### SFUCCS BOARD MEETING MINUTES

**Wednesday, November 21, 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>Saaiaq Bhanji</td>
<td>Staff Representative</td>
<td>Present</td>
<td>John Neilson</td>
<td>Parent Representative</td>
<td>Regrets</td>
<td>Jacky Hughes</td>
</tr>
<tr>
<td>Jaimie Cloutier</td>
<td>Secretary</td>
<td>Present</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>Regrets</td>
<td>Shaelyn Johnston (Minutes)</td>
</tr>
<tr>
<td>Sandi de Domenico</td>
<td>SFU Representative</td>
<td>Regrets</td>
<td>Jennifer Scott</td>
<td>Parent Representative</td>
<td>Regrets</td>
<td>Saaiaq Bhanji</td>
</tr>
<tr>
<td>Jolanta Drozdzenska</td>
<td>Staff Representative</td>
<td>Present</td>
<td>Dina Shafey</td>
<td>Parent Representative</td>
<td>Regrets</td>
<td>Lynn Tsao</td>
</tr>
<tr>
<td>Sara Eslami</td>
<td>Treasurer</td>
<td>Present</td>
<td>Melanie Simmons</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Tamara Cosic</td>
</tr>
<tr>
<td>Pat Frouws</td>
<td>Executive Director</td>
<td>Present</td>
<td>Bev Superle</td>
<td>Community Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Nancy Hawkins</td>
<td>Vice-Chair</td>
<td>Regrets</td>
<td>Frances Wu</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Tiffany Muller Myrdahl</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
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</tbody>
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**Highlights:**

- The Board approved the SFUCCS Sun Safety Policy
- The Board approved the Contribution Agreement and Sub-lease and Operating Agreement (University Highlands Elementary Childcare Facility) between SFU, the SFU Community Corporation and SFU Childcare Society
- November enrollment was at 99.9%
- The 50th Anniversary committee will continue on as an event planning committee

**Next Board Meeting Dates (Wednesdays):** January 23 / March 13 / May 22 / August 28  
**AGM:** September 18th, 2019
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1. Venus Kindergarten Educator Presentation  S. Bhanji  6:30
2. Welcome and Call to Order  D. Cushing  6:55
3. Consent Agenda (approval)  D. Cushing  7:00

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the following items on the consent agenda:
- Approve agenda
- October 17, 2018 Board meeting minutes

First, Second, Approved

4. Executive Director’s Reports (information)  J. Hughes
4.1 Executive Director’s Report
The Board to consider a copy of the circulated report titled Executive Director’s Report to November 21, 2018
- Jacky Hughes presented review of Executive Director’s report and noted the following:
  o Met sales targets for both poinsettia and Purdy’s fundraisers
  o SFUCCS Sunshine Fund and SFU Childcare Society cover costs for annual parties
    including space bookings, food, and party favours
  o Thanked SFU for providing workshops that many educators have attended

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the November 21, 2018 Executive Director’s Report

First, Second, Approved

4.2 Executive Director’s Enrollment Report  J. Hughes
The Board to consider a copy of a previously circulated report titled Enrollment Report to November 21, 2018
- Jacky Hughes presented review of Enrollment Report and noted the following:
  o SFUCCS will host a parent info night in mid-January for children in 3-5 programs moving
    into kindergarten
  o All spaces from November withdrawals have been filled

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RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the November 21, 2018 Enrollment Report
First, Second, Approved

5. Treasurer's Report
5.1 Present September 2018 Financial Statements S. Eslami
- Treasurer conducted a detailed review of the September financial statements, as listed in the notes section

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the September 2018 Financial Statements
First, Second, Approved

6. Committee Updates
6.1 Human Resources Committee D. Cushing
- Committee is working on ED recruitment process
- Committee approved job posting for Accounting Clerk that will assist the Accountant with new government initiatives
- Committee approved job posting for new Program Support Coordinator

6.2 Finance, Audit & Investment Committee S. Eslami
- Committee approved Internal Control Audit in August, which was supported by SFU; the Internal Control Audit will assist management in the effectiveness of internal controls
- Internal Control Audit completed by PWC; all formal recommendations will be reviewed and followed up with by the committee
- Committee Chair Sara Eslami thanked ED and SFUCCS Accountant, Marlee Ratnayake for the additional work put in for audit

6.3 Communication & Engagement Committee J. Cloutier
- Committee reviewed 2018 Parent Survey and made recommendations on future survey questions

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6.4 Governance & Nominating Committee

6.41 Review and approve Sun Safety Policy

- As requested by Worksafe BC; SFUCCS Educators created a Sun Safety Policy for employees

RECOMMENDATION

THAT the SFUCCS Board of Directors approves the Sun Safety Policy document

First, Second Approved

6.5 School Age Expansion

D. Cushing

Review the two agreements from SFU regarding terms for SFUCCS school age occupying space at University Highlands Elementary School

- Board Chair Deborah Cushing provided overview of both documents; noted that agreements have gone to Finance, Audit & Investment Committee for review and revisions
- Discussion regarding a concern of Section 3.3 of sublease agreement:
  - Discussion ensued regarding SFU having priority status of the new facility
  - SFU is the main funder of the project therefore SFU will maintain priority enrollment for SFUCCS school age at University Highlands Elementary School
  - The concern regarding priority status for future UniverCity community childcare facilities to be discussed at upcoming strategic planning session
- Noted that there were no concerns from school board regarding the agreements
- Discussion regarding concerns brought forth of Article 4.1; The possible liability to SFUCCS in a sub-sublease agreement that will be considered by the FAIC

RECOMMENDATION

THAT the SFUCCS Board of Directors approves the following agreements:

Contribution Agreement (University Highlands Elementary Childcare Facility) between SFU, the SFU Community Corporation and SFU Childcare Society

First, Second, Approved

Sub-Sublease and Operating Agreement (University Highlands Elementary Childcare Facility) between SFU, the SFU Community Corporation and SFU Childcare Society

First, Second, Approved

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6.6 50th Anniversary Committee

- Committee will continue on as an event planning committee; all committee members will remain
- Total expenses for year's events were under budget ($13K); committee noted and thanked SFU for their contributions
- Noted that the final project remaining is an art project; estimated completion is January 2019

7. Other Business

8. In Camera

9. Adjournment 8:06