SFUCCS BOARD MEETING MINUTES  
Wednesday, January 23, 2019  
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>Sajid Bhanji</td>
<td>Staff Representative</td>
<td>Present</td>
<td>John Neilson</td>
<td>Parent Representative</td>
<td>Present</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>Present</td>
<td></td>
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<tr>
<td>Jolanta Drozdzenska</td>
<td>Staff Representative</td>
<td>Present</td>
<td>Dina Shafey</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
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<tr>
<td>Sara Eslami</td>
<td>Treasurer</td>
<td>Present</td>
<td>Melanie Simmons</td>
<td>Parent Representative</td>
<td>Present</td>
<td></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>Present</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>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Highlights:

- Two programs have moved back into their spaces after flood repairs
- Application for Gaming Grant was successful
- Received and reviewed SFU Long Term Strategic Plan for Childcare Spaces
- Update on the hiring process for the new Executive Director
- Enrollment is at 98.7%

Next Board Meeting Dates (Wednesdays): March 13 / May 22 / August 28
AGM: September 18th, 2019
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1. Welcome and Call to Order  
   D. Cushing  
   6:30  

2. Consent Agenda (approval)  
   D. Cushing  

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the following items on the consent agenda:
   • Approve agenda  
   • November 21, 2018 Board meeting minutes  
      o Those in attendance corrected to list Sara Esami as the Treasurer and Frances Wu as a Parent Representative

First, Second, Approved with Amendments

3. Executive Director’s Reports (information)  
   J. Ewonus  

3.1 Executive Director’s Report
The Board to consider a copy of the circulated report titled Executive Director’s Report to January 23, 2019
   • Jacqueline Ewonus presented a review of Executive Director’s report and noted the following:
      o Les Petits have moved back into their program after the flood repairs; Espuleta will be next program to return; Skyfire and Crackers are estimated to return by mid-February  
      o Sparks will remain at Blusson Hall while Voyageurs undergoes repairs due to a leak in program; both of these programs are estimated to return by the end of February  
      o Thanked SFU Representative Scott Penney and SFU for their support with relocation spaces and with remediation and repair of facilities  
      o ED and a Program Director attended the Burnaby/New West Child Care Roundtable attended by the Burnaby Mayor, Minister of State for Childcare, MP for Burnaby North, school district officials and other childcare providers and stakeholders; discussion revolved around where new childcare spaces will be found in Burnaby and New Westminster. There was some consensus at the roundtable meeting around the use of school land to create more childcare spaces  
      o One educator currently listed on leave in the ED report has since resigned

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the January 23, 2019 Executive Director’s Report

First, Second, Approved

Next Board Meeting Dates (Wednesdays): March 13 / May 22 / August 28  
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3.2 Executive Director’s Enrollment Report  

The Board to consider a copy of a previously circulated report titled *Enrollment Report* to January 23, 2019

- Jacqueline Ewonus presented a review of the Enrollment Report and noted the following:
  - Process has changed for submitting retention applications to Licensing for three year olds to remain in their infant and toddler program; will now require a letter of support from parents
  - One additional school-age space will be created when programs move to UHE
  - A new 3-5 program will be created in west-side complex when school-age moves to UHE; program (projected for January 2020) will not be filled immediately, will be filled as 3 year-olds age out of Infant/Toddler programs
  - Reviewed government initiatives to increase workforce in ECE field; noted that HR Committee is discussing ways to attract new educators

**RECOMMENDATION**

THAT the SFUCCS Board of Directors receives for information the January 23, 2019 Enrollment Report

First, Second, Approved

4. Treasurer’s Report

4.1 Present October and November 2018 Financial Statements  S. Eslami

- Treasurer conducted a detailed review of the October and November financial statements, as listed in the notes section, and noted the following:
  - SFUCCS received $100,000 Gaming Grant; ED noted that the grant was approved despite previous indications that SFUCCS could be ineligible

**RECOMMENDATION**

THAT the SFUCCS Board of Directors approves the October and November 2019 Financial Statements

First, Second, Approved

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5. Committee Updates

5.1 Human Resources Committee  
D. Cushing

5.11 ED Hiring Process
- A letter was sent out to families on behalf of SFU Representative Scott Penney and Board Chair Deborah Cushing requesting feedback on competencies for new ED; noted that deadline is set for January 31st in order to have job posting out by early February
- SFU is working with a search firm for recruitment of applicants; firm has been used by SFU before; firm will do initial screening and then selection committee will do interviews; estimate that interviews will commence in April 2019
- Selection Committee members: Scott Penney (SFU Representative & ED Direct Supervisor), Sandi de Domenico (SFU HR Representative), Deborah Cushing (SFUCCS Board Chair), Bev Superle (Educator Representative), Nancy Hawkins and Dina Shafey (Parent Representatives)
- There will be minimal overlap between ED and new hire but noted succession plan is in place and SFUCCS is well positioned to manage the transition

5.2 Governance & Nominating Committee  
N. Hawkins

5.22 SFU Long Term Strategic Plan for Childcare Services
- Committee Chair Nancy Hawkins reviewed document and noted the following:
  - Recommendation is to move childcare to a new site as current west-side complex is aging and it is not cost-effective to renovate; noted that entire process is estimated to be approximately 10 years
  - Consultants recognized overall preference for community approach and a village-type model for new childcare location; also recommended an increase from 12 to 18 programs; village-type model would be 3 buildings housing six programs each and would allow for phasing into new facilities
  - Preferred new site is west of current childcare complex where residence townhomes are currently located; alternative location is at Discovery Park, but consultants noted that the terrain there may be more difficult to build on
  - Proposed cost of new development is estimated to be $35 million
  - SFU families will maintain priority if funding majority of project; consultants recommend having funding initiatives by SFU Finance
  - Consultants recommended having a project champion; which would be a project management role once funding is secured; someone to advocate on behalf of SFUCCS, and is recommended to be from SFU as they will need to coordinate between University and SFUCCS
  - Important focus for SFUCCS will be to continue to remind SFU of childcare’s importance on campus and in the broader community

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- ED noted that the Governance & Nominating committee is planning to hold a strategic planning session in April; will review report in detail, and consider a future expansion plan that also examines terms of priority enrollment at UniverCity

5.3 School Age Expansion

P. Frouws

- Completion of construction is projected for end of July; noted that programs will need time to have space equipped and approved by Licensing and Fire Marshall; will be decided at a later date if school-age will be able to start in new space at the beginning of the 2019-2020 school year
- ED is required to supply quarterly project-status updates, but has encountered problems getting updates from school district officials
- Will consider a new name for school-age space at UHE as programs will no longer be split
- Noted that SFUCCS will pay $325,000 for project; once bills are submitted, will receive final $175,000 from government ($100,000 of those funds are for equipment and furnishings)

6. Other Business

- 50th Anniversary Art Project Update: original wood piece to be used for art project was stolen; artist needs to locate a new piece to use for project; will also provide a miniature model (maquette) for programs to explore
- Emergency Container: has been moved to the end of the residence parking lot; hired a company to create a wrap for container using art from programs; estimate that project will be completed in spring; noted that project will help SFUCCS to be more visible to the SFU community, especially Residence

7. In Camera

8. Adjournment

RECOMMENDATION
THAT the SFUCCS Board of Directors moves to adjourn the January 23, 2019 Board meeting

First, Second, Approved

Adjourned 7:46pm

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