



Childspace Daycare Corporation
Board Meeting Minutes

October 2016 Board of Director's Meeting Minutes	
Date:	October 19, 2016
Location:	Centre 2– Holy Name, 690 Carlaw Avenue, Toronto, ON
Start:	18:45
Finish	20:50
Board Members:	Monique Hutchins (Chair), Walid Hmeidani, Lori Ann Comeau, Mun Chau, Peer Flach
Management Representatives	Kim Tamar (Acting Director)
Guest	Wendy Yu
Regrets:	Forrest Parlee, Aynur Gurbanova

1. Quorum & Constitution of Meeting

A Notice of Meeting dated October 12, 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.

2. Adopt of the Agenda

There were no additions to the agenda. The agenda was adopted as tabled.

3. Declaration of Conflicts of Interest

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

4. Approving the minutes

Monique Hutchins led the discussion.

The minutes of September 19, 2016 was deferred to the next Board meeting.

5. Treasurer Report

Walid Hmeidami led the discussion.

- i. The monthly financials were not available for review or discussion. Deferred to the November 2016 Board meeting.
- ii. Playground improvement options were provided and discussed. There was consensus at the meeting to continue the exploration of the playground option at Centre 3 with specific instruction to obtain timelines and a budget for proposed improvements. **(Action Item 1)**

6. Director's Report

Kim Tamar led the discussion.



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- 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. **(Action Item 2)**
- ii. **Vacation Accrual:** She indicated that the vacation accrual issued was addressed, providing details of its implementation both with the payroll service provider, staff meetings by Centre as well as an individualized letter to each staff member. Delivery and deadlines were achieved.
- iii. **Budget Preparation:** A preliminary budget for next fiscal year. This budget will be finalized for the November 2016 Board. For privacy and confidentiality details on human resources, including salaries would be generalized. Hard and soft copies of the budget preparation would be deleted to respect staff privacy.
- iv. **CUPE Update:** the same staff person provided two grievances. Filed on October 5 with follow up with the Corporation on October 12, 2016 with pending response from legal counsel as of October 19, 2016.
- v. **AODA:** Board members are encouraged to review the link both for its video resources and policy. Each Board member is required to read the attestation and provide approval or sign off.

7. Supervisor's Update

*The Board read the Supervisor's September Report prior to the Board meeting.
There were no questions raised to the Acting Director.*

8. Human Resources Committee

- i. Appointment of Peer Flach as the new Chair of the Human Resources Committee.

9. Marketing Communications Committee

Lori Ann Comeau led the discussion.

- i. Presented a Card Fundraiser Program with timelines and revenue projections of \$1,492 for one set of a cards, however if the option of a birthday card was offered the revenue projection would be \$2,400. Revenue projections for 2 centres participation would be \$3,000 to \$5,000. Launch date would be October 26, 2016 with deadline to submit forms by November 14. Cards would be distributed to families by the end of November 2016. Communication would support the Adopt-a-Family in December with the monetary amount collected with a projection of \$500 to \$2,000 with donation options of \$5 to \$20.



She asked the board to review. Discussion ensued. The Board agreed that the Card Fundraiser option be pursued.

- ii. Options were discussed on future fundraising programs such as professional photography using Mun Chau's photography services.

10. Health & Safety Committee

Monique led the discussions

- i. She indicated that in order to conform to the Health & Safety standards as set out by the committee, staff members who care for the Board's children during meetings should not leave the premises alone. It was agreed upon by the Board that they will collectively ensure that no one person is left alone or leaves the centres alone.
- ii. There is now a vacancy on the Joint Health and Safety committee and a Board member volunteer is needed to sit on the committee.

11. Other Business

- i. Appointment of New Member:

ON MOTION, moved and seconded, it was unanimously **RESOLVED** that Wendy Yu be appointed to the Board of Directors and as Secretary of Childspace Day Care Corporation be approved by the Board.

Wendy Yu also decided to join the HR Committee and be the Board representative on the Joint Health & Safety committee

- ii. Google Drive:

Discussion on Google Drive sharing was discussed. Action was to have a general email address established to ensure current and future Board members would have access to electronic files on the shared Google Drive.

- iii. Other Committees

There is also a need for members to join the Nominations committee, Policies committee and By-Law committees. Mun Chau and Lori Ann Comeau joined the Nominations committee.

The Board met in Camera for the remainder of the meeting.

Two items were discussed and motions approved:

1. **ON MOTION**, moved and seconded, it was **RESOLVED** that the withdrawal of a Warning Letter given to Employee A be approved by the majority of the Board.



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2. **ON MOTION**, moved and seconded, it was unanimously **RESOLVED** that the inclusion of section 7.3 of the Collective Agreement dated August 1, 2015 – December 31, 2018 be included in the Management Handbook. **(Action Item 3)**

12. 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 20:50 be and it is hereby approved by the Board.

Signed Acting Secretary:  (Lori Ann Comeau)

Action Items Arising from the Minutes

Action Item Number	Action Item	Resp	Due Date
Action Item #1	Playground renovation options and timelines/budget	Kim Tamar	update January 18, 2017 meeting
Action Item #2	Amended Sexual Harassment Policy Distribution	Kim Tamar	October 26, 2016
Action Item #3	Included section 7.3 of Collective Agreement in the Management Handbook	Kim Tamar	December 31, 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 – November 16 Centre 3 (t. Patrick's – 49 Felstead Ave) Quorum is required
- **December 2016 NO MEETING**
- Upcoming Meeting - January 18, 2017 Centre 1 (St. Brigid's – 50 Woodmount Ave)
- Upcoming Meeting – February 15, 2017 Centre 2 (Holy Name – 690 Carlaw Ave) North Entrance
- Upcoming Meeting – March 15, 2017 Centre 3 (St. Patrick's – 49 Felstead Ave)



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