

July 19, 2017 Board of Director's Meeting Minutes of Childspace Daycare Corporation (the "Corporation")	
Date:	July 19, 2017
Location:	Centre 3 -(St. Patrick's Secondary School – 49 Felstead Ave)
Start:	18:36
Finish	20:37
Board Members:	Monique Hutchins, Chair (MH), Sarah Macauley, Treasurer (SM), Wendy Yu (Secretary) (WY), Peer Flach (PF), Dave McKay (DM), Yusra Murad (YM), Jason.Gill (JG), Claire Zaya (CZ)
With regrets:	Mun Chau, Joan Sinclair-Thomas
Honorary Board Member:	Pat Costello
Management Representative(s)	Centre 1 – Charlotte Risk, Janna Ferdou Centre 2 - Sarah Lacanlale, Jaya Verma Centre 3 – Suzette Charles, -Nura Omar

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 May 17, 2017, in the form presented.
Moved by Sarah Macauley and seconded by Peer Flach. Yusra Murad, Jason.Gill, and Claire Zaya recused themselves from the vote as they were not board members at the time of such meeting.
2. The Board hereby approves with immediate effect the amendment of the adult to child ratio in the Playground and Supervision Policy (under Centre 3) from 1:6 to 1:8., subject to approval from the City of Toronto inspectors.
Moved by Dave McKay and seconded by Claire Zaya.
3. The Board hereby approves the adoption of an online training module for its directors, as developed by Ms. Joy Lerman, and the entering into of a contract in respect thereof.
Moved by Dave McKay and seconded by Wendy Yu.

4. (In camera) the composition of the Board committee is as follows:

Human Resources	Peer Flach (chair), Monique Hutchins, Wendy Yu, and Dave McKay Yusra Murad expressed an interest in assisting with the collective agreement negotiations next year.
Finance	Sarah Macauley (chair), Peer Flach, Monique Hutchins Dave McKay agreed to assist with the review of centre 3's financial performance.
Outreach and Communications Committee	Claire Zaya (chair), Monique Hutchins, Mun Chau
Nominations	Dave McKay (chair), Mun Chau
Policies and Bylaws	Monique Hutchins and Yusra Murad (board representatives)
Joint health and safety	Jason Gill (board representative) Wendy Yu to step down as a committee member & board representative.

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

Monique Hutchins led the discussion on the business arising from minutes. The following is a brief overview of the discussion:

- (a) Bandwidth problems at all three centres: Peer Flach discussed the concern with connectivity and the troubleshooting being reviewed.
- (b) Back-up support for all centres: Dave McKay discussed the options for document sharing amongst the centres and related security concerns. It was agreed that Mr. McKay would carry out a gap analysis of our information technology systems.

- (c) Updates to Corporation's by-laws: Ms. Hutchins notes that the changes to the bylaws to resolve outstanding motions raised at the Annual General Members meeting are still being resolved and will be tabled at a later date.
- (d) Centre 3 playground: Ms. Hutchins noted that the track renovations to St. Patrick's Secondary School had started by a Toronto Catholic District Board ("TCDB") approved third party contractor. The Corporation had requested a quote from this contractor for the playground renovations at centre 3 but had not received anything despite following up. The Board discussed at length the timing of possible renovations, associated costs, possible sources of funding to cover the costs (including requesting grants and TCDB funding) and the possibility of obtaining quotes from other contractors. The plan was for Centre 3's playground to be completed in conjunction with the current track renovations with a completion date of approximately mid-September 2017.

4. Discussion of Officer Positions

Ms. Hutchins described the officer positions, current incumbents and vacancies. Ms. Hutchins asked members to consider agreeing to serve as the Board's Vice Chair.

5. Committee Membership

Ms. Hutchins discussed the various Board committees, including their respective scopes of work. Peer Flach discussed the Human Resources committee which he chairs and the nature of the work done by such committee. With respect to the Outreach and Communication committee, Ms. Hutchins noted that there was no current chair given the departure of its former chair. Ms. Claire Zaya expressed a willingness to chair such committee provided assistance with transition was provided by other members.

In response to a question raised by a member, Ms. Hutchins noted that she and the nominating committee were still working on filling the Board vacancy resulting from the resignation of Ms. Aynur Gurbanova.

6. Treasurer's Report

Ms. Macauley reported that the Treasurer's report and the review of the financial statements for March and April would be deferred to the next meeting.

7. Supervisor's Report

Charlotte Risk, supervisor for centre 1, reported on matters occurring at centre 1 since the last Board meeting, including the results of the Assessment for Quality Improvement (AQI)

review carried out by the City of Toronto the previous day at centre 1. Each centre then discussed the timing of their last AQI and confirmed all matters were resolved.

Suzette Charles, supervisor for centre 3, discussed the centre's current usage of an internal court yard for outdoor playing space in light of the track renovations. Ms. Charles requested a change in the Playground policy which sets the required ratio of adults to children when using an elevator. The current ratio is 1:6 and Ms. Charles was requesting a change to 1:8. The Board discussed this request and following this, made the motion in paragraph 2 above.

The Board was given the opportunity to ask questions of the supervisors on their reports and staff meeting minutes.

8. Director's Report

Ms. Hutchins reported on several items given the absence of Ms. Joan Sinclair-Thomas. First, Ms. Hutchins noted that management was not able to identify another service provider for board training, and discussed the proposal for on-line training submitted by the Corporation's current trainer (Joy Lerman). The Board discussed the benefits and drawbacks of moving to an on-line training system for board members. Following this discussion, the Board made the motion set out in paragraph 3 of the resolutions section above. .

The Board also discussed the additional charges for the portable A/C for centre 2 and the obligation for the Corporation to pay \$200 per season for extra electricity fees.

The Board also discussed upcoming changes to the laws regulating childcare that impact the required ratios, and corporation's state of readiness. Supervisors noted that additional staff/supply staff would likely be required and that such funds were not budgeted.

9. Committee updates

There were no committee updates to provide.

10. In Camera Session

Management and Ms. Costello 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. Following this discussion, the Board made the motion set out in paragraph 4 of the resolutions section above.

ON MOTION, moved and seconded, it was unanimously **RESOLVED** that the meeting ended at 20:37 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):

- Upcoming Meeting – August 16 Centre 3 (St. Patrick's School – 49 Felstead Ave)
- Upcoming Meeting – September 20 Centre 1 (St. Brigid's School - 50 Woodmount Ave)
- Upcoming Meeting – October 18 Centre 2 (Our holy name School - 690 Carlaw Ave