Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, June 17th at 7:30 pm
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 Meetings folder ***

In Attendance: Rebecca, Derek, Avery, Yuntian, Kaitlin, Valarie, Katie, Andrea, Stacey, and Karen
Regrets: Patrick, Sean, and Davene
Absent: Alyssa, Janice, and Maeve

Meeting called to order at 7:33.

7:33 **Approval** of Agenda – **Rebecca**
Moved by Derek, seconded by Andrea.
8 in favour, 0 opposed, 0 abstentions.
Motion carried.

7:35 **Approval** of May 13, 2025, Meeting Minutes – **Rebecca**
Moved by Andrea, seconded by Katie.
8 in favour, 0 opposed, 0 abstains.
Motion carried.

7:36 **Treasurer's Report** – **Avery & Yuntian**

- Yuntian provided an overview of April and May 2025 and YTD financial results.
- Full financial details are available in the *May 2025 Treasurer's Report* PowerPoint, located in the Finance Folder on the Board's Google Drive.
    - April 2025 Highlights: Actual revenue is higher than budgeted revenue - CWELCC funding higher than budgeted with lower actual wages and salaries than budgeted
    - May 2025 Highlights: Actual revenue is lower than budgeted revenue – CWELCC funding lower than budgeted as final funding letter received which was lower than our notional amount budgeted for Jan – April 2025.
    - YTD Highlights: Total revenue is ahead by $198,332 compared to May 2024 due to changes in CWELCC funding; YTD actual as % of annual budget is 41.67%
    - Balance Sheet Highlights: Positive cash flow of 51K in May 2025 - no change in investments; overall, cash plus investments increased from the prior month

7:47 **Executive Director's Report** – **Stacey**

- Stacey provided a summary of key updates. The full report is available in the *June 2025 Executive Director's Report* file, located in the June Meeting Folder on the Board's Google Drive.
- Highlights include:
    - Financial updates –

        - 2024 funding reconciliations have been finalized by Children's Services and will be applied to July's monthly funding payment.
        - 2025 CWELCC funding continues to be issued as notional amounts until year-end reconciliation, once all eligible costs are incurred.
        - The Ministry has not yet released the Standardized Financial Report template for 2025 reconciliation.
        - The Region will be hosting a teleconference to review the upcoming CWELCC Cost-Based Funding Guidelines.
        - Amortization expenses are not eligible under CWELCC or other government funding (e.g., a new appliance purchase cannot be claimed under this framework).
        - CWELCC reporting must follow modified accrual accounting, where expenses are recognized in full in the year incurred. This may differ from audited financial statements, which follow standard accounting practices (e.g., capitalizing and amortizing assets).
        - Donation Recognition – A surprise $1,000 donation was received from a family withdrawing from the program. This is the largest withdrawal donation in program history. The board supports acquiring a special leaf for the donor family on the recognition tree.
    - Health, Safety, and Nutrition –
        - Menu Pilot – The kitchen is piloting a new 5-week culturally diverse menu. Signage will be placed in the foyer, a newsletter will be sent to gather family input, and the menu will be posted on the website shortly.
        - Hand, Foot, and Mouth Disease - Cases were observed, primarily affecting the toddler programs. This illness is typically seen in the spring.
        - Measles – Following guidance from the Region of Waterloo Public Health, communication was sent to families and staff. Operators are compiling an Immunization Line Listing. Individuals without proof of two measles vaccinations must be excluded for 21 days from last exposure. Strong response from families and staff in updating vaccination records and communicating these with the Centre.
    - Enrollment –
        - All programs were at 100% occupancy in May and June, with the same projected for July.
        - There are 57 anticipated preschool withdrawals, with 41 waitlist spaces available (including 10 internal families). The gap is due to the closure of the P6 program at the end of summer.
    - Staffing/Programs –
        - One preschool educator resigned to relocate closer to family. Additionally, one leadership team member is currently on leave of absence.

8:00 **Motion** to go in-camera to discuss a staffing update – **Rebecca**
Moved by Avery, seconded by Derek.
8 in favour, 0 opposed, 0 abstains.
Motion carried.

8:02 **Motion** to go out of camera – **Rebecca**
Moved by Katie, seconded by Valerie
8 in favour, 0 opposed, 0 abstains.
Motion carried.

8:03 **Executive Director's Report** – **Continued** – **Stacey**

- Other highlights include:
  - Expansion of Child Care Services on Campus –
    - Met with Mike Pereira (Director, Real Estate and R+T) to explore childcare expansion on campus.
    - No suitable existing spaces available on main campus or in R&T Park; a previously planned site in R&T Park is no longer proceeding.
    - Discussed potential to lease land in R&T Park for a new build; UW cannot fund construction and would require a formal procurement or RFP process. Future partnership with the new hospital may be possible.
    - Suggested expansion of current lease into adjacent green space or Lot X, which may qualify for CWELCC funding.
    - CWELCC applications for 2025–2026 were open, but the May 26 deadline and lack of a secured site prevented submission.
    - Toured a potential site with the Cora Group (approx. 2,800–4,300 sq ft). Rent: $20/sq ft + $16/sq ft additional. Space could accommodate ~40 children, with outdoor access and trail connectivity. Priority would go to Cora tenants.
    - Children's Services has been consulted, but future CWELCC funding calls remain uncertain due to inconsistent messaging.
    - Other options discussed include South Campus (referred to the Provost's Office), UW Club (unlikely), and a long-term land lease adjacent to the current site (UW would not fund construction).
    - Open discussion on topic -
      - Avery shared administrative insights, advising caution with commercial leases, which may differ significantly from the current university-supported agreement.
      - Stacey recommended continuing discussions with the Cora Group, noting the space may still be leased to another childcare provider and that lease terms appear negotiable.
      - Andrea supported ongoing exploration and emphasized the importance of keeping all options open.
      - The Board expressed enthusiasm about the potential to expand into Lot X and the adjacent green space.
      - Members were invited to email Stacey with questions or input regarding the expansion.
  - AODA –
    - The Centre was selected for an audit, and all required documentation was submitted by June 6 (ahead of the June 16 deadline).
    - Stacey will update the Board if any feedback or further action is required.
  - Minister of Education Communications –

        - Effective July 1, 2025, childcare operators must share any communication from the Minister of Education with parents and guardians of enrolled children.
    - **o** Summer Fun Fair –
        - Scheduled for July 17 from 4:30–6:30 p.m. Board members are reminded to save the date and consider volunteering at the event.
    - o Administration Software –
        - The Centre is exploring a transition to a new childcare management platform. Currently using ChildCarePro (for billing and payments) and Lillio (for parent communication). Meetings were held with representatives from Parent, Digibot, and Lillio. The team is currently leaning toward Digibot as the preferred option.
        - Limitations & Benefits include:
            - ChildCarePro is no longer receiving updates.
            - Digibot offers enhanced features including offline compatibility, attendance tracking (Digibot Go), and direct integration with RBC for fee collection.
            - Estimated additional cost is approximately $1,000 annually.
            - Several centres in the Waterloo Region already use Digibot, providing local support contacts.
        - Communication will be sent to families in July/August regarding the switch to Digibot.
        - Parents will need to re-register and update their information.
        - Digibot will provide a parent portal with access to receipts and other user-friendly features.
        - Onboarding is expected to take 6–8 weeks.
        - Karen and Stacey will confirm continued access to Lillio photos before the platform is phased out
    - o 911 incident –
        - 911 was called last month due to a child experiencing an unexpected allergic reaction. The incident does not qualify as a serious occurrence. The child's allergy information has since been documented.
    - **o** July/August Board Meetings –
        - The Board typically takes a break in July and August. Members are encouraged to keep the scheduled dates available in case a meeting is needed. The committee secretary will be notified one week in advance to send out a cancellation if applicable.

8:27 Fundraising Subcommittee Update – Derek

- Derek presented the update on behalf of Davene and the fundraising subcommittee.
- The subcommittee met twice this spring to review initiatives and plan for 2025.
- 2025 Projects:
    - Playground Shade Pergola – to increase shaded outdoor space.
    - Sensory Room Enhancements – though Stacey noted the room is currently well-equipped.
    - Stroller Storage – exploring options to relocate storage from the front foyer.
- Ongoing Activities:

        - Fun Fair: While not a fundraiser, a donation tent will be introduced. Donations over $20 will be eligible for tax receipts. Volunteers are needed for 30-minute shifts between 5:00–6:30 p.m., plus a clean-up shift. A sign-up sheet will be added to the Google Drive.
            - Derek suggested including visuals of proposed projects to help families better understand how their donations will be used.
        - Fundscrip Gift Cards: Ongoing program generating approx. $100/month from two regular supporters, totaling $1,000–$1,200 annually.
    - Other Ideas Suggested by Board:
        - Cookbook Fundraiser – featuring favourite recipes from the Centre's kitchen (suggested by Rebecca).
        - Parent Cooking Night – a learn-to-cook event for families (suggested by Derek).
        - Donut Fundraiser – through donutfundraiser.ca; each box sells for $13, with $7–$8 profit per box going to Bright Starts.

--- **New Business/Items for next agenda** (July 15, 2025)

- We will put out a call to see if a meeting in July is required

--- **Regrets for the next meeting** (July 15, 2025)

- Please let Kaitlin know about regrets if a meeting is called

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

- None

--- **ADJOURNMENT**

- Meeting adjourned at 8:44