Bright Starts Cooperative Early Learning Centre Board Meeting
Tuesday, March 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, Derek, Yuntian, Avery, Kaitlin, Valerie, Sean, Janice, Patrick, Andrea, Maeve, Davene, Alyssa, Karen and Stacey
Regrets: Katie
Absent: None

Meeting called to order at 7:33

7:34 **Guest Presentation** - Logo Design Concepts – Erin Pritchard, University of Waterloo Creative Studio

An update was provided on the logo redesign project, including a review of several conceptual options.

Discussion highlights included:

- The use of a boosted letter "a" to emphasize equity and accessibility, reinforcing the message that all children can experience strong beginnings. While there was initial hesitation regarding the more playful font, several members noted that it was growing on them.
- Option 1a: A design closely aligned with the current logo, with subtle enhancements to reflect growth.
- Option 1b: A refreshed version of the current logo featuring additional colour and imagery to illustrate tree maturation (seedling, sampling, and mature tree stages).
- Option 1c: A concept featuring a fuller tree image.
- Option 2: A design using vibrant colours similar to the University of Waterloo to represent windows featured at Bright Starts
- Bonus logo option: Showcased a custom font and demonstrated how the image and font could be used separately in branded materials. It was noted that the bonus logo concept could potentially be applied to other options, specifically Option 1b or Option 2.

There was no unanimous agreement on a preferred option; however, Options 1b and 2 received equal support. Board members were encouraged to provide additional feedback to Stacey following the meeting.

7:51 **Approval** of Agenda – **Rebecca**
Moved by Janice, seconded by Sean.
12 in favour, 0 opposed, 0 abstentions.*
Motion carried.

7:53 **Approval** of February 17, 2026, Meeting Minutes – **Rebecca**
Moved by Sean, seconded by Avery.
10 in favour, 0 opposed, 2 abstentions.*
Motion carried.

7:53 **Crisis Management Subcommittee Report** – **Rebecca/Patrick**

A memo was re-circulated to the Board from the February 17, 2026, meeting for final discussion and approval.

7:54 **Motion** to go in-camera to discuss the Crisis Management Subcommittee updates – **Rebecca**
Moved by Derek. Seconded by Patrick.
12 in favour, 0 opposed, 0 abstentions.*
Motion carried.

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

8:18 **Motion** to go out of camera – **Rebecca**
Moved by Patrick. Seconded by Maeve.
13 in favour, 0 opposed, 0 abstentions.
Motion carried.

8:19 **Fundraising Committee Update** – **Davene**
An update was provided on the Donut Fundraiser. Appreciation was extended to the Fundraising Committee, as well as to Karen and Chrysanne for their assistance with distribution, and to Stacey and the office staff for their support. The fundraiser generated a total of **$2,113**, which included donut sales, cash donations; **$1,000 was donated in lieu of selling donuts**. Members noted this as a positive indication of strong parent support. The fundraiser was described as a turnkey, low-effort initiative that yielded successful results. Shade structures will be purchased in the near future, with updates to be included in the next parent communication and feedback to be collected.

8:22 **Nominating Committee Update** – **Derek**
An update was provided by the Chair of the Nominating Committee who reported that outreach had been conducted to members whose terms are expiring and those who are not returning. To date, three individuals have come forward to confirm their terms on the board would be ending. Stacey will send a recruitment email to parents. A Q&A session for interested parents will be scheduled, with a supporting communication to be sent. The session is planned for **March 31**, and the recruitment email will be distributed next week.

8:26 **Treasurer's Report** – **Yuntian**

- Yuntian provided an overview of February 2026 and YTD financial results. Full financial details are available in the *March 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.

- February 2026 Highlights: Actual revenue is lower than budgeted ($7,736) due to lower client fees than budgeted; Total expenses are lower than budgeted ($49,698) which includes actual payroll expenses being lower than budgeted wages and salaries ($25,386) AND general and administrative expenses being lower than budgeted ($24,312); Overall, net income is $41,963 higher than budgeted when we account for the limited lower total revenue against the overall lower total expenses this month.
- YTD Highlights: Total revenue is higher than budgeted ($8,129) and total expenses are lower than budgeted ($9,592), therefore total net income is slightly lower than budgeted ($1,463); YTD actual as % of annual budget is 0.22% in total expenses and revenue is 0.17% and overall net income is -0.39%. Very close to exact budgeting for this time point in the fiscal year.
- Balance Sheet Highlights: Positive cash flow of $83,000 in February; Cash plus investments increased from December 1.57M to 1.65M in February.

8:29 Executive Director's Report – Stacey

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

Key Highlights include:

- **Funding** - A completed reconciliation indicates a recoverable amount of approximately $220,000. This is primarily due to the 90% cap on parent fee revenue retention and enhanced staffing costs that are not eligible for CWELCC funding.
- **Staffing** - Several unexpected staffing changes were reported, including leaves related to injuries and a kitchen staff resignation received the previous day.
- **Professional Development Days -** The spring PD Day is scheduled for **May 29**, which includes a half-day regional session. The Executive Director recommended a full-day centre closure. A second PD Day is scheduled for **October 19**, which is fully funded. Parents will not be reimbursed for the May PD Day closure but will be reimbursed for the October PD Day.

Motion: To approve the closure of Bright Starts for full PD Days on **May 29, 2026**, and **October 19, 2026**.
Moved by Derek, seconded by Sean.
Carried: 13 in favour, 0 opposed, 0 abstentions.

"Other" Updates –

- No further update on the Digibot App being available.

--- New Business/Items for next agenda (April 21)

- Auditor will attend to present draft financials ahead of AGM
- Budget for 2026
- Policy #4.13 Procurement
- Nominating Committee will present slate of nominees for review and approval

--- Regrets for next meeting (April 21)

- None received.

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

- None received.

--- **ADJOURNMENT**

- Meeting adjourned at **8:42**