

April 19 2017 Board of Director's Meeting Minutes of Childspace Daycare Corporation (the "Corporation")	
Date:	April 19, 2017
Location:	Centre 1 - St. Brigid's School – 50 Woodmount Ave, Toronto,
Start:	18:40
Finish	21.10
Board Members:	Monique Hutchins (Chair), Peer Flach, Aynur Gurbanova, Forrest Parlee , Mun Chau,
Management Representative(s)	Joan Sinclair-Thomas,
Proposed New Board Member	Sarah Macauley
Regrets:	Walid Hmeidani (Treasurer), Wendy Yu (Secretary), Dave McKay

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 March 15, 2017, February 12, 2017 and March 5, 2017 in the form presented.
Moved by Mun Chau and seconded by Peer Flach.

2. The Board hereby appoints Sarah Macauley as member of the Board, effectively immediately.
Moved by Forrest Parlee and seconded by Aynur Gurbanova.

3. The Board hereby accepts the amendments to the existing policies and approves the new policies noted below.
 - a. Policies:
 - i. Program Statement
 - ii. Process for Monitoring Compliance and Contraventions (new)
 - iii. Program Statement Implementation Policy & Procedures
 - iv. Police / Criminal Reference Check Policy
 - v. Serious Occurrence Reporting Policy

- vi. Sleep Policy (new)
- vii. Staff Training & Development (new)
- viii. Waitlist Policy

Moved by Aynur Gurbanova and seconded by Forrest Parlee.

- 4. The Board hereby accepts and approves the amendments to the Outreach & Communication Committee Terms of Reference.

Moved by Forrest Parlee and seconded by Aynur Guranova.

DISCUSSION

The following matters were discussed during the meeting:

1. Declaration of Conflicts of Interest

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

2. Appointment of New Board Member

Motion made and approve by all present board member. Sarah Macauley was able to participate effective immediately after approval.

3. Approving the minutes

Monique Hutchins led the discussion.

The motion made, seconded and unanimously carried.

4. Review Business Arising from the Minutes

The Board reviewed the business arising from the Minutes and what was resolved. Action list will be updated

5. Policies: Amendments to the following:

- a. Program Statement
- b. Process for Monitoring Compliance and Contraventions (new)
- c. Program Statement Implementation Policy & Procedures
- d. Police / Criminal Reference Check Policy
- e. Serious Occurrence Reporting Policy
- f. Sleep Policy (new)
- g. Staff Training & Development (new)
- h. Waitlist Policy

Upon the Ministry of Education's (the "Ministry") licensing review of Centre 2 in March 2017, all above policies needed to be implemented if new (as per new legislation) and amended based on the Ministry's feedback and report. Monique Hutchins (Chair) and Joan Sinclair-Thomas (acting Executive Director) worked on the changes to be submitted to the Ministry before the deadline given. Centre 2's license is pending however there were no further issues as all non-compliance areas have been resolved, therefore it is believed the Centre will obtain its license. Further refinements made by Ms. Hutchins to the policies may need to occur as an older version was submitted to the Ministry.

Discussed that staff will need to be updated on all these new policy amendments.

6. Treasurer Report

The review of the January and February Financials was deferred to the next Board meeting. The Finance committee is continuing to look into the cost efficiency for Centre 3 and review various factors to be reported on during the next Board meeting.

7. Supervisor's Update

Ms. Hutchins referred to the supervisors' reports provided with the meeting materials. The Board asked questions regarding their reports. Items raised were:

- Centre 1: Two job positions posted. Joan has informed the board that an internal posting had been published and that the positions are tentatively filled.
- Centre 3: Parent raised concern about staff qualifications and requested a Ministry contact. The Program Advisor's email was given to them. To date, the Corporation has not received any notification from the Program Advisor regarding this matter. The Board suggested that in future, if supervisors are setting a meeting with parents regarding these kinds of concerns, that they should include the Director and a board member i.e. health and safety. The Board also suggested that if parents ask for Ministry contact information, to suggest speaking to the Director first in order to mitigate concerns before they are escalated.
- Centre 1: Two computer request for School Age room. Obtaining additional computers are not mandatory and there was no strict time line given, however, it would fulfill the requirements for students to conduct research. The Board request that the supervisor, Charlotte Risk, prepare a proposal regarding the minimum requirements of the computer, and the type and software needed, with the objective of coordinating/consulting with Dave McKay (Board IT member) in order to research and recommend models. The Board also asked Ms. Sinclair-Thomas to follow up with the supervisor regarding (i) whether there is a policy on computer use and if not, whether one might be put in place for the

children; and (ii) whether the centre has any basic training or tutorial in place to ensure proper computer usage.

- Centre 3: Book fundraising initiative. Ms. Sinclair-Thomas will need to review this further before referring to the Outreach and Communications Committee for review

8. Director's Report

Joan Sinclair-Thomas provided the Director's report. Items discussed were:

- Ms. Sinclair-Thomas requires a laptop to work from that will allow her to move from centre to centre. The Board has asked her to work with Dave McKay (Board IT member) to prepare a proposal. She has indicated that she is more comfortable with a PC based platform.
- Clarification of April 5th licensing for Centre 2 was from Toronto Public Health
- Centre 1: Parent with special needs for their child is leaving. The Director spoke with the supervisor of Centre 3 and has confirmed that all procedures were complied with, and proper documentation has been prepared. Ms. Sinclair-Thomas is looking into the possibility of expanding the after-school program, and will let the Board know.
- Centre 3: Ms. Sinclair-Thomas has been followed up with the School Board regarding the proposed renovations at the school. They have submitted a plan. Ms. Sinclair-Thomas has also gotten an outside consultant who estimate that it will take 2-3 weeks for the A/C renovations to be completed.
- Ms. Sinclair-Thomas received a call from Ann Farrell from Child Services who is reviewing the budget that was submitted for the Corporation. The comments raised by Ms. Farrell include: For Centre 2, the budget is too low, therefore she is investigating the projected costs included in the budget. Because projected expenses are very low there may be a possibility that the Centre may need to reimburse some money. The Budget reflected that the Centre is 40/60 meaning 60 being subsidised and 40% full fee, mainly in the older aged programs Centre 1 there was a slight increase but there were no issues with this centre's budget
Centre 3 : there was an issue with the amortization as this item has been discontinued. The operating costs were less than what was submitted there it is resulting in an increase in profit. The Program costs did not increase, so the per diem was incorrect. Anne Farrell will review budget again and provide feedback. She has requested the year-to-date projections for Centre 3.
- The Auditor, Stephanie Chung, will be meeting with Ms. Sinclair-Thomas next week.

9. Committee Update

- (a) Outreach and Communications Committee (OCC) – Forrest Parlee noted there was a new Terms of Reference for OCC to be approved. Board Motioned and approved.

Spring Fair: Forrest meeting with Joan and Charisa to co-ordinate this event. Date has been set for Friday, June 2, 2017. The school permit has been obtained for this.

Event list calendar is completed.

Discussion about Summer Program and Centre 2 to fill spaces. It is anticipated that vacant spots will be filled in the start of the new school year due to preschool children moving to kindergarten. As well, Centre 2 has been involved with Holyname's parent night to inform potential parents of the daycare. Notice of child space availability has also been posted on Childspace's Website.

- (b) Finance Committee – Aynur Gurbanova and Peer Flach reported that they are researching Centre 3 regarding the high costs of programs. It may be a combination of factors including the higher RECE employees. A report is expected to be presented to the Board at the May meeting.
- (c) Human Resources Committee – Deferred to the *in camera* session.
- (d) Nominations Committee –Forrest Parlee noted that the Corporation's annual general meeting is in June, and suggested some outreach to be undertaken to encourage parents to volunteer on the Board. It was noted that information to Board membership has been contained in the Spring Newsletter to the parents. Forrest will review and update last year's letter and form which will be sent to the parents for AGM attendance and nominations. Parent Night is on May 4, 2017. Monique and possibly Mun will attend and further promote the Board.
- (e) Policies and Bylaw Committee –Monique Hutchins lead this discussion. Sarah Macauley joined the committee. Monique will be working with the lawyer regarding updating the bylaws. The Board discussed the requirement for the Board to meet monthly as it is contained in the bylaws. The Board is looking for flexibility regarding meetings. It was mentioned that the terms of reference for each committee are also included in the by-laws and that perhaps only core committee (i.e HR, Finance, Policies & By-Law) be the only terms of reference included. Peer agreed to send the HR item edits to Monique before May 15.

10. Other Business

IT: A request to look into having some kind of backing up support for all centres and have shared data accessibility for all three centres.

11. In Camera Session

Management left the meeting.

The Board engaged in an in camera session. Minutes of the in camera discussion are retained by the Chair as necessary or desirable.

ON MOTION, moved and seconded, it was unanimously **RESOLVED** that the meeting ended at 21:10 be and it is hereby approved by the Board.



Monique Hutchins, Chair



Mun Chau, 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 – May 17 Centre 2 (Holy Name School – 690 Carlaw Ave)
- AGM – June 21 – Centre 3 (St. Patrick's School – 49 Felstead Ave)
- Upcoming Meeting – July 19 Centre 3 (St. Patrick's School – 49 Felstead Ave)