

May 17 2017 Board of Director's Meeting Minutes of Childspace Daycare Corporation (the "Corporation")	
Date:	May 17, 2017
Location:	Centre 2 -(Holy Name - 690 Carlaw Ave)
Start:	18:38
Finish	21.10
Board Members:	Monique Hutchins, Chair (MH), Walid Hmeidani, Treasurer (WH), Wendy Yu (Secretary) (WY), Peer Flach (PF), Forrest Parlee (FP), Mun Chau (MC), Aynur Gurbanova (AG), Dave McKay (DM), Sarah Macauley (SM)
Management Representative(s)	Joan Sinclair-Thomas,

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 meeting of the Board held on April 19, 2017, in the form presented.

Moved by Peer Flach and seconded by Forrest Parlee. Wendy Yu and Walid Hmeidani recused themselves from the vote as they were not present at such meeting.

2. The Board hereby approves that the Corporation purchase a laptop computer for the Executive Director's use, up to a maximum of \$1000. The laptop should be fit for the intended purpose. The Executive Director is given discretion to choose whether the laptop is a PC or Apple.

Moved by David McKay and seconded by Sarah Macauley.

3. The Board hereby approves the financial statements for the Corporation for the year ended December 31, 2016, in the form presented to the Board.

Moved by Dave McKay and seconded by Peer Flach.

4. The Board hereby approves the financials for January and February 2017.

Moved by Dave McKay and seconded by Forrest Parlee.

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. Approving the minutes

Monique Hutchins led the discussion.

Motion #1 was made, seconded and carried.

3. Review Business Arising from the Minutes

The Board reviewed the business arising from the Minutes and what was resolved. Action list will be updated. In particular, the following matters were discussed:

- a) Computer purchase strategy / approach for the Corporation – the benefits and drawbacks of a PC based or Apple based strategy.
- b) Purchase of a laptop for Executive Director – up to \$1000 allocated and approved, Motion #2 was made, seconded and unanimously carried.
- c) Updated bylaws to be tabled for the Annual General Meeting and will be reviewed through the by-law committee.

4. Treasurer's Report

A. 2016 Annual Financial Statements

Walid Hmeidani presented the draft 2016 financial statements for the Corporation, the surplus for the year, and the resulting addition to the reserves. The Board discussed the fees for the auditors and the possibility of tendering the job for the 2018 audit year.

The Board discussed the draft financial statements.

Motion #3 was made, seconded and carried.

B. Walid. Hmeidani reported on the monthly financials for January and February 2017, noting overall that performance was as expected. The Board discussed the monthly financials.

Motion #4 was made, seconded and carried.

5. Supervisor's Update

Ms. Hutchins referred to the supervisors' reports provided with the meeting materials. The following matters were discussed:

- Individualized support plans for students; and
- Accounts receivables and payment plans.

6. Director's Report

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

- Discussion with the City of Toronto (Anne Farrell) regarding the submitted proposed budgets for the Corporation.
- Status of playground renovation at Centre 3 and whether the plans can be incorporated into the school board's existing renovation plans for the field
- Board training – option for online training.

7. Committee Update

- (a) Outreach and Communications Committee (OCC) – Forrest Parlee discussed the spring fair preparations. A photo fundraising initiative was discussed as a possible future event.
- (b) Finance Committee – Walid Hmeidani noted that the committee was still working on the policy/guidance document for fee increases..
- (c) Nominations Committee –Forrest Parlee advised that a letter to parents regarding serving as a board member was updated and ready for circulation. Mun Chau noted that she was following up with two candidates who expressed interest.
- (d) Policies and Bylaw Committee –Monique Hutchins noted that the bylaws were being updated and she was working with the other committee member, Sarah Macauley to finalize the remaining policy amendments.
- (e) Health and Safety Committee – Wendy Yu reported that at the last meeting management from centre 2 and 3 reported a pest concern which was being remediated by the applicable schools.

8. Other Business

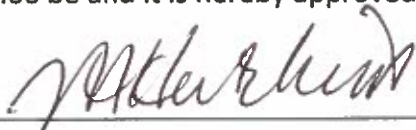
There was no other business.

9. 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 21:00 be and it is hereby approved by the Board.



Monique Hutchins, Chair



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):

- 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)
- Upcoming Meeting – August 16 Centre 3 (St. Patrick's School – 49 Felstead Ave)