



September 2016 Board of Director's Meeting Minutes	
Date:	September 21, 2016
Location:	Centre 1– St. Brigid's–50 Woodmount Ave, Toronto, ON
Start:	18:35
Finish	20:55
Board Members:	Phil Lindsay (Chair) (by phone), Monique Hutchins, Walid Hmeidani, Lori Ann Comeau, Mun Chau, Peer Flach, Forrest Parlee
Management Representatives	Kim Tamar (Acting Director), Charlotte Risk, Joan Sinclair-Thomas
Guest	Aynur Gurboanova
Regrets:	Suzette Charles

1. Quorum & Constitution of Meeting

A Notice of Meeting dated September 19, 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. The agenda was adopted as tabled.

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 August 17 2016 meeting.

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

4. Treasurer Report

Walid Hmeidami led the discussion.

- i. He provided the Board with information regarding the May, June and July 2016 financials. He indicated that:
 - The committee had its initial meeting to review the financials; and



- There were no out of the ordinary expenses and revenue stayed consistent with current trends and comparable to the 2015 numbers.
- ii. Walid then asked that the May, June and July 2016 financials be approved by the Board.

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

5. Director's Report

Kim Tamar led the discussion.

- i. **Sexual Harassment Policy:** She indicated that she is in the process of finalizing the changes to the Harassment Policy with regards to the changes in Bill 132. She attended the training session on Bill 132 on September 12. Once the investigation templates for the Harassment Policy are completed, she will circulate the amended policy for review and approval by the Board.
- ii. **Vacation Accrual:** She indicated that the vacation accrual situation will need to be addressed as accumulator (Ceridian administers the payroll) paid out the incorrect amount to a staff who had resigned. The number of hours is correct but the accumulated dollar amount was incorrectly calculated and does not match the hours entitlements.
 - The union has been made aware of the current accrual issue and there are no formal requirements from the union regarding it.
 - February 2016 to date have been calculated properly. The audit will date back to 2009.
 - The Board suggested that a plan be devised to address the accrual issue with staff. Since the next payroll is October 14, 2016 and the changes will be reflected on this pay, the communication of the situation should work backwards from this date.
 - **Vacation Accrual Plan:** Step 1: Create a memo to deliver to all staff. The Marketing & Communications committee Chair, Lori Ann will assist with messaging (**Action Item #1**). Step 2: Kim will attend all staff meetings so that staff can ask questions. (**Action Item #2**). Step 3: Once the paystubs have been administered, provide staff with a final letter outlining individual amounts. Lori Ann agreed to assist with the messaging of the letter. (**Action Item #3**).



- Kim and Lori Ann agreed to set deadlines for the letters and communications.

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

- iii. Kim indicated that the Insurance premium will need to be renewed on October 1, 2016. She noted that there were increases in the amounts under the extended health portion, namely the massage feature. She further asked the Board to approve the renewed contract with Empire Life. This included the \$700 for massage. The other option presented to her was a \$200 spending account for each staff through a different company. Kim reported that she tried to have the benefit year reflect the Collective agreement which is on a Calendar year. This was not possible but will be discussed again with our Broker Miles Posner and rectified for the 2017 renewal several months ahead of October
(Action Item #4)

ON MOTION, moved and seconded, it was unanimously **RESOLVED** that the Empire Life Benefits Insurance be renewed and it is hereby approved by the Board.

- iv. She indicated that the grievance previously filed in July 2016 is still ongoing. The staff involved in the grievance has since been offered a full-time position and has qualified for 2 out of the 3 months obligatory probation period to obtain health benefits. The grievance has not been withdrawn and the union was seeking to waive the 3 month probation period so that they can obtain health benefits immediately. The Board does not agree.

ON MOTION, moved and seconded, it was unanimously **RESOLVED** that the Probation Period remain 3 months to obtain health benefits be and it is hereby approved by the Board

6. Supervisor's Update

The Board only required a verbal update from Centre 2's Supervisor.

Centre #2.: Joan Sinclair-Thomas spoke on behalf of the center. She indicated that there had been an investigation by Children's Aid Society ("CAS") and Ministry of Education (the "Ministry") regarding a complaint. Procedure was followed as per policy. They concluded that there were no findings and the CAS & the Ministry has closed the case. The Ministry has sent an official letter to her which she will forward to the Board (Action Item #5). She expects a letter from CAS as well which she will provide (Action Item #6).



7. Nominations Committee

Forrest Parlee led the discussion:

- i. Appointment of New Member to the Board.

ON MOTION, moved and seconded, it was unanimously **RESOLVED** that the appointment of Aynur Gurboanova to the Board of Childspace Day Care, be and it is hereby approved by the Board.

- ii. Appointment of New Chair of the Board. He informed the Board that Monique Hutchins has offered to Chair the Board. Monique Hutchins then recused herself from the vote.

ON MOTION, moved and seconded, it was unanimously **RESOLVED** that the appointment of Monique Hutchins as Chair of the Board of Childspace Day Care, be and it is hereby approved by the Board members available to vote on the matter.

- iii. Appointment of New Vice-Chair. No one from the Board submitted their intention. From the Board meeting, Lori Ann Comeau put her name forward for consideration. Lori Ann recused herself from the vote.

ON MOTION, moved and seconded, it was unanimously **RESOLVED** that the appointment of Lori Ann Comeau as Vice-Chair, be and it is hereby approved by the Board members available to vote on the matter.

- iv. Appointment of a New Secretary. There were no self-nominations therefore the matter was deferred until the next Board meeting.

8. Other Business

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

9. Adjournment

The Chair asked for a motion to terminate the meeting.

ON MOTION, moved and seconded, it was unanimously **RESOLVED** that the meeting ended at 20:55 be and it is hereby approved by the Board.

Signed Secretary:  (Monique Hutchins)

Action Items Arising from the Minutes:

Action Item Number	Action Item	Resp	Due Date
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Action Item #1	Memo creation for vacation accrual issue	Lori Ann & Kim Tamar	October 1, 2016
Action Item #2	Attend Staff Meetings	Kim Tamar	Oct 4-ctr 2 Oct 5&6-Ctr 3 Oct 11-Ctr 1
Action Item #3	Letter to staff indicating individual vacation accrual amounts	Lori Ann	October 14, 2016
Action Item #4	Confirmation that Insurance Premiums have been renewed	Kim Tamar	October 1, 2016
Action Item #5	Letter from the Ministry of Education re: closed investigation	Joan Sinclair-Thomas	October 19, 2016
Action Item #6	Letter from CAS re: closed investigation	Joan Sinclair-Thomas	October 19, 2016

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 – October 19, 2016 Centre 2 (Holy Name– 690 Carlaw 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