



May 2016 Board of Director's Meeting Minutes	
Date:	May 18, 2016
Location:	Centre 3– St. Patrick's – 49 Felstead Ave, Toronto, ON
Start:	18:30
Finish	20:10
Board Members:	Monique Hutchins (Acting Chair), Brian Singleton, Walid Hmeidani, Nicole Hunter, Lori Ann Comeau, Forrest Parlee
Management Representatives	Kim Tamar (Acting Director), Nura Omar, Pat Costello
Regrets:	Phil Lindsay, Charisa Flach, Vanessa Esteves, Joan Sinclair-Thomas, Charlotte Risk

1. Quorum & Constitution of Meeting

A Notice of Meeting dated May 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.

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.

She asked for a motion to approve both sets of minutes.

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

ON MOTION, moved and seconded, it was **RESOLVED** that the May 10, 2016 minutes be and it is hereby unanimously approved by the Board.

4. Treasurer Report

Walid Hmeidami led the discussion.

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



- The first 2 months' financials were very positive however March's financials were not as positive
- Centre 1: revenue improved, expenses were stable except for salaries which increased. Net Income is negative.
- Centre 2: revenue increased slightly, expenses remained the same except for salaries where there was an increase. Net Income was small but positive.
- Centre 3: did not perform well as the bulk of all the centre expenses are allocated to this centre. Revenue was stable however expenses such as salaries and office related increase significantly which resulted in a very large Net Income loss.
- He indicated that he still needs to investigate why salary expenses had increased so significantly and also indicated that he would like to seek external assistance to review each centre's financials.
- A Board member indicated that the increase in salaries could be due to a 3 month pay cycle. Kim Tamar undertook to determine if in March that was the case.
- There were several other questions from the Board members regarding utilizing an external person. It was discussed that if an external person is used that they would need to sign a non-disclosure agreement in order to protect the information that is reviewed. It was also determined that the Treasurer could work with Kim Tamar and Pat Costello in order to assist him in understanding the expenses of each centre.

ii. He asked that the March 2016 financials be approved by the Board.

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

5. Mission Statement

Kim Tamar led the discussion.

- i. In 2015, the Ministry of Education (the "Ministry") made changes to the CCEYA including requiring centres to revise the mission statement and philosophy and merge it into one document called the Program



Statement. The Program Statement will be in excess of 20 pages. The Ministry had not provided any real guidance regarding what they want the final product to look like; however they have offered an information session regarding areas they would like to see included in the Program Statement. Kim Tamar and Joan Sinclair-Thomas attended this session.

- ii. There was a deadline to have a Program Statement in place which was May 27, 2016, however the Ministry has extended the deadline to January 1, 2017.
- iii. There are 4 foundations of "How Learning Happens" which will need to be included.
- iv. Lori Ann indicated that the Ministry is looking for accountability hence why the Ministry is requesting such a document be in place and available to all parents. She indicated that she is willing to assist Kim with developing a framework for the Program Statement. Brian also indicated that he can review Childspace's policies and pull information from them to include in the document.
- v. Kim will determine what action, if any, is required from the Board. It was agreed that she will forward a copy of the Ministry's request to Lori Ann.

6. Director's Report

Kim Tamar led the discussion.

- i. Centre 3's track renovation was scheduled to commence in the summer, however the project has now been terminated. Ryerson University has decided that the project was not viable. Pressure from the MPP and residents concerns lead to the decision.
- ii. The playground renovation project will still move forward however a new budget for the project will need to be prepared and re-submitted as the previous one is 2 years old.
- iii. The Provincial Wage Enhancement Grant has been submitted for all 3 centres. The amount of the grant has risen to \$2.00 (up from \$1.00 last year). More staff now qualifies for the enhancement as the eligibility has changed. The grants will be paid out earlier this time therefore the Director has opted to provide 2 disbursements instead of 1 lump sum. Moving forward, it may be suggested that disbursements move to quarterly payments instead. She is working with the auditor to determine whether this is a feasible and better option.



Question: With the new criteria eligibility, will the new kindergarten room at centre 2 qualify to receive the grants?

Answer: She indicated that the new rooms at Centre 2 would not qualify for this year because it was not up and running. For next year she was unsure because we would have to wait and see if the grant was continued for the 2017 year. There is no guarantee of the grant from year to year.

- iv. The Annual General Meeting ("AGM") invites including a nomination sheet will be distributed to parents by the end of May 25, 2016. She is expecting a lot of parents in attendance. The members of the Board suggested that we included at the AGM a signup sheet for parents to join one of the Board committees and that the Chair should speak about parent involvement on the committees.

7. Supervisor's Update

Each Supervisor provided an update of their Centre.

Centre #1.: Kim Tamar spoke on behalf of the center. She had a second meeting with the Principal of the school regarding sharing materials and how the daycare can be configured to be all located in one area. The discussions are still ongoing.

Centre#2: Kim Tamar- spoke on behalf of the center.

- The new kindergarten registration has been completed. The program is not full but it is almost at capacity. Half of the budget will be ready to be reviewed by the City of Toronto representatives. The second new room will be allowed to have children with subsidies. That room is not open yet, however the budget for the additional room will need to be included.
- There is no air conditioning for one of the rooms however she spoke with the custodian and the City consultant regarding how they can have one installed. Perhaps they will implement a similar arrangement that is in place at Centre 1.

Centre #3: Nura Omar spoke on behalf of the center.

- There was an AQL visit today (April 27, 2016). A few minor non-compliance issues were discovered. The final report has been provided.
- The centre is at full capacity.



- The centre staff is in the process of implementing the summer programs.

8. Marketing & Communications Committee

Lori Ann led the discussions:

- i. She indicated that this committee is replacing the Fundraising committee. Fundraising activities will be included under this committee. She is working on developing a marketing plan and asked that the Board approve the Terms of Reference document.

ON MOTION, moved and seconded, it was **RESOLVED** that the Terms of Reference document for the new Marketing & Communications Committee be and it is hereby unanimously approved by the Board.

- ii. Kim provided a brief update regarding the Funfair. The goal of the Funfair was to create awareness of the centres. The Funfair raised a little under \$1,200 however, the costs and expenses were more than what was raised but not more than what was already budgeted for. Final costs will be provided in the May 2016 financials.

9. Human Resources Committee

Nicole Hunter led the discussion:

- i. She indicated that a meeting with the conciliator is scheduled for June 21, 2016. The lawyer for Childspace will be present.
- ii. Update regarding the HR Consultant: She received 2 bids which she determined was too expensive. Instead, she will work with the Acting Director regarding the HR areas the consultant was to review.

10. Health & Safety Committee:

Monique Hutchins had nothing new to report as the Committee is not scheduled to meet until June 28, 2016.

11. Nominating Committee

Forrest Parlee led the discussions:

- i. He indicated that there are 2 vacant positions on the Board which will need to be filled at the AGM. He mentioned that the Board can benefit from obtaining nominees who have a legal or finance/accounting background.



12. Other Business

The Acting Chair asked that the Acting Director extend the Board's congratulations to the staff regarding a successful, well attended Funfair.

There was no other business brought forth at this meeting. The Board met in Camera for the remainder of the meeting.

13. Adjournment

The Acting 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 20:15 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):

- **AGM – June 15, 2016 Centre 3 (St. Patrick's – 49 Felstead Ave)**
- Upcoming Meeting – July 20, 2016 Centre 3 (St. Patrick's – 49 Felstead Ave)
- Upcoming Meeting – August 17, 2016 Centre 3 (St. Patrick's – 49 Felstead Ave)