

<b>August 16, 2017 Board of Director's Meeting Minutes of Childspace Daycare Corporation (the "Corporation")</b>	
<b>Date:</b>	August 16, 2017
<b>Location:</b>	Centre 3 -( St. Patrick's Secondary School – 49 Felstead Ave)
<b>Start:</b>	18:30
<b>Finish</b>	20:36
<b>Board Members:</b>	Monique Hutchins, Chair, Sarah Macauley, Treasurer, Wendy Yu (Secretary), Mun Chau, Peer Flach, Jason.Gill, Yusra Murad (via telephone), Claire Zaya
<b>Regrets</b>	Dave McKay
<b>Management Representative(s)</b>	Joan Sinclair-Thomas – acting executive director Centre 1 – Janna Ferdous Centre 2 - Sarah Lacanlale Centre 3 – Suzette Charles

### **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.

1. The Board hereby approves the minutes of the meeting of the Board held on July 19, 2017, in the form presented with such amendments as were discussed and agreed upon during the meeting.  
Moved by Sarah Macauley and seconded by Jason Gill
2. The Board hereby approves the financials for March, April, and May 2017.  
Moved by Wendy Yu and seconded by Claire Zaya.

### **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. Comments were provided on the draft minutes.*

Motion #1 was made, seconded and carried.

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

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

- (a) Updated to the Corporation's by-laws: Ms. Hutchins will share drafts with Yusra Murad for review. Bylaws and staff manual to be tabled for Board review at a later meeting.
- (b) Computer use policy: Joan Sinclair-Thomas noted that following a discussion with the City of Toronto, it was determined that a computer use policy is not required but considered a good practice. It was agreed that she would table a draft policy for November 2017.
- (c) Finance Committee report on high costs for Centre 3: Sarah Macauley reported that, based on her preliminary review of the financials, it was unclear whether there was an issue with disproportionately higher costs at centre 3. The Board discussed the source of concern and it was agreed that a Finance Committee meeting would be scheduled to discuss further.

## **4. Treasurer's Report**

Ms. Macauley presented the monthly financials for March through June 2017 and referred to materials provided and presented a summary of key financial metrics. First, she discussed for each centre the net operating income (actual versus budget) for June and year-to-date. It was noted that each centre's performance was tracking positively against budget on this metric. Next, she discussed the elements of each centre's profit and loss ("P&L") from January to June 2017 and the determination that, month over month, the elements composing the P&L are consistent except that all centres experienced higher than typical salaries in March (determined later to be related to the three pay periods in March). Lastly, Ms. Macauley discussed the Corporation's balance sheet as of the end of each month. The Board engaged in a discussion regarding the financials and raised questions regarding the June 2017 financials. It was agreed that Ms. Macauley would discuss these matters with the Corporation's bookkeeper and revert to the Board. The June financials were deferred until the next meeting in September 2017.

Motion #2 was then made, seconded and carried.

## **5. Supervisor's Reports**

Ms. Hutchins referred to the reports provided by the supervisors and the Board was given an opportunity to ask questions. In response to a question raised by the Board, Suzette Charles noted that the amendments to the Playground Supervision Policy approved by the Board at the last meeting had not yet been approved by the City of Toronto. Ms. Charles confirmed the understanding that the new ratios could not be used until the City of Toronto provided its consent to the changes. She noted that the City was due for an inspection shortly and would raise the matter at the next visit.

**Janna Ferdous** from Centre 1 confirmed that all non-compliances raised in their AQI visit in July 2017 were addressed and that the City was satisfied.

## **6. Executive Director's Report**

Ms. Sinclair-Thomas presented her director's report for the month, and highlighted the following matters:

- (a) Centre 3 Playground renovation: We have still not received a quote from the contractors and Ms. Sinclair-Thomas will follow up again.
- (b) City of Toronto funding model: Ms. Sinclair-Thomas and Ms. Hutchins met with the City of Toronto representative (Anne Mcluskie) to discuss the reduction in the per diem grant provided by the City and its impact to our programs. The Board discussed its impact on next year's budget and possible modifications to the allocation of shared costs, including the possibility of allocating communal expenses per child rather than equally across the three centres.
- (c) Bill 148 proposal and possible impacts to the organization: Ms. Sinclair-Thomas discussed the proposals in Bill 148, including an increase to minimum wage, guaranteed personal days, and equal pay for equal work. She noted that she was still reviewing the proposals and its impact on the organization but highlighted that these proposed changes may impact the collective agreement which is scheduled for renewal in 2018. Ms. Sinclair-Thomas agreed to provide for next meeting a summary of the proposed changes and the anticipated impacts on the organization.
- (d) Serious Occurrence at Centre 2: Ms. Sinclair-Thomas discussed the incident and the surrounding circumstances and contributing factors. She then discussed management's decision to strengthen the existing processes regarding food delivery and that all centres would be trained to use the same process. It was noted that the new process requires at least two checks/confirmations on which food is delivered to which child and will require sign-off by staff for accountability.
- (e) Centre 3 alternative play space: Ms. Sinclair-Thomas and Ms. Charles will discuss with the school about continuing to use the courtyard as an alternative space beyond

September if the school's outdoor track renovations is not completed by then. The Board discussed certain concerns with continuing to use the space in light of the high school students returning to school in September. In the event that the school completes its renovations by September (but the playground work is not yet completed), we may need to find an alternative space for the children. Management will review and report back to the Board.

#### **7. Committee updates**

There were no committee updates to provide.

Management left the meeting.

#### **8. Any Other Business**

Ms. Hutchins discussed the online Director's Training. The Secretary agreed to disseminate the training materials to the Board members.

#### **9. In Camera Session**

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 20:36 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 – September 20 Centre 1 (St. Brigid's School - 50 Woodmount Ave )
- Upcoming Meeting – October 18 Centre 2 (Our holy name School - 690 Carlaw Ave
- Upcoming Meeting – November 15 Centre 3 (St. Patrick's Secondary School - 49 Felstead Ave)