



January 2017 Board of Director's Meeting Minutes	
Date:	January 18, 2017
Location:	Centre 1 - St. Brigid's School: 50 Woodmount Avenue, Toronto, ON
Start:	18:35
Finish	20:50
Board Members:	Monique Hutchins (Chair), Lori Ann Comeau (Vice Chair), Walid Hmeidani (Treasurer), Mun Chau, Forrest Parlee, Aynur Gurbanova
Management Representative s	Kim Tamar (Acting Director)
Guest	Dave McKay
Regrets:	Wendy Yu, Peer Flach

1. Quorum & Constitution of Meeting

A Notice of Meeting dated January 18, 2017 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 & Review Business Arising from Minutes

Monique Hutchins led the discussion.

The minutes were approved.

- (a) Report on Response to Fee Increase was discussed with the only client concern which constituted a payment discrepancy of a few dollars based on a daily and monthly calculation. Transparency is paramount. Monthly fee calculation is sufficient and therefore any additional follow up is not required.
- (b) Report on Estimated Costs to Centre 3 relocations for AC repair is pending (Action # 1 and 2) There was no date provided. Discussions to undertake preliminary research regarding improvement timelines in the marketplace (Action #3).

5. Director's Report

Kim Tamar led the discussion.

- i. Program Statement: Is being finalized and will be presented to the Board. An extension was sought from the Ministry of Education given



the deadline was January 1, 2017. However, a functional first draft of the document has been completed and can be used until the final version is approved by the Board.

- ii. Policy Review Update: Refinements are underway and will be provided to the Chair and Vice Chair shortly.
- iii. Vacation: February 12 to 28, 2017. Joan Sinclair-Thomas will be replacing Kim Tamer during that time.

6. Supervisor's Update

The Board read the Supervisor's September Report prior to the Board meeting. Concerns raised by the Board and the vacancy rate at Centre 2. Discussion on exploratory measures to promote the program within the school and community as well as advertising tactics at other Centres. Social Media was discussed in addition to community outreach programs. Highlights on competition with YMCA at Frankland Community Centre and Play Loft. Program registration is on target and is expected to reach its 75 to 80 percent enrollment for September 2017 (Action #4)

7. Marketing Communications Committee

Monique lead the discussion on the communication of Ontario's flu vaccination. Information was shared pertaining to the mandatory requirement of the flu vaccination and the discrepancies between information shared from Toronto Public Health and the Ministry of Education.

Lori Ann lead the discussion on the Committee's progression. There have been challenges with governances and roles and responsibilities between Committee and Staff. Information is not being shared, and it is a reactive process to manage issues as they arise.

Kim lead the discussion on the Terms of Reference. There were concerns about the operations and Committee involvement with the newsletter at this time.

Lori Ann raise the importance to align all business functions to support the corporation. The newsletter is a marketing communications tool to promote brand and awareness to their stakeholders. There was a misunderstanding about communication process. Identify communications expectations and provide a communications process for actions, timelines and approvals , including a yearly calendar of events that can be shared with the Board so that we can leverage any communications materials. (Action #5).

Forrest Parlee raised the importance of being respectful, watching tone and listening to each other's opinions..



8. Nominations Committee

i. Introduction of Potential New Candidate to the Board:

Dave McKay introduced himself and indicated what expertise he had to offer the Board and organization. He has IT experience and would like to help Childspace improve their IT infrastructure. He is also interested in reviewing the food options for children. The Board will discuss his appointment during the in camera session.

9. Other Business

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

Adjournment

The Chair asked for a motion to terminate the meeting at 8:50 p.m.



Monique Hutchins, chair



Wendy Yu, secretary



Childspace Daycare Corporation
Board Meeting Minutes

Action Items Arising from the Minutes (items to be added to the Stand-Alone Consolidated Action Items List which will change numbering)

Action Item Number	Action Item	Resp	Due Date
Action Item #1	Follow up on a monthly basis with TCDSB on leasehold improvements at Centre 3.	Kim Tamar	Update at each monthly Board meeting until resolved.
Action Item #2	Follow up with the new staff person leading leasehold improvements, scheduling a meeting and a request for a 2 month notice to relocate for AC repairs	Kim Tamar	Update in February Board meeting
Action Item #3	Research Commercial Air Conditioner to have someone research and realistic market timelines for improvements	Kim Tamer	Update in March
Action Item #4	Status update on Enrollment at Centre 2.	Kim Tamer	October 2017
Action Item #5	Marketing Communications Committee to highlight its expectations and provide a communications process for actions, timelines and approvals along with a yearly calendar of events.	Lori Ann Comeau	February 2017

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):



Childspace Daycare Corporation
Board Meeting Minutes

- 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)