



| April 2016 Board of Director's Meeting Minutes | |
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| Date: | April 27, 2016 |
| Location: | Centre 2– Holy Name – 690 Carlaw Ave, Toronto, ON |
| Start: | 18:30 |
| Finish | 20:14 |
| Board Members: | Phil Lindsay (Chair), Brian Singleton, Monique Hutchins, Walid Hmeidani, Nicole Hunter, Vanessa Esteves, Lori Ann Comeau |
| Management Representatives | Kim Tamar, Charlotte Risk, Joan Sinclair-Thomas, Suzette Charles |
| Regrets: | Charisa Flach, Forrest Parlee |

1. Quorum & Constitution of Meeting

A Notice of Meeting dated April 25, 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. Approving the minutes

Monique Hutchins led the discussion.

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

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

ON MOTION, moved and seconded, it was **RESOLVED** that the March 23, 2016 minutes be and it is hereby unanimously approved by the Board.

4. Approve Auditor's Report

Kim Tamar led the discussion.

The Auditor's Report had previously been reviewed by the Board. The Chair asked for a motion to approve the report.



ON MOTION, moved and seconded, it was **RESOLVED** that the Auditor's Report for fiscal 2015-2016 be and it is hereby unanimously approved by the Board.

5. Approve Enrollment & Waitlist Policy & Changes to Other Policies

Kim Tamar led the discussion.

- i. Kim indicated that on the corporate website, there is only information pertaining to process but no actual policy exists. There was discussion and some additional language was proposed.

ON MOTION, moved and seconded, it was **RESOLVED** that the Enrollment & Waitlist Policy be and it is hereby unanimously approved by the Board as amended.

- ii. There were changes made to the Inclusion & Withdrawal Policy which were minor.

ON MOTION, moved and seconded, it was **RESOLVED** that the changes made to the Inclusion & Withdrawal Policy be and it is hereby unanimously approved by the Board.

- iii. There were changes made to the Pick Up & Late Fee Policy that included a major change surrounding lowering the age of which someone can pick up a child (from 18 year to 16 years old). Language surrounding age, ID's and consent were review and discussed. Some minor changes were suggested.

ON MOTION, moved and seconded, it was **RESOLVED** that the changes to the Pick Up & Late Fee Policy be and it is hereby unanimously approved by the Board, subject to amending the language.

- iv. . There were minor typos and housekeeping changes to the following policies: Bias Free Policy, Board Governance Policy, Client Compliant Policy, Emergency Lockdown Procedure Policy, Hiring Policy, Infection Prevention & Control/Outbreak Policy, Vacation and Leave of Absence (STAFF) Policy.
- v. Policies that were also reviewed but no changes were required were: Anaphylactic Policy & Individual Plan, Child Abuse, Health & Well Being Policy, Child Guidance & Behaviour Mgmt Policy, Code of Conduct Client/Parent Policy, Drug Administration Policy, Employee Credit Card & Equipment Policy, Fire Safety & Emergency Evacuation Policy, Hiring Policy, Immunization Policy, Lead Flushing Policy, Playground & Supervision Policy, Termination of Employment Policy, and Trip Policy.

6. Treasurer Report

Walid Hmeidami led the discussion.

- i. He provided the Board with information regarding the February 2016 financials. He indicated that:



- The financials were in good positions across all centres.
- Centre 1: slight increase in revenue/profits and Net Income is positive.
- Centre 2: Stable in comparison to previous months and Year-to-Date. An improvement. Expenses have decreased resulting in Net Income being positive.
- Centre 3: Slight increase in revenues, expenses and Net Profit is positive, Year-to-Date is positive.
- He indicated that if the trend continues the financials will be in a positive position by the end of the year. He asked that the February 2016 financial be approved.

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

7. Director's Report

Kim Tamar led the discussion.

- i. She indicated that it had been a busy month.
- ii. Centre 1 is currently working with the school board regarding before/after school care. They daycare still needs to remove items from the storage room so that the school can use it.
- iii. Centre 2 is still waiting on the new room licensing.
- iv. A centre 3's track renovation is set to commence in the summer. The major sponsor, Ryerson University, indicated that they are changing the amount they are funding the daycare playground project. They indicated that they will cover planning and architectural costs but the daycare will need to cover material costs, which is a shift from what was initially discussed. It was also indicated that the turf which was chosen by the daycare over 2 years ago will need to be changed in order to minimize the seams. This will change the price because of the different requirements of the seams.

Question: As the school is inconveniencing the daycare's access to the playground when they commence renovations to the track, can the daycare use this to their advantage? Perhaps a joint letter from the daycare and the school may help?

Answer: That can be tried.



It was suggested that the daycare obtain a letter from Ryerson regarding the scope of work they will be doing and what they are prepared to pay for regarding they playground.

- v. The air conditioning unit at centre 3 will take at least 1 month if the daycare will relocate. The suggestion was to do part of the work in the winter (for 2 weeks as there isn't full capacity at the daycare because of the holidays) and in the summer when there is lower enrolment and attendance. The school board will help with the relocation during those times.

8. Supervisor's Update

Each Supervisor provided an update of their Centre.

Centre #1.: Charlotte Risk spoke on behalf of the center. She is preparing for registration night for full day kindergarten. It will occur in the next 2 weeks.

Centre#2: Joan Sinclair-Thomas spoke on behalf of the center.

- Cathy Fitzpatrick contacted her regarding the licensing of the new room. It needs the supervisor to sign off on it before the license is issued.
- There are also issues with ticketing of parents vehicles during pick up times. She reached out to the councilor and received a response that they are looking into the situation. A Board member suggested that she contact the Parking Authority Supervisor to help with the situation. This member will contact them directly on behalf of the daycare.
- There is also the same issue as last year regarding the heat during the summer in one of the classrooms. There is no air conditioning and the school will not provide a portable solutions.
- There was a situation with a staff member and a student regarding discipline whereby the Resource Consultant witnessed inappropriate de-escalation techniques. The staff member was spoken to by the supervisor and a verbal warning was issued. A review of the appropriate de-escalation techniques were reviewed.

Centre #3: Suzette Charles spoke on behalf of the center.



- She indicated that the centre had kept the portable air conditioning units from last year and intends on having them installed this summer until the permanent air conditioning unit is installed. They are still sourcing an electrician to fix the “short” problem with the plugs.
- There was an AQI visit today (April 27, 2016). A few minor non-compliance issues were discovered. The final report isn’t completed yet but once it is she will forward to the Board to review.

9. Human Resources Committee

Nicole Hunter led the discussion:

- i. She informed the group that they are trying to finalize a date with the union, arbitrator and union representatives from the daycare. She is trying to set it for June 2016.
- ii. Kim indicated that they did a lot of interviews and filled 7 out of the 8 posted positions. All start dates are for May 2016 with exception of one in June 2016.

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

10. Health & Safety Committee:

Monique Hutchins led the discussion:

- i. She indicated that the Joint Health & Safety Committee met on April 26, 2016. The committee chose a new Co-Chair from the staff members as the previous co-chair had left the centre.
- ii. She also reviewed the salient points from the Risk & Violence Assessment performed at all three centres.

11. Fundraising Committee

Kim Tamar and Lori Ann led the discussions:

- i. .Kim indicated that they sent out 87 donation request to vendors in the community. Two responded and gave donations.
- ii. .Lori Ann indicated that large corporate sponsors normally only donate to specific events like sponsoring a visit to centre island.

Question: Have the banks been contacted in the neighborhood to donate?



Answer: No because banks normally require 4-6 months advance notice.

Question: How can we utilize Lori Ann's skills with corporate sponsorship?

Answer: Perhaps map out a 1-5 year plan/goal; ask staff for a wishlist of activities.

Thus far, two "in kind" donations were received (a Frozen themed party and Jim's Funny Hat services).

- iii. The Funfair has been scheduled for May 13th at Centre 2.

12. Nominating Committee

Nicole Hunter led the discussions:

- i. She reviewed the Nominations Committee Terms of Reference. There was some clarification needed regarding term of offices. The By-Laws were unclear regarding re-appointments dates. It was suggested that the By-Laws be changed to reflect how re-appointments and appointments are conducted. The changes will be brought to the Annual General Meeting for the general assembly of parents to approve.
- ii. The Board members filled out a Competency Matrix which will assist the committee to determine the areas of expertise currently on the Board and areas where they may look to fill through new member expertise. Forrest will compile the information and present a report to the Board at the meeting in May 2016.
- iii. There are currently 2 members on the nominating committee: herself and Forrest. Monique expressed interest in joining this committee.

13. Other Business

There was no other business brought forth at this meeting.

14. Adjournment

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

ON MOTION, moved and seconded, it was **RESOLVED** that the meeting ended at 20:07 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 – May 18, 2016 Centre 3 (St. Patrick's – 49 Felstead Ave)
- **AGM – June 15, 2016 Centre 3 (St. Patrick's – 49 Felstead Ave)**
- Upcoming Meeting – July 20, 2016 Centre TBD
- Upcoming Meeting – August 17, 2016 Centre TBD