Motion to assign signing authority to the 2025-2026 President, Vice President, co-Treasurers, Executive DIrector and Child Care Manager for the 2025-2026 term.
Moved by Maeve, seconded by Kaitlin.
10 in favour, none opposed, 3 abstained.
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 2024-2025 Directors as of June 1, 2025 or upon completion of the proper paperwork with RBC for the new Directors with signing authority, whichever comes first.
Moved by Patrick, seconded by Maeve.
12 in favour, none opposed, 1 abstained.
Motion carried

6:17 **Vote on external auditors & remuneration for 2025** – Rebecca

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 $23,750.00.
Moved by Patrick, seconded by Alyssa.
13 in favour, none abstained, none opposed.
Motion carried

6:20 **Review bylaws** – Stacey Reid

- Stacey provided brief overview of bylaws.
- **Action Item:** Board members to review in detail on your own time.

6:23 **Review of roles/responsibilities of Board Members/Distribution of Code of Ethics form for signing** – Stacey Reid

6:26 **Committee overviews** – Stacey Reid
(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. 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.

6:30 New Business/Items and Regrets for next agenda (Tuesday, June 17th at 7:30PM via Zoom)

New Business/Items for next agenda**:**

- Davene would like 5 minutes on the agenda to provide a fundraising update. Looking to recruit volunteers for the fun fair in July.

Regrets for next meeting:

- Patrick sends regrets for June 17th meeting.

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

- None

--- **ADJOURNMENT**

Meeting adjourned at 6:35.