



<b>March 15 2017 Board of Director's Meeting Minutes of Childspace Daycare Corporation (the "Corporation")</b>	
<b>Date:</b>	March 15, 2017
<b>Location:</b>	Centre 3 - 49 Felstead Ave, Toronto, Ontario M4J 1G3
<b>Start:</b>	18:30
<b>Finish</b>	
<b>Board Members:</b>	Monique Hutchins (Chair), Walid Hmeidani (Treasurer), Wendy Yu (Secretary), Mun Chau, Peer Flach, Aynur Gurbanova, Forrest Parlee , Dave McKay
<b>Management Representative(s)</b>	Joan Sinclair-Thomas, Charlotte Risk, Suzette Charles, Nura Omar, Sarah Lacanlale,
<b>Guest</b>	Sarah Macauley
<b>Regrets:</b>	Not applicable

#### **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 carried and were unanimously carried unless otherwise noted.

1. The Board hereby approves the minutes of the meetings of the Board held on February 15, 2017 in the form presented.

Moved by Forest Parlee and seconded by David McKay.

2. The Board hereby approves the Corporation's program statement, in the form presented to the Board, with such changes as were discussed and agreed upon.

Moved by Dave McKay and seconded by Forest Parlee.

3. The Board hereby accepts and approves the financial report for December 2016 as presented by the Treasurer.

Moved by Dave McKay and seconded by Wendy Yu.



## **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. Introduction of Potential Board Member**

Ms. Hutchins introduced Sarah Macauley as an interested parent who is seeking to join the Board. Ms. Macauley provided a brief overview of her background and desire to give back to the organization.

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

*Monique Hutchins led the discussion.*

The motion made in paragraph 1 of the resolutions section was then made, seconded and unanimously carried.

### **5. Review Business Arising from the Minutes**

The Board reviewed the business arising from the Minutes and discussed outstanding matters and the time frame for reporting to the Board.

### **6. Approval of the Program Statement**

Monique Hutchins led the discussion on the draft program statement. The Board reviewed and provided comments.

The motion made in paragraph 2 of the resolutions section was then made, seconded and unanimously carried.

### **7. Treasurer Report**

Walid Hmeidani referred to the materials provided and the Board discussed the financial reports of each centre. The Board also discussed the overall financial position of the Corporation, including the status of the reserve fund. The Board also discussed the filing requirement for the audited financial statements which will be tabled for approval in the May meeting.



The motion made in paragraph 3 of the resolutions section was then made, seconded and unanimously carried.

#### **8. Supervisor's Update**

Ms. Hutchins referred to the supervisors; reports provided with the meeting materials. The Board asked questions of the supervisors regarding their reports.

#### **9. Director's Report**

Joan Sinclair-Thomas provided the director's report. She noted that she received approval from the City of Toronto to be the Corporation's designate for the purposes of any filings/interactions with the City of Toronto. The Board discussed the director's report. The Board asked that Ms. Sinclair-Thomas follow-up regarding obtaining a quote regarding the amount of time it would take to replace the AC unit in Centre 3 in order to plan for the displacement of the children in the Centre.

#### **10. Committee Update**

- (a) Marketing and Communications Committee – Ms. Hutchins noted there were no updates to provide as the committee was meeting the next day. She noted that an update would be provided at the next meeting.
- (b) Finance Committee – Mr. Hmeidani reported on recent committee meetings, noting that the committee was still working on the fee guidance policy/document.
- (c) Human Resources Committee – Deferred to the *in camera* session.
- (d) Nominations Committee – Forrest Parlee noted that the Corporation's annual general meeting was coming soon, and suggested some outreach to be undertaken to encourage parents to volunteer on the Board. The Board discussed and agreed. The matter was left with the Nominations Committee and Marketing and Communications Committee.

#### **11. Other Business**

The Board confirmed that there was no other business.

#### **12. In Camera Session**

Management left the meeting.

The Human Resources Committee report was provided. The Board held a lengthy discussion regarding business continuity matters of the organization in light of Ms. Kim Tamar's medical leave.



**ON MOTION**, moved and seconded, it was unanimously **RESOLVED** that the meeting ended at 20:40 be and it is hereby approved by the Board.

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

Monique Hutchins, Chair

A handwritten signature in blue 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 – April 19 Centre 1 (St. Brigid's School – 50 Woodmount Ave)
- Upcoming Meeting – May 17 Centre 2 (Holy Name School – 690 Carlaw Ave)
- AGM – June 21 – Centre 3 (St. Patrick's School – 49 Felstead Ave)