



| January 2016 Board of Director's Meeting |   |
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| <b>Date:</b>                             | January 27, 2016  |
| <b>Location:</b>                         | Centre 2 –690 Carlaw Ave, Toronto, ON   |
| <b>Start:</b>                            | 18:30   |
| <b>Finish:</b>                           | 20:30   |
| <b>Board Attendees:</b>                  | Phil Lindsay (Chair), Brian Singleton, Monique Hutchins, Walid Hmeidani, Charisa Flach, Forrest Parlee, Nicole Hunter |
| <b>Management Representatives</b>        | Kim Tamar, Suzette Charles, Charlotte Risk, Joan Sinclair-Thomas  |
| <b>Guests</b>                            | Emmanuel Shirinian, Leanna Macey  |
| <b>Regrets:</b>                          | Vanessa Esteves   |

### 1. Quorum & Constitution of Meeting

A Notice of Meeting dated January 17, 2016 was called to all the members of the Board of Directors (the “Board”) of the Corporation giving due notice in regard to the calling of this meeting. A quorum of the independent directors was present therefore the meeting was properly constituted and declared open.

### 2. Adopt of the Agenda

There was one addition to the agenda which was to provide an introduction to the parents who are seeking to join the Board. There being no other additions, the agenda was adopted as amended.

### 3. Declaration of Conflicts of Interest

All members declared they are free of conflict for this meeting.

### 4. Approval of Board Minutes

*Monique Hutchins led the discussion.*

#### i. Approve the minutes of the Board meeting held on November 18, 2015.

One minor change was proposed.

**ON MOTION**, moved and seconded, it was **RESOLVED** that the minutes of the November 18, 2015 meeting be and hereby is unanimously approved by the Board as amended.

#### ii. Approve the minutes of the Board meeting held on November 23, 2015 was tabled and read.

**ON MOTION**, moved and seconded, it was **RESOLVED** that the minutes of the November 23, 2015 meeting be and hereby is unanimously approved by the Board as tabled.



## 5. Introductions of Parents to the Board

*Phil Lindsey led the discussion.*

- i. He provided a brief overview of the Board, its members and responsibilities of the Board and its members. He also asked the parents to provide a brief background. Leanne Macey indicated that she is a registered nurse and she has a child in the preschool room at Centre 2. Emmanuel Shirinian indicated that his is a film producer and he has a child in the toddler room at Centre 2.

## 6. Treasurer Report

*Walid Hmeidami led the discussion.*

- i. He provided the Board with information regarding the November 2015 financials for each centre.
  - a. Centre 1: It raised \$500 during fundraising. The money went towards the centre's initiatives. There is one outstanding question which he is still waiting on the bookkeeper to respond to. Income for the centre was slightly lower however net profit increased when normally the average is around \$2,800.
  - b. Centre 2: Income increased slightly however salaries and overall expenses decreased. Net profit as a result was high while the average is around \$1,600.
  - c. Centre 3: Income increased slightly and net profit decreased from October but remained on the positive side. Its average is around \$2,600.

Overall, the financial position is good and is trending at the same averages as last year at the same time frame.

**Question:** A member asked what the Ministry of Finance expense was for.

**Answer:** Kim undertook to find out the exact expenses attributed to this item on in the budget.

She also asked that in the future the Board members provide their written questions prior to the meeting so that the answers may be addressed during the meeting.

Mr. Hmeidami asked that the November 2015 financial be approved.

**ON MOTION**, moved and seconded, it was **RESOLVED** that the November 2015 financials be and it is hereby unanimously approved by the Board.



## 7. Approve Revisions to the Management Manual

*Kim Tamar led the discussion.*

- i. She indicated that the revisions mainly pertained to the Management Grid, which was approved by the previous Board of Directors. She noted that the numbering of items was incorrect.

**Question:** A member asked why was the manual implemented in the first place?

**Answer:** She indicated that it was created to keep practices mainstream, provide guidance for the management staff and provide consistency across the centres.

**Question:** A member asked if the management staff had reviewed the manual?

**Answer:** She indicated that the management manual was reviewed by all management including assistant supervisors. This was completed in the November 2015 management meeting.

**Question:** The Chair asked where the information contained in the operational documents are located?

**Answer:** She indicated that that information is located in the job descriptions and letters. She will provide the job descriptions to the Chair.

She asked that the revised Management Manual be approved.

**ON MOTION**, moved and seconded, it was **RESOLVED** that the revisions to the Management Manual be and it is hereby unanimously accepted and approved subject to any further minor comments by the Board.

## 8. Supervisors' Update

*Each Supervisor provided an update of their Centre.*

**Centre #1.:** Charlotte Risk spoke on behalf of the centre. She indicated that the centre is operating at full capacity. It has one overage child still in the kindergarten room. The centre had a City inspection and a few minor deficiencies were discovered and corrected immediately

**Question:** A member asked if there was any policy in place governing the areas that were found to be deficient.

**Answer:** She indicated that there was but the inspector still indicated that the area needed to be more accessible as per the AQI (Accessible Quality Inspection).



**Centre#2:** Joan Sinclair-Thomas spoke on behalf of the centre. She indicated that the centre is operating at full capacity. The centre needs more space to store items. It is currently installing shelving to assist with this accommodation. One staff member has resigned as they were hired by the Catholic School Board. They presently have no deficiency in staffing however she is attending a job fair to look for new recruits. She indicated that the School Age room is operating at 24 children (1 to 15 caregiver per child). The Centre would like to expand in order to keep all the subsidized spaces in the School Age room. There is currently room in the school to expand. There are primary and alternate spaces available. She met with the school Principle and he was fine with the expansion. Estimated costs of the expansion are \$30,000 – 40,000. Because the space is shared, the centre can minimize costs of having to buy separate items. She indicated that the TCDSBliaison is very positive about this expansion and is working with them. The School Age room will be able to have a capacity of 30 children.

**Question:** A member asked what is the cost recovery time?

**Answer:** .The Director indicated that the costs would be amortized over 5 years. Because there will be more subsidies for this space, the room will become efficient. The expected start date of the expansion is April 1, 2016.

The Director indicated that Board approval to move forward with the planned expansion is needed. Once approved, a budget outlining the costs would be submitted at a later date for approval by the Board.

**ON MOTION,** moved and seconded, it was **RESOLVED** that Centre 2 have the authority to expand its capacity by adding an additional School Age room be and it is hereby unanimously approved by the Board.

**Centre #3:** Suzette Charles spoke on behalf of the centre. She indicated that the Infant and Toddler rooms are operating at capacity while the two Preschool rooms are nearly at capacity, both each with 1 vacancy. She is currently calling the Waitlist and coordinating with other centres to fill those vacancies.

She indicated a parent asked about the ease of which outer doors to the entrance to the school and day care could be opened by a child as the push-bar was not in effect. She spoke with the custodian and indicated that the doors' push-bar needed to be unlocked in order for the door to open from the outside.



## **9. Director's Report**

*Kim Tamar led the discussion.*

- i. She indicated that the Provincial Wage Enhancement Grant ("PWE") has been distributed to the staff on December 4, 2015. The PWE was only available to certain staff however the Board had agreed and approved this enhancement for all eligible employees, including the dollar amount per hour for management.
- ii. She submitted the reconciliation to the City.
- iii. She expects a new grant in the next few months. She also expects an increase in the dollar amount therefore she will apply for the grant.
- iv. She indicated that all the centres are "peanut-free" and to remain consistent they are no longer allowing parents to prepare their own homemade birthday treats to be used in the centres. Instead, there will be an approved list of grocery stores, brands and bakeries where peanut-free items may be purchased.
- v. She put forth an internal initiative to perform an internal audit of their payroll system to ensure staff is being paid correctly. What was discovered during the audit was that the external payroll system had a few discrepancies which have been addressed.

## **10. Fundraising Committee**

*Charisa Flach led the discussion:*

- i. They sold 208 tubs for the cookie dough initiative. There was even a profit made of \$900 which went towards purchasing items during the Christmas drive. She wanted to thank Joan Sinclair-Thomas for assisting with the coordination and deliveries.
- ii. Donations were really high across all centres which went directly towards the "Adopt a Family" initiative.
- iii. She mentioned that the parents have been very supportive to each centre achieving some of their fundraising goals. She wanted to show appreciation and will have an event perhaps during the Parent night (still to be determined when) to thank parents for their support.

## **11. Human Resources Committee**

*Nicole Hunter led the discussion on CUPE:*

- i. She informed the group that the CUPE negotiations are now with an arbitrator as an agreement couldn't be reach.

## **12. Health & Safety Committee:**



*Monique Hutchins led the discussion:*

- i. She indicated that the H&S committee met on January 14, 2016. It was a good first meeting and the Co-Chairs had been selected.
- ii. She indicated that she is in the process of reviewing the Risk & Violence Assessment for each centre and hopes to have a report for the Board to review in the March or April Board meeting.

### **13. Other Business**

Kim Tamar indicated that the payment for Pat Costello is beginning its new cycle. She will have further information to present to the Board at a later date.

There was no other business brought forth at this meeting.


### **14. In Camera**

The Board of Directors met in camera.

### **15. Adjournment**

The Chair asked for a motion to adjourn the meeting. There being no further business,

**ON MOTION**, moved and seconded, it was **RESOLVED** that the meeting ended at 20:30 p.m. be and it is hereby unanimously approved by the Board.

Signed Secretary:  (Monique Hutchins)

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):

- Upcoming Meeting – 18:30 to 20:00, Wednesday, February 17, 2016 Centre 3 – (St. Patrick's – 49 Felstead Ave)
- Upcoming Meeting – March 16, 2016 Centre 1 –(St. Brigid's - 50 Woodmount Ave.)
- Upcoming Meeting – April 20, 2016 Centre 2: (Holy Name - 690 Carlaw Ave)
- Upcoming Meeting – May 18, 2016 Centre 3 (St. Patrick's – 49 Felstead Ave)
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