



February 2016 Board of Director's Meeting	
Date:	February 17, 2016
Location:	Centre 3 –49 Felstead Ave, Toronto, ON
Start:	18:33
Finish:	20:15
Board Attendees:	Phil Lindsay (Chair), Brian Singleton, Monique Hutchins, Walid Hmeidani, Charisa Flach, Nicole Hunter, Vanessa Esteves
Management Representatives	Kim Tamar, Nura Omar, Joan Sinclair-Thomas
Guest	Lori Ann Comeau
Regrets:	Forrest Parlee, Suzette Charles; Charlotte Risk

1. Quorum & Constitution of Meeting

A Notice of Meeting dated February 15 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 parent who is 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. Introduction of Parent 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 parent to provide a brief background. Lori Ann Comeau indicated that she assisted during the fundraising events in December 2015. She has children at Centre 1.

5. Treasurer Report

Walid Hmeidami led the discussion.



i. He provided the Board with information regarding the December 2015 financials. He indicated that:

- Total net profit was positive and that overall income has increased this month. Net Income was higher than average. This could be due to the fact that it was the holiday season and several children were out on vacation leading to lowering the staffing needs, food, etc...hence lowering expenses. It was a good month to recover costs
- Items on the financials should not be carried forward from year to year therefore the audited financials may have different numbers than the monthly financials.
- As the audited financials are approved during the Annual General Meeting ("AGM"), he is seeking a summary of the report so that he can present it to the general assembly.

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

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

6. Supervisors' Update

Each Supervisor provided an update of their Centre.

Centre #1.: Kim Tamar spoke on behalf of the centre. She indicated that the school is opening another kindergarten room. This is problematic because the current storage area for the day care is located in the room designated to become the new kindergarten room. Presently, the day care staff brings in and out the needed materials for each day care room (because storage cannot be in the day care rooms because there isn't enough space and the items are not shared with the school). She had a meeting with the school and is setting up a meeting with the Principle to outline the day care's requirements regarding storage. She is also working with the teachers of the kindergarten room regarding ways to share materials. The meeting will take place after the March break.

Centre#2: Joan Sinclair-Thomas spoke on behalf of the centre. She indicated that the Centre has obtained final approval from the Catholic School Board to move forward with the expansion. Next steps are to obtain licensing. She also indicated that a staff member has resigned and she has already posted the position.



Centre #3: Nura Omar spoke on behalf of the centre. She indicated that a staff member who was on medical leave has asked for work accommodation. The day care is currently operating at full capacity except the Infant room which has one vacancy however it will be filled by February 25, 2016.

7. Director's Report

Kim Tamar led the discussion.

- i. She indicated that there are 7 new staff positions posted. They will be active until the end of February 2016. She attended a George Brown job fair and is planning on attending another job fair to recruit new staff members. The current needs are:

- Centre 1: 1 staff
- Centre 2: 3 staff
- Centre 3: 3 staff

Question: A member asked by there were so many vacancies?

Answer: She indicated that they were mainly due to leave of absences, some staff retiring, resignations and expansion of rooms (mainly Centre 2).

8. Human Resources Committee

Nicole Hunter led the discussion on CUPE:

- i. She informed the group that there is no new news regarding the CUPE negotiations. The union applied for reconciliation.

9. Health & Safety Committee:

Monique Hutchins led the discussion:

- i. She indicated that she is in the process of reviewing and completing the Risk & Violence Assessment for each centre. The meeting to review all three centres is set for February 18, 2016. She is hoping to have a report for the Board to review in the March or April Board meeting.

10. Fundraising Committee

Charisa Flach led the discussion:

- i. She indicated that she is leaving on maternity leave shortly but wanted to review the timing of future fundraising activities.
- ii. Lori Ann indicated that she will continue to assist with fundraising initiatives and will work to put in place a plan to seek corporate sponsorship.
- iii. She would like to also set up a nice portfolio for the AGM to give to attendees like what was done at the 2015 AGM.



iv. She is also trying to set up a date for Parent night.

11. Other Business

- Kim Tamar indicated that she needs assistance with uploading information on the corporate website.
- Monique indicated she will help by uploading all the 2015 Board meeting minutes.
- It was suggested that we pick the 3 top things parents would like to see updated on the website:
 1. Special events posted
 2. Board member names
 3. To be determined (perhaps regulatory information/changes)
- She also indicated that at the next meeting the Board will need to approve the changes to 10 or more policies. The changes reflect the changes in legislation. Lori Ann and Brian undertook to assist Kim with updating the policies and presenting the redlined changes to the Board to review.
- Mural: There has been no new developments regarding having a mural painted on the inside wall of the school leading to the day care. School approval is needed if an outside artist is chosen so Kim is working with the school to have someone from the school art program to create the mural.

There was no other business brought forth at this meeting.

12. In Camera


The Board of Directors met in camera. During the in camera session the Board voted to have Lori Ann join the Board.

ON MOTION, moved and seconded, it was **RESOLVED** that Lori Ann Comeau be appointed as a Board member of Childspace Day Care. The motion was unanimously approved and carried by the Board.

13. 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 20:15 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 – 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)