## SFUCCS BOARD MEETING MINUTES

**Wednesday, August 29, 2018**

6:30 PM

UniverCity Childcare Centre

9075 Tower Road

Burnaby, BC

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Attendance</th>
<th>Name</th>
<th>Position</th>
<th>Attendance</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saaia Bhanji</td>
<td>Staff Representative</td>
<td>Present</td>
<td>Nancy Hawkins</td>
<td>Vice-Chair</td>
<td>Regrets</td>
<td>Erik Allas</td>
</tr>
<tr>
<td>Fiona Brinkman</td>
<td>Parent Representative</td>
<td>Regrets</td>
<td>Tiffany Muller Myrdahl</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Shaelyn Johnston (Minutes)</td>
</tr>
<tr>
<td>Jaimie Cloutier</td>
<td>Secretary</td>
<td>Regrets</td>
<td>Scott Penney</td>
<td>SFU Representative</td>
<td>Present</td>
<td>Jacqueline Ewonus</td>
</tr>
<tr>
<td>Deborah Cushing</td>
<td>Chair</td>
<td>Present</td>
<td>Mikelle Sasakamoose</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Sandi de Domenico</td>
<td>SFU Representative</td>
<td>Regrets</td>
<td>Dina Shafey</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Jola Drozdzenska</td>
<td>Staff Representative</td>
<td>Regrets</td>
<td>Melanie Simmons</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Sara Eslami</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Bev Superle</td>
<td>Community Representative</td>
<td>Regrets</td>
<td></td>
</tr>
<tr>
<td>Pat Frouws</td>
<td>Executive Director</td>
<td>Present</td>
<td>Frances Wu</td>
<td>Treasurer</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
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### Highlights:

- 2017/2018 draft audited financial statements were approved and recommended to membership for review at the September 21, 2018 Annual General Meeting
- Tompkins Wozny LLP were recommended as the auditors for the 2018/2019 fiscal year
- September enrollment is at 99.4%
- Approved amendment to the 2012 SFU/SFUCCS Licensing Agreement

AGM September 21, 2018
SFUCCS BOARD MEETING MINUTES
Wednesday, August 29, 2018
6:30 PM
UniverCity Childcare Centre
9075 Tower Road
Burnaby, BC

1. Welcome and Call to Order

2. Consent Agenda (approval)

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the following items on the consent agenda:
- Approve agenda
- May 23, 2018 Board meeting minutes

First, Second, Approved

3. Treasurer’s Report

3.1 Presentation of the 2017/2018 draft audited Financial Statements

- Auditor Erik Allas explained audit process and presented draft audited financial statements; statements were previously reviewed by Finance, Audit & Investment Committee
- Reviewed and discussed expenses, revenue:
  - Gaming Grant will remain liability until spent
  - 86% of expenses accounted for in wages and benefits; wage and vacation amounts confirmed through random review of selected staff
  - Increase of $273K in revenue; fee revenue increased by 2%; 2017 conference & Beijing contract accounted for $68K in revenue
- No legal issues found by auditors; approved accounting practices and noted that there are no subsequent events that would require disclosure or major commitments to pay any items
- Following presentation, there were no questions from the Board

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the draft 2017/2018 audited financial statements and recommends them to the membership for their review at the September 21, 2018 AGM

First, Second, Approved

RECOMMENDATION
THAT the SFUCCS Board of Directors recommends Tompkins Wozny LLP as the SFUCCS Auditor with audit fees set by the SFUCCS Finance, Audit and Investment Committee for the 2018/2019 fiscal year

First, Second, Approved

AGM September 21, 2018
3.2 Present April, May, and June 2018 Financial Statements

- Board was presented with highlights from recent financial statements:
  - CCOF and opt-in payments for both April and May were received in April due to changes in payment timelines
  - April Capital Assets included Skyfire yard renovation cost of $53K
  - May financial statements report a decrease in $40K in accounts receivable but it was noted that this was due to late payment from CCOF
  - Unearned revenue from Beijing contract and spring plant fundraiser were recognized as revenue and expensed in May statement
  - Increase of $73K in Unearned Revenue for June accounted for by early receipt of July CCOF and fee reduction funds
  - June wages and benefits were listed as $14K under budget

**NOTED:** SFUCCS Statement of Operations was changed in order to match auditor’s format: Events and Fundraising were separated, Office & Administration were combined with Advertising and Promotions

**RECOMMENDATION**

THAT the SFUCCS Board of Directors approves the April, May, and June 2018 Financial Statements

First, Second, Approved

4. Executive Director Reports (information)

4.1 Executive Director’s Report

The Board to consider a copy of the circulated report titled Executive Director’s Report to August 29, 2018

- ED provided brief history on relationship and framework with Venus Kindergarten and provided an update on recent trip to Beijing with Program Directors;
  - Purpose of trip was to ensure success with management team at Venus Kindergarten and to prepare path for educators to lead curriculum change
  - ED and Program Directors were keynote speakers and participated in conference on organizational change; provided training for conference facilitators
- Beam replacement project is complete
- Reviewed new hires: currently working on hiring for school-age positions
RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the August 29, 2018 Executive Director’s Report
First, Second, Approved

4.2 Executive Director’s Enrollment Report
The Board to consider a copy of the circulated report titled Enrollment Report to August 29, 2018
• ED noted that last item on report was updated to include corrected totals
• September enrollment is at 99.4%
• School-age waitlist information will be added to website; ED reviewed information with Board

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the August 29, 2018 Enrollment Report
First, Second, Approved

5. Committee Updates
5.1 Human Resources
D. Cushing
7:15
• Reviewed current licensing agreement regarding position of SFUCCS ED; where the ED position would become employee of Society after current ED leaves
• The view of the committee is that it is preferred to maintain ED position as an employee of SFU
•Reviewed draft amendment to SFU/SFUCCS license agreement stating that SFU will continue as employer of SFUCCS ED; noted that wording of agreement matches the SFUCCS constitution and by-laws

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the Amendment to the 2012 SFU/SFUCCS License Agreement regarding the Executive Director position
First, Second, Approved

5.2 Governance and Nominating
P. Fruwts
7:30
• Provided updated on the AGM and Board Nomination process:
  o Still accepting nomination; currently have 1 nominee; committee will review once nominations close
  o Nominees will go out to membership after committee has reviewed

AGM September 21, 2018
5.3 50th Anniversary

- CBC personality, Fred Lee, will emcee dinner celebration
- Photo booth has been arranged as well as live entertainment
- SFU President, Andrew Petter will attend; Minister of State for Childcare, Katrina Chen will also attend and present Educator Awards with ED
- ED has extended invite to Premier’s office; waiting to hear back from scheduling branch
- Anniversary video will be introduced at dinner celebration
- AGM will take place before dinner from 5.45pm to 6.15pm; all Board members to attend

5.4 School Expansion

- Estimated completion is set at Summer 2019

6. Other Business

7. In Camera

8. Adjournment

7:50