Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, February 17 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, Yuntian, Avery, Kaitlin, Valarie, Katie, Sean, Janice, Alyssa, Patrick, Andrea, Maeve, Karen and Stacey
Regrets: Davene
Absent: Derek

Meeting called to order at 7:34

7:34 **Approval** of Agenda – **Rebecca**
Moved by Andrea, seconded by Patrick.
11 in favour, 0 opposed, 0 abstentions.*
Motion carried.

7:35 **Approval** of January 20, 2026, Meeting Minutes – **Rebecca**
Moved by Patrick, seconded by Sean.
9 in favour, 0 opposed, 2 abstentions.*
Motion carried.

**One board member joined after the first two motions*

7:36 **Crisis Management Subcommittee Report** – **Patrick**

A memo was provided to the Board in advance of the February 17, 2026, meeting

8:15 **Fundraising Committee Update** – **Alyssa**
An update was provided on the Donut Fundraiser. To date, 55 units have been sold to 38 unique customers, and fundraising is progressing well with several days remaining in the campaign. Final numbers and updates will be provided at the March meeting.

8:17 **Revised Policy 5.6 and New Policy 5.22** – **Stacey**

Key Points:

- Stacey presented the revised Policy 5.6 and new Policy 5.22, both of which were reviewed by the Personnel and Policy Committee.
- The Committee had no further concerns regarding the Vacation Policy (5.6), which had previously been discussed in concept at the November Board meeting.
- The Committee held a productive discussion on the Conflict of Interest Policy (5.22). The policy is intended to address situations involving educators with

children enrolled in the Centre. Discussion also touched on vendor-related conflicts; however, the Committee agreed that vendor issues should be addressed in a separate policy.
- The current policy under review will apply only to educators with family members at the Centre, with language clarified accordingly.
- A separate new policy addressing vendor-related conflicts of interest is expected to come forward at a future meeting.

Discussion: None.

Motion to approve revised Policy #5.6, Vacation
Moved by Patrick, seconded by Sean.
12 in favour, 0 opposed, 0 abstention
Motion carried.

Motion to approve revised Policy #5.22, Conflict of Interest
Moved by Patrick, seconded by Sean.
12 in favour, 0 opposed, 0 abstention
Motion carried.

8:22 Treasurer's Report – Yuntian

- Yuntian provided an overview of January 2026 and YTD financial results. Full financial details are available in the *February 2026 Treasurer's Report* PowerPoint, located in the Finance Folder on the Board's Google Drive.
- Note: The 2025 budget parameters remain in effect as the new budget has not yet been approved.
    - January 2026 Highlights: Actual revenue is higher than budgeted ($15,567) due to CWELCC funding and subsidy fees being higher than budgeted; Total expenses are higher than budgeted ($57,444) which includes actual payroll expenses being higher than budgeted wages and salaries ($88,386) AND general and administrative expenses being lower than budgeted ($30,943); Overall, net income is $41,876 lower than budgeted when we account for the limited total revenue against the higher total expenses this month.
    - YTD Highlights: Dollar figures are the same as the January 2026 highlights. YTD actual as % of annual budget is 1.33% in total expenses but revenue is 0.33% and overall net income is 11.12% of total funding for the year (higher than the expected 8.33%).
    - Balance Sheet Highlights: Positive cash flow of $58,000 in January; Cash plus investments increased from December 1.52M to 1.58M in January.

8:25 Logo Design Concepts – Stacey

An update was provided on the logo redesign project. Stacey met with the University's Creative Studio and requested a professional, welcoming logo that reflects the Centre's values of warmth, trust, inclusivity, and a home-like environment. She noted that the current logo is outdated, not visually appealing, and no longer aligns with the Centre's desired identity. Three logo concepts were presented for review.

Discussion:

- Most members preferred Option 2, with some support for Option 1; no support was expressed for Option 3.
- Members suggested maximizing the first round of edits by sharing early feedback to strengthen Option 2.
- Several members felt the current font appears overly cartoon-like and would like it revised in the next iteration.

8:38 AGM Date and Preparations – Stacey

Key Points:

- Stacey noted that the AGM date needs to be confirmed. The third Tuesday of May falls immediately after the long weekend, and historically the meeting has been moved earlier. Potential dates identified were May 12 or May 26.
- Stacey also reminded the Board that the Nominating Committee, chaired by the Vice President, will need to begin its recruitment and communication process, with related messages typically sent out in March.
- **Board members were asked to inform Derek if they do not plan to return to the Board for the upcoming term.**

Discussion:

- The board discussed that having the AGM schedule later in May this year would be beneficial with the ongoing work of the Crisis Management Subcommittee and a new auditor selected for the 2025 audit.

Motion to approve the AGM date for May 26, 2026.
Moved by Janice, seconded by Maeve.
12 in favour, 0 opposed, 0 abstention
Motion carried.

8:41 Executive Director's Report – Stacey

- Stacey provided a summary of key updates. The full report is available in the *February 2026 Executive Director's Report* file, located in the February Meeting Folder on the Board's Google Drive. Highlights include:

Financial updates –

- The Board received a financial update noting that work is underway on the 2025 CWELCC reconciliation, due February 27, which will determine any unused funding to be recovered and will inform final 2026 allocations.
- The 2026 CWELCC funding application has been submitted, and updated notional allocations will follow once Children's Services completes its review and the reconciliation is finalized.
- The Centre has received confirmation of $36,200 in Inclusion Supports funding for 2026, which will support additional staffing following the end of Enhanced Staffing contracts with KW Habilitation on December 31, 2025.
- Work continues on the draft 2026 operating budget.
- Tax receipts for January–August 2025 have been printed and are available in classrooms, with September–December 2025 receipts available via the Digibot Parent Portal.

- The new auditor is preparing to begin the 2025 audit and will connect with the prior auditor once services with BDO are formally concluded; initial planning information has been provided.

Health, Safety, and Nutrition –

- An update was provided on the ongoing outbreak, with several active cases still present across programs and approximately 50 cases to date, including 7 staff; parents have expressed appreciation for the whiteboard tracking, and Public Health will declare the outbreak over once five consecutive days pass without new cases.
- A follow-up was also provided on parking barriers: UW has billed the Centre's Capital Maintenance Fund $5,300 for the current barriers despite a prior request to delay charges pending provincial funding updates, noting that Grounds required replacement barriers for their operations. No further communication has been received from the Ministry regarding temporary concrete barrier funding, and a follow-up meeting with UW is being arranged to discuss preparations for additional barriers once provincial funding is released.

Enrollment – 100% occupancy

- All spaces have been filled that were vacated by those moving to Preschool 6 including 16 new children, a mix of infants and toddlers will start March 2nd filled from the waitlist and internal families

Staffing/Programs –

- An update was provided on Preschool 6, with educators Gabriella and Harmanjot beginning to set up the multipurpose room for the new program and communications sent to all families regarding the program's addition and the repurposing of the space.
- A staff survey update was also shared: a modified version of the Board's presentation was delivered at the February staff meeting, where staff expressed appreciation and interest in offering further feedback on health and wellness benefits; Google Forms have been created to gather input and follow-up with the benefits carrier will occur.
- Members were also asked to save the date for **Preschool Graduation on June 18, 2026.**

"Other" Updates –

- An update was provided on the Digibot administration software, noting a smooth transition for accident and medication forms and consideration of sharing classroom emails temporarily until the app is released. It was recommended to provide the classrooms with Bright Starts email addresses rather than Gmail accounts for this initiative.
- A response has been posted to the recent negative Google review, and Board members were encouraged to submit additional reviews to increase the Centre's online presence.
- The Board discussed the possibility of an additional Professional Development Day and agreed to wait for further direction from the Region before confirming; if the Region schedules a half-day closure, it is recommended that Bright Starts

close for the full day. An email vote will be requested once information is available to provide families with timely notice.
- Stacey was accepted as a volunteer on the Children's Services Early Years Workforce Taskforce, which was seeking volunteers to support efforts aimed at strengthening recruitment and retention efforts across the sector.
- Members were asked to save the date for the **Annual Fun Fair on July 9, 2026**.

--- **New Business/Items for next agenda (March 17)**
- None received.

--- **Regrets for next meeting (March 17)**
- Alyssa sends regrets.

--- **Feedback (from Gmail and Box)**
- None received.

--- **ADJOURNMENT**
- Meeting adjourned at **8:59**