



<b>February 2017 Board of Director's Meeting Minutes of Childspace Daycare Corporation (the "Corporation")</b>	
<b>Date:</b>	February 15, 2017
<b>Location:</b>	Centre 2 - Holy Name School - 690 Carlaw Ave
<b>Start:</b>	18:35
<b>Finish</b>	21:30
<b>Board Members:</b>	Monique Hutchins (Chair) , Walid Hmeidani (Treasurer), Wendy Yu (Secretary), Mun Chau, Peer Flach, Forrest Parlee, Dave McKay
<b>Absent</b>	Aynur Gurbanova,
<b>Management Representative(s)</b>	Joan Sinclair-Thomas
<b>Guest</b>	None

### **Quorum & Constitution of Meeting**

Ms. Hutchins called the meeting to order, confirmed that proper notice of the meeting had been given in accordance with the by-laws of the Corporation and that, as a quorum of the directors was present, declared the meeting a duly constituted meeting of the Board and open.

### **RESOLUTIONS**

The following motions were moved and were unanimously carried unless otherwise noted.

1. The Board hereby approves the appointment of Dave McKay to the Board, effective February 15, 2017.  
Moved by Forrest Parlee and seconded by Mun Chau.
2. The Board hereby approves the minutes of the meeting of the Board held on January 18, 2017 in the forms presented.  
Moved by Monique Hutchins and seconded by Forrest Parlee. Wendy Yu and Peer Flach abstained as neither were present during the January 18, 2017 meeting.
3. The Board hereby approves the financial report for October and November 2016.  
Moved by Dave McKay and seconded by Mun Chau.
4. The Board hereby approves Centre 2 to have one of its staff pick up and escort up to five students from a nearby school, and escort them back to Holy Name School for after school care.  
Moved by Dave McKay and seconded by Mun Chau.



## **DISCUSSION**

The following matters were discussed during the meeting:

### **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. Appointment of Dave McKay**

*Monique Hutchins led the discussion.*

*The motion referred to in paragraph 1 of the resolutions section was then made.*

### **4. Approving the minutes**

*Monique Hutchins led the discussion.*

The motion made in paragraph 2 of the resolutions section was then made.

### **5. Treasurer's Report**

*Walid Hmeidani led the discussion* and presented the October and November 2016 financials. He responded to questions relating to the administrative fees, presentation of the financials, and the performance to date against forecast. Mr. Hmeidani noted that the Corporation's funds were not invested as the finance committee needed to better understand the cash flow needs of the Corporation. In response to a question raised by the Board, Mr. Hmeidani noted that the finance committee was reviewing the finances for Centre 3 to better understand its relative underperformance compared to the other centres, and would report back once their review was completed.

The motion made in paragraph 2 of the resolutions section was then made.

### **6. Supervisor's Updates/Reports**

*Joan Sinclair-Thomas led the discussion.* Questions were asked about the Centre 3 AQL review and the outstanding items on the work plan. Ms. Sinclair-Thomas agreed to have Centre 3's supervisor confirm that all outstanding items were completed. The Board also discussed ways to encourage parental participation in the organization, including updating the website to include more board meeting information, developing a calendar of events and revising the stock photos to reflect the correct centres.

### **7. Director's Report**



Joan Sinclair-Thomas led the discussion. She noted that there was a request at Centre 2 for an employee to pick up 5 (five) students at the local school for after-school care. Ms. Sinclair-Thomas noted that the families understood that the arrangement would be until the end of June and that their space(s) would be required if a student from Holy Name School required after-school care and there were no openings. However, it was noted that Centre 2 was underutilized and this was unlikely to occur. Ms. Sinclair-Thomas thought this request could be accommodated and recommended that the board approve.

The motion made in paragraph 4 of the resolutions section was then made.

The Board discussed the imminent closure of Our Happiness Daycare on Carlaw, very close to Centre 2, and whether the Board would consider purchasing it. After a lengthy discussion, it was determined that such acquisition would be outside of the Corporation's general practice and not of interest to the Board and organization at this time.

Lastly, Ms. Sinclair-Thomas updated the Board on the policy review, the air conditioning repair and the playground improvement project, both at Centre 3.

## **8. Committee Updates**

### **A) Health and Safety Committee**

Wendy Yu reported on the risk assessments carried out at each site and the recommendations generated, including one to add a question on the application regarding whether the child has exhibited violent tendencies (hitting, throwing etc). Ms. Yu noted that management was to develop the questions and to return to the Board for input before implementation.

### **B) Finance Committee**

Walid Hmeidani deferred report to the next meeting.

### **C) Nominating Committee**

Forest Parlee reported, noting that there remained two vacancies on the Board.

### **D) Marketing and Communications Committee**

Monique Hutchins reported, noting that she had reached out to other members to confirm if they wanted to continue in light of Lori Ann Comeau's departure from the Board. Mun Chau agreed to sit on the committee. It was agreed amongst the Board that the scope of the committee would need immediate review.



Joan Sinclair-Thomas left the meeting. The Board held its *in camera* session.

**9. In Camera Meeting**

**Human Resources Committee Report:**

Peer Flach reported. The committee met to earlier to discuss succession planning and filling the executive director role permanently. Mr. Flach handed out a draft revised job description for the executive director position and encouraged members to review the job description for the next meeting. The Board members supported the general plan and the desired areas of skill development for the chosen candidate r.

**ON MOTION**, moved and seconded, it was unanimously **RESOLVED** that the meeting ended at 21:30 be and it is hereby approved by the Board.

A handwritten signature in purple ink, appearing to read 'Monique Hutchins', written over a horizontal line.

Monique Hutchins, Chair

A handwritten signature in purple ink, appearing to read 'Wendy Yu', written over a horizontal line.

Wendy Yu, Secretary

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 – March 15 – Centre 3 (St. Patrick's School – 49 Felstead Ave)
- Upcoming Meeting – April 19 – Centre 1 (St. Brigits School – 50 Woodmount Ave)
- Upcoming Meeting – May 17 – Centre 2 (Holy Name School – 690 Carlaw)