



July 2016 Board of Director's Meeting Minutes	
Date:	July 20, 2016
Location:	Centre 3– St. Patrick's – 49 Felstead Ave, Toronto, ON
Start:	18:35
Finish	20:15
Board Members:	Phil Lindsay (Chair), Monique Hutchins (Acting Chair until 7:10 p.m.), Walid Hmeidani, Lori Ann Comeau, Vanessa Estevez, Mun Chau, Peer Flach
Management Representatives	Kim Tamar (Acting Director), Suzette Charles, Joan Sinclair-Thomas
Regrets:	Forrest Parlee, Nicole Hunter, Charlotte Risk

1. Quorum & Constitution of Meeting

A Notice of Meeting dated July 18, 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 was one addition to add an in camera to the agenda. The agenda was adopted as amended.

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 the minutes of the May 18, 2016 meeting.

ON MOTION, moved and seconded, it was **RESOLVED** that the May 18, 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 April 2016 financials. He indicated that:

- Centre 1: fees and expenses were in line with what had been budgeted. There was a decrease in salary expense



but that was due to the amount of pay periods this month. Net Income is positive.

- Centre 2: there were no surprises as all figures were in line with what had been budgeted. Same result regarding salaries as in Centre 1. There was less revenue and Net Income.
- Centre 3: the same regarding lower salary expenses however overall expenses decreased but Net Income was lower than what had been budgeted.
- 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.
- **Question:** A Board member asked if the percentage increase in salaries due to the agreed upon new collective agreement, had been included in the financials.

Answer: Kim indicated that it had not been included in its entirety however she had previously included a 2% buffer increase as an anticipation of a salary increase. She will provide the Board with the actual impact on the 2016 budget before the next meeting. She also indicated that the budget discussions for 2017 normally take place during the October/November timeframe and that the financials will reflect the negotiated salary increase.

- ii. Walid then asked that the April 2016 financials be approved by the Board.

ON MOTION, moved and seconded, it was **RESOLVED** that the April 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. She indicated that she has submitted the charity's tax return.
- ii. A grievance had been received from the union and she is in the process of addressing it.
- iii. Centre 3's playground renovation project: the measurements had been completed and the drawings from the designer are being created. Start date is still undetermined because approvals for the scope of the renovation as the project will need to be resubmitted as the older submission is over 2 years old. Also, approvals from the school board will still need to occur.
- iv. She has completed the director/staff meetings. She instituted them to create a closer relationship between management and staff members. What was ascertained from the meetings is that staff enjoyed the opportunity to engage directly with parents outside of their caregiver duties. She also indicated that she would like to increase and encourage staff comradery between centres and within each centre. In order to complete this, she would like to institute quarterly movie night gatherings with all staff (at a cost less than \$500). The staff will have an



opportunity before and after the film to socialize in the theatre's party room.

- v. Career fair season has begun. She has contacted the TSCB, Seneca College and George Brown College to attend their career fairs as a way to attract and hire new staff (supply staff mainly and ECE's). Because there are 2 new rooms at Centre 2, 1 which is open and the other one not yet open, new staff will need to be hired and the career fairs are more economical to source qualified candidates from.
- vi. She has provided the Board with 1 new policy to review (Staff Training & Development) and 1 policy which was revised (The Criminal Check policy). She is looking to the Board to approve the new and amended policies at the August 2016 meeting.

7. Supervisor's Update

Each Supervisor provided an update of their Centre.

Centre #1.: Kim Tamar spoke on behalf of the center. She indicated that the fans used to cool down the rooms used in 2015 had been misplaced by the school as they were located in the shared rooms. They were not properly labeled. One was found however the centre supervisor purchased additional ones. They are all properly labeled.

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

- **Question:** A Board member asked why there seemed to be more bullying as noted on the centre's supervisor report.

Answer: Joan indicated that she only used the word "bully" as that was the term used by the parent. She noted that sometime when there are older children in the room with younger children during one of the programs they may try to exert more control over the younger ones. She also indicated that empathy training had been conducted at her centre before but before empathy training, the bullying behaviour needs to be addressed and corrected. Overall, all centres will look into providing empathy training by using "Roots of Empathy" as a guideline. A member suggested maybe we can address this issue with solutions at the next Parent Night.

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



- The centre is at not at capacity but they are presently calling waiting lists to fill the gaps.
- A Board member asked about the current issue regarding the Waitlist complaint. Kim indicated that retraining is occurring to ensure that the policies and procedures are being followed. The complainants have been notified about the procedures and have been properly added to the waitlist at the appropriate level.

8. Marketing & Communications Committee

Lori Ann led the discussions:

- i. She indicated that the committee has yet to hold a meeting. She would like any communications to parents be provided to the committee before it is disseminated.
- ii. Vanessa indicated that she could assist with populating the corporate website with pictures of the children. Kim indicated that that may be difficult as there are several parents that have not given permission for their children to appear on the website and because of this, the group pictures of children will need to be retouched to not show any faces. She will work with Vanessa to have the photos available on the website.

9. Human Resources Committee

Kim Tamar led the discussion:

- i. She indicated that an agreement had been reached with the union. There are still a few language issues with the collective agreement however the union as previously mentioned does not want to address them.
- ii. A few staff members did not qualify to receive the entire Wage Enhancement because their salaries were too high, therefore they would receive instead what is paid at the level of the highest pay out of the grant.

10. Health & Safety Committee:

Monique Hutchins had nothing new to report as the Committee has canceled its meeting until October, 2016, unless important items arise during that time.

11. Nominating Committee

Forrest Parlee sent an email update.



- i. He indicated that there are 2 vacant positions on the Board which will need to be filled (Vice Chair, and Chair – the current Chair is resigning in September 2016). He mentioned that interested parties should send their interest for one of the positions to the committee.
- ii. He also indicated that a new member to the Board will be joining the August 2016 meeting. The Board will vote whether to accept the new member at the September meeting.

12. Other Business

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

13. 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 20:05 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 – August 17, 2016 Centre 3 (St. Patrick's – 49 Felstead Ave) **BOARD TRAINING SESSION**
- Upcoming Meeting – September 21, 2016 Centre 1 (Holy Name – 690 Carlaw Ave)
- Upcoming Meeting – October 19, 2016 Centre 2 (St. Brigid's – 50 Woodmount Ave)
- Upcoming Meeting – November 16 or 23 Centre 3 (St. Patrick's – 49 Felstead Ave) – **Quorum Required as we are approving the 2017 Budget**
- Upcoming Meeting – December – No Meeting