



March 2016 Board of Director's Meeting Minutes	
<b>Date:</b>	March 16, 2016
<b>Location:</b>	Centre 3– St. Patrick's – 49 Felstead Ave, Toronto, ON
<b>Start:</b>	18:30
<b>Finish</b>	20:14
<b>Board Members:</b>	Phil Lindsay (Chair), Brian Singleton, Walid Hmeidani, Nicole Hunter, Vanessa Esteves, Charisa Flach, Forrest Parlee, Lori Ann Comeau
<b>Management Representatives</b>	Kim Tamar, Charlotte Risk, Joan Sinclair-Thomas, Suzette Charles
<b>Guest</b>	Stephanie Chung (Auditor)
<b>Regrets:</b>	Monique Hutchins

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

A Notice of Meeting dated March 16<sup>th</sup>, 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.

### **1. Adopt of the Agenda**

There were no additions to the agenda and this was adopted.

### **2. Declaration of Conflicts of Interest**

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

### **3. Introduction of Auditor (Stephanie Chung) to the Board**

*Stephanie led the discussion regarding the recent audit*

- i. She provided a detailed overview of the audit to the Board and provided all materials as handout. Auditor concluded that there were no significant errors unreported and that the audit looked good. She indicated that she had not done the audit the year prior. She stated that the center notes were consistent and that the Director was very diligent with her audit prep list. Concluded that the centers were very well organized and well run as a tiered system of supervisors. She gave references for the Board members to follow should they have further questions or require additional information.
- ii. Board member suggested the creation of a Finance committee. The group discussed briefly and it was left that this needed to be addressed



and that the Board should start this committee to address the general fiduciary responsibilities.

#### **4. Approving the minutes**

The Chair asked for a motion to approve both sets of minutes.

**ON MOTION**, moved and seconded, it was **RESOLVED** that the January 27th 2016 minutes be and it is hereby unanimously approved by the Board.

**ON MOTION**, moved and seconded, it was **RESOLVED** that the February 17th 2016 minutes be and it is hereby unanimously approved by the Board.

#### **5. Treasurer Report**

*Walid Hmeidami led the discussion.*

- i. He provided the Board with information regarding the January 2016 financials. He indicated that:
  - Nothing stood out in the expenses. Income was slightly lower because of city subsidy fees, but overall they were still within the acceptable range.
  - Expenses were lower than the average for the prior year. He indicated that this was because it was the beginning of the year.

He asked that the January 2016 financial be approved.

**ON MOTION**, moved and seconded, it was **RESOLVED** that the January 2016 financials be and it is hereby unanimously approved by the Board.

#### **6. Supervisor's Update**

*Each Supervisor provided an update of their Centre.*

**Centre #1.:** Charlotte Risk spoke on behalf of the center. She was asked about the families that had been indicated as being behind on payments. She noted that all families were paid up or working on a payment plan. No other issues.

**Centre#2:** Joan Sinclair-Thomas spoke on behalf of the center. No issues to report.

**Centre #3:** Suzette Charles spoke on behalf of the center. She indicated that the previously requested work accommodation was still pending



and they would not make an assessment until they had heard from the staff's family doctor.

Board member asked about the changes to the menu. New dietician had been brought on the review the menu and the sugar had been reduced. Staff were being encouraged to role model the new menu changes to encourage the children. AQI deemed the changes required.

## 7. Director's Report

*Kim Tamar led the discussion.*

- i. She spoke about Pat Costello's payout and presented the Board with a handout that outlined what had originally been agreed upon when she requested a leave of absence ("LOA"). There are a few discrepancies and the auditor and director are working together to resolve them. The Chair suggested that the Board approve the payout however that this be a unique occasion and not precedent setting.

**Question:** A Board member asked if we had a written agreement outlining the agreed upon terms?

**Answer:** She indicated that there is verbal agreement in place which was discussed during a Board meeting to approve the leave.

**ON MOTION**, moved and seconded, it was **RESOLVED** that Pat Costello's payout as discussed be and it is hereby approved by the Board.

An offer letter of the payout agreement was signed by 2 board members.

**Question:** A board member asked if there was a possibility of implementing a RRSP matching program for staff.

- ii. **Answer:** The HR lead indicated that she is currently exploring it. Kim updated the Board on Bill 10 which is the proposed changes to the size and ratio of staff to child in day cares. She indicated that a letter had been provided to the parents outlining the effects this Bill would have on the centers. A petition had been hung on the door for signatures along with documents to educate parents on the bullet points of the Bill. Kim had created a sample budget (which was shared with the Board) to be sent to the government to indicate the financial impacts the Bill will have on the centre and parents.

The Board suggested highlighting this on the website. The Board undertook to create a sample email template that can be used by parents to voice their concerns with their MPP.



- iii. Kim tabled a requested LOA on behalf of a staff member. She indicated the request is for less than 3 months which posed no issues with staffing. The Assistant Supervisor will be able to cover the staff's duties during the LOA. The staff member will also be using vacation and existing lieu time to cover part of the LOA.
- iv. Play area update: Kim informed the Board that the renovations to the school's track at centre 3 are moving forward, and that the center 3 project will occur at the same time, free of cost. She stressed that this is not yet documented, but through discussions. There will be an information meeting held on March 31, 2016 for the community and parents to attend informing them of the renovations. The school is hoping for a summer/fall start. These renovations will not affect Childspace's operations.

#### **8. Human Resources Committee**

*Nicole Hunter led the discussion:*

- i. She informed the group that there is no new news regarding the CUPE negotiations.

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

*Monique Hutchins was absent from the meeting.*

- i. No updates.

#### **10. Fundraising Committee**

*Charisa Flach led the discussion:*

- i. It is confirmed that Parent Night will be held on April 7, 2016. She would like to do a special thank you to the parents for their support of all the fundraising initiatives. The Board indicated that it would be beneficial to have this done just before the guest speaker to capitalize on the maximized crowd size.
- ii. She indicated that all past fundraising signage will come down after Parent Night.
- iii. She proposed the dates for the funfair as being May 6<sup>th</sup>, May 13<sup>th</sup> or May 27<sup>th</sup> at Centre 2. The funfair will be strictly for promotional purposes rather than for fundraising.



- iv. A fundraising committee member added that any sponsors interested in supporting the daycare could then sponsor the summer camps, not the funfair.

#### 11. Other Business

- o Joan Sinclair-Thomas asked about the parent would had wanted to join the board. The Board indicated that it would be a better plan if this person first join a committee so that they understand the commitment required. A Board member suggested perhaps a Nominations Committee should be created.
- o This Board member offered to leave the current committee they are on to lead the Nominations Committee.

**ON MOTION**, moved and seconded, it was **RESOLVED** that a Nominations Committee would be established and is hereby unanimously approved by the Board.

- o A Board member also suggested that a Communications Committee be establish. It was discussed and will be reviewed, however this function could be under the purview of the Fundraising Committee.

There was no other business brought forth at this meeting.

#### 12. 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 20:14 p.m. be and it is hereby unanimously approved by the Board.

Signed Acting Secretary.  (Vanessa Estevez) (Monique Hutchins signed on behalf of acting secretary)

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 – April 20, 2016 Centre 2: (Holy Name - 690 Carlaw Ave)
- Upcoming Meeting – May 18, 2016 Centre 3 (St. Patrick's – 49 Felstead Ave)