



<b>June 2016 Annual General Meeting</b>	
<b>Date:</b>	Wednesday June 15, 2016
<b>Location:</b>	Centre 3, St. Patrick's Secondary School, 49 Felstead Ave., Toronto, ON M4J 1G3. <a href="http://www.childspacedaycare.com/locations">http://www.childspacedaycare.com/locations</a>
<b>Start:</b>	18:45
<b>Finish:</b>	20:10
<b>Board Attendees</b>	Phil Lindsey (Chair), Brian Singleton, Monique Hutchins, Walid Hmeidani, Nicole Hunter, Charisa Flach, Vanessa Estevez, Forrest Parlee, Lori Ann Comeau
<b>Management Attendees</b>	Charlotte Risk, Kim Tamar, Suzette Charles, Joan Sinclair-Thomas, Nura Omar, Irella Icabalzeta-Riva, Sarah Lacanlale
<b>Staff Attendees</b>	Marleny Samboni, Linda Pursue, Audrey Harrison, Colleen Dativo, Gloria Torres, Lina Torres
<b>Honorary Guest</b>	Pat Costello

6:00 – 6.45 Supper

6.45 Meeting commences

### **1. Quorum & Constitution of Meeting**

A Notice of Meeting dated June 15, 2016 was called to all the members of the Board of Directors (the "Board") of the Corporation, management, staff members and parents (collectively called the "general membership") giving due notice in regard to the calling of the annual general meeting ("AGM"). A quorum of the general membership was present therefore the meeting was properly constituted and declared open.

### **2. Welcoming Remarks**

- The Chair of the Board welcomed management, staff members and the general membership to the AGM.
- He reviewed the past year's events, challenges and "wins".
- He thanked staff for organizing the AGM and Board members.

### **3. Adopt of the Agenda**

There being no additions, the motion to adopt the agenda as read was moved by Walid Hmeidani and seconded by Forrest Parlee. All in favor, the motion was carried by the general membership.

### **4. Declaration of Conflicts of Interest**



There were no conflicts declared at the AGM.

**5. Report of the Chair and Board (please see Schedule 1 – Annual Report)**

- The Chair provided a review of the annual report.
    - New employees hired: 10
    - Current number of children, families served: 268
  - Introduction (See S.15 of the corporation's constitution for details on the Board's responsibilities)
    - a. The role of the Board of ChildSpace Day Care Corp. (in summary) is:
      - i. to provide oversight and direction in accordance with the needs of the community
      - ii. to ensure adequate financing, to approve capital expenditures and to set the budget
      - iii. to ensure that the day care conforms to all of our self-expressed goals and philosophies (as articulated in the Constitution and By-laws), and that we comply with the demands of the regulatory oversight of the City and the Province
      - iv. Accountability to its members (the parents)
    - b. The on-going work of the Board of Directors includes monthly meetings at which we:
      - i. Provide strategic direction for the day care and its staff
      - ii. Review monthly reporting of the centres' finances
      - iii. Review operations with the Director and the Centre Supervisors
        - 1. Provided with a monthly report on operations from each of the Centre Supervisors
      - iv. Read, amend and update policies which must always remain current – regulatory requirement
      - v. Ensure that our operations adhere to policy
      - vi. Ensure we meet or exceed the policies and expectations of our regulators at the City and the Province
      - vii. Oversee "Progression" of children from room to room – spots not guaranteed – establish policy
      - viii. Occasionally meet with public officials, parents and interest groups on behalf of the daycare
      - ix. Further to developing strategic direction, outline and approve projects in cooperation with staff
      - x. Review and approve purchases over \$1000
- He encouraged parent involvement within the centres



- He reviewed each of the Board committees and encouraged parents to join the Board

## **6. Introduce the Childspace Team:**

### **a. Current Board members:**

- i. Phil Lindsey– Chair
- ii. Walid Hmeidani – Treasurer
- iii. Monique Hutchins -- Secretary
- iv. Brian Singleton
- v. Nicole Hunter
- vi. Vanessa Estevez
- vii. Charisa Flach
- viii. Forrest Parlee
- ix. Lori Ann Comeau

### **b. Director:**

- i. Kim Tamar, Acting Director

### **c. Centre Supervisors:**

- i. Charlotte Risk, Supervisor Centre 1 / St. Brigid's School
- ii. Irella Icabalzeta-Rivas, Assistant Supervisor Centre 1/St. Brigid's School
- iii. Joan Sinclair-Thomas, Supervisor Centre 2 / Holy Name School
- iv. Sarah Lacanlale, Assistant Supervisor Centre 2/ Holy Name School
- v. Suzette Charles, Acting Supervisor Centre 3 / St. Patrick's School
- vi. Nura Omar , Assistant Supervisor Centre 3 / St. Patrick's School

## **7. Role of the AGM**

- i. Elect officers
- ii. Present the finances of the corporation to its members
- iii. Report on "material" business
- iv. Make amendments to the corporation's by-laws
- v. Vote on key service providers, including our auditors
- vi. Provide democratic accountability and a forum for discussion

## **8. Treasurer's Report - Walid Hmeidani & Kim Tamar**

### **a. Resolution - Appoint Auditor:**

**Resolution:** A motion to appoint Pennylegion Chung LLP as auditors for Childspace Day Care for the reporting/fiscal year 2016-2017 was made by Monique Hutchins, and duly seconded by Vanessa Estevez. All in favor, the motion was carried by the general membership.



**b. Resolution - Accept the Audited Financial Statements for the 2015-2016 reporting/fiscal year:**

Walid Hmeidani reviewed the audited financial statements with the general membership.

**Resolution:** A motion to accept the audited financial statements for the reporting/fiscal year 2015-2016 was made by Pat Costello, and duly seconded by Nicole Hunter. All in favor, the motion was carried by the general membership.

**9. Report from the Director – Kim Tamar, Acting Director: Highlights of Operations 2016-2017**

- a. Overview of programs and special visits at all 3 centres
- b. Centre 2 expansion plans
- c. Overview of Bill 10 and outcome
- d. Summer field trips being offered at all 3 centres
- e. Students, volunteers, parent involvement
- f. Over 10 permanent staff hired across all 3 centres
- g. Thanks to the Board and the staff at all 3 centres
- h. Centre Achievements and Challenges
- i. FunFair – over 500 in attendance – huge success!
- j. Parent Night in April 2016 – Highest turnout!
- k. Fundraising – highlights of various initiatives :
  - Christmas Wish List and Christmas Baskets for families in need – looking for ways that donations can be matched. Will have this initiative again for 2016 Christmas season.
- l. Policy Reviews:
  - Policy papers which have been reviewed as a part of the annual process undertaken by the Brian Singleton and Kim Tamar, Acting Director on behalf of the Board.
  - See list below for a *selection* of the policies reviewed and amended this year:

- 1. A.O.D.A. Policy
- 2. Anaphylactic Shock Policy - **amended**
- 3. Bias Free Policy - **amended**
- 4. Board Governance Policy – **amended**
- 5. Board Attendance Policy
- 6. Child Abuse Health & Well Being Policy\*
- 7. Child Guidance & Behaviour Management Policy – **amended**
- 8. Client Complaint Policy – **amended**

- 9. Clothing Policy - **amended**
- 10. Conflict of Interest Policy
- 11. Criminal Check Policy – **amended**
- 12. Drug Administration Policy – **amended**
- 13. Enrollment & Waitlist Policy – **NEW**
- 14. Emergency Lockdown Procedure Policy – **amended**
- 15. Employee Equipment Agreement - **amended**



16. Fire Safety Policy – amended
17. Finance Policy
18. H.R. Conflict Resolution Policy (Union Agreement)
19. Head Count Policy
20. Hiring Policy – amended
21. Inclusion & Withdrawal – amended
22. Infection Prevention & Control Policy includes Sanitation & Housekeeping Policy – amended
23. Immunization Policy/Sick Child - amended
24. Occupational Health & Safety Program
25. Part time policy
26. Pick up Policy & Late Policy – amended
27. Playground & Supervision Policy – amended
28. Progression on the Waiting List & Transfer Policy
29. Screen Time Policy – being created
30. Sick Staff/Communicable Disease at Work

#### **RISK ASSESSMENT POLICIES**

31. Standing & Recreational Bodies of Water Policy
32. Serious Occurrence Reporting Policy
33. Smoke Free Policy – amended
34. Staff Manual & Parent Manual – to be amended
35. Status & Standing RECE/Code of Conduct Client/Parent
36. Trips Policy – amended
37. Violence Policy/Harassment Policy
38. Vacation & Leave of Absence Policy – amended
39. Volunteer, Chaperone & Student Policy – amended
40. Termination Policy – amended
41. Weather/Environment Policy – amended
42. Workplace Harassment Policy
43. Workplace Violence Policy

#### **10. Approve the Minutes of the AGM Held on June 17, 2015**

The AGM minutes of the meeting held on June 17, 2015 was tabled and read. The motion to approve the minutes was made by Brian Singleton, and duly seconded by Walid Hmeidani. All in favor, the motion was carried by the general membership.

#### **11. Dissolution of the Board with the exception of board members serving their second year of their terms 2016/2017.**

- Member of the Board who have resigned before the 2016 AGM: Paul Sheridan, James Todorovski
- Members of the Board who will not seek re-election for a second term as of the 2016 AGM: Brian Singleton,
- Serving the second year of their two-year term will be: Monique Hutchins, Walid Hmeidani, Nicole Hunter, Vanessa Estevez

#### **12. Election of new members for the 2016/2017 Board**

- To complete the required members – explanation from the Chair on Board membership numbers, efforts to fill roles, and list of candidates.

##### **a. Nominations**

- i. 1 person has forwarded their name to Kim Tamar or another member of staff – on ballot
- ii. 2 Nominations from the floor followed
- iii. 1 proposed re-election – on ballot
- iv. 1 member not seeking re-election



- v. 1 member resigned from the Board
- vi. Candidates introduced themselves and explained why they recommended themselves for the role
- vii. Since there are currently 4 vacant spots on the Board and 3 new members and 1 re-elected member, all vacant spots have been filled therefore, all members were accepted onto the Board.

**b. Resolution - Adoption of acclaimed candidates:**

Lori-Ann Comeau

The motion to nominate by acclamation the above mentioned candidates to the Board was made by Walid Hmeidani, and seconded by Vanessa Estevez. All in favor, the motion was carried by the general membership.

**13. Adjourn Meeting**

The motion to adjourn the annual general meeting was made by Lori Ann Comeau and duly seconded by Walid Hmeidani. All in favor, the motion was carried by the general membership. The Chair declared the meeting ended at 8:10 p.m.

**14. Meeting of the new Board (2016/17) members only**

- a. New members elected
- b. Selection of officers – they remain the same
- c. Signing of paperwork, if any
- d. Summer meeting dates: St. Patrick's School on July 20, 2016 and August 17 2016 at St. Patrick's School (Board Training Session)

Below are the proposed times and places for upcoming meetings (on the third Wednesday of the month, per Section 404 of the Corporation's by-laws):

- Wednesday July 20<sup>th</sup>, 2016 at St. Patrick's School, 49 Felstead Ave
- Wednesday August 17<sup>th</sup>, 2016 at St. Patrick's School, 49 Felstead Ave– **BOARD TRAINING SESSION**
- Wednesday, September 21<sup>st</sup>, Centre 2, Holy Name, 690 Carlaw Ave
- Wednesday October 21<sup>st</sup> Centre 3, at St. Patrick's School, 49 Felstead Ave

Secretary (Monique Hutchins)



## **Schedule 1: AGM Presentation 2016**



# Annual General Meeting 2015-2016

June 15, 2016 @ Centre 3

# about Childspace

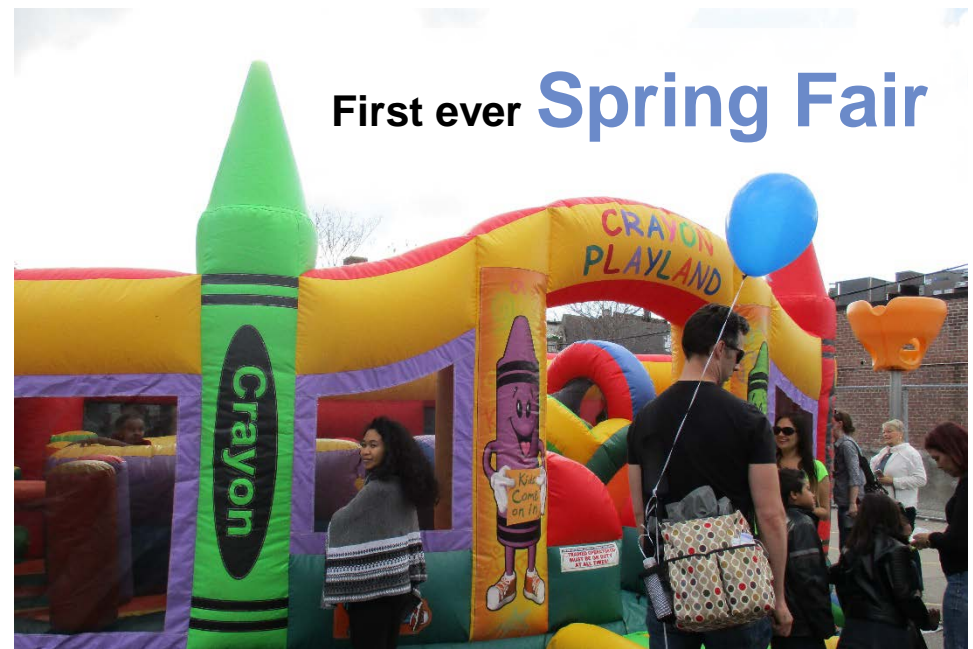
- Non-profit
- 170 children from newborn to 12 yrs
- Three locations
- Founded in 1983 by Pat Costello
- Partnership with Toronto Catholic District School Board; City of Toronto, Children's Services; and Government of the Province of Ontario, Ministry of Education, and Early Learning Division



# Highlights

- Greatest parent involvement & advocacy against proposed changes to Bill 10 (day care staffing ratios)
- Centre 2 expansion: new programs this summer
- Launched first ever Spring Fair (over 500 guests)
- Successful fundraising campaign
  - Items on Centre Wish Lists
  - Christmas baskets for families in need
- Highest turn out to Parent Night past April (over 45 guests)
- Hired 10 permanent staff last year







Items purchased through the  
**Centre Wish-Lists Campaign.**  
 Thank you for your support!



# centres Achievements

## Centre 1

- Overwhelming parent support with most donations & cookie dough tubs sold
- Only chosen community in area for planting with MPP Arthur Potts

## Centre 2

- Two new rooms
- Increased enrollment of school aged room from 15 to 24
- Top 5 non city run day cares for Highest AQI assessment scores for 2015

## Centre 3

- Most money raised in Wish List campaign
- Exceptional professionalism in emergency responses to 3 situations

# some Challenges

- Staff retention
- Union negotiations
- Playground renovations at Centre 3
- Photos on Childspace website



# Our Committees

## Human Resources

- Hiring of 10 permanent & 4 contract staff
- Staff training

## Finance

- Recruited new auditor
- Exploring new ways of reducing spending through data analysis

## Health & Safety

- Audit the risk of violence at each centre for staff
- Ensure potential hazards are reported & mitigated
- Ensure child safety

## Marketing & Communications

Building on a 3-decade community image, a marketing strategy will be developed and implemented to align marketing, communications; community outreach; and fundraising programs

## Fundraising\*

- Raised over \$4,500 across three centres
- Launched series of fundraising campaign including Centre Wish-Lists, Cookie Dough & Christmas Drive

## Nomination

- Newly established committee (May 2016)
- Seek and review qualified candidates for the board of directors

# What's Next

- Create new Program statement
- Maintain high level of parent involvement and providing families more opportunities for advocacy
- Provide more interactive parent nights
- Increase networking opportunities
- Continue to explore options for playground renovations at Centre 3
- Retain staff
- Improve website experience



# the People

## Centre Managers & Staff

- Kimberly Tamar, [Acting Director](#)
- Charlotte Risk, [Supervisor Centre 1](#)
- Joan Sinclair-Thomas, [Supervisor Centre 2](#)
- Suzette Charles, [Acting Supervisor Centre 3](#)
- Irella Icabalzeta-Rivas, [Assistant Supervisor Centre 1](#)
- Sarah La canales, [Assistant Supervisor Centre 2](#)
- Nura Omar, [Assistant Supervisor Centre 3](#)

## Board Members

- Phil Lindsay, [Chair](#)
- Walid Hmeidani, [Treasurer / Finance Committee Leader](#)
- Monique Hutchins, [Secretary / Health & Safety Committee Leader](#)
- Brian Singleton, [General member](#)
- Nichole Hunter, [HR Committee Leader](#)
- Charisa Flach, [Fundraising Committee Leader](#)
- Vanessa Esteves, [General member](#)
- Forrest Parlee, [Nomination Committee Leader](#)
- Lori Ann Comeau, [Marketing & Communication Committee Leader](#)