SFUCCS BOARD MEETING MINUTES
Wednesday, October 16, 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>Saaiqa Bhanji</td>
<td>Staff Representative</td>
<td>Present</td>
<td>Joanne Park</td>
<td>Parent Representative</td>
<td>Regrets</td>
<td>Jacqueline Ewonus</td>
</tr>
<tr>
<td>Clement Chung</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Scott Penney</td>
<td>SFU Representative</td>
<td>Present</td>
<td>Shaelyn Johnston (Minutes)</td>
</tr>
<tr>
<td>Jaimie Cloutier</td>
<td>Secretary</td>
<td>Present</td>
<td>Mikelle Sasakamoos</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Deborah Cushing</td>
<td>Chair</td>
<td>Present</td>
<td>Jennifer Scott</td>
<td>Parent Representative</td>
<td>Regrets</td>
<td></td>
</tr>
<tr>
<td>Rachel Day</td>
<td>Executive Director</td>
<td>Present</td>
<td>Melanie Simmons</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>Bev Superle</td>
<td>Community Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Sara Eslami</td>
<td>Treasurer</td>
<td>Present</td>
<td>Jessica Tsumura</td>
<td>Staff Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Nancy Hawkins</td>
<td>Vice-Chair</td>
<td>Present</td>
<td>Daniel Yang</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>John Neilson</td>
<td>Parent Representative</td>
<td>Present</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Highlights:

- Nancy Hawkins and Jaimie Cloutier were re-elected as Vice-Chair and Secretary
- Committee Chairs were elected and Board members were appointed to committees
- The application submitted to the New Spaces Fund for the new Infant/Toddler program was approved for the full amount
- The Terms of Reference for the new Strategic Development Planning Sub-Committee were approved
- The updated SFUCCS Parent Agreement was approved

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1. Educator Presentation
   J. Tsumura
   How Tea Time Built Community at Espuleta

2. Board Orientation
   N. Hawkins
   Board Director Nancy Hawkins provided a brief overview of Board orientation for all Board Directors present

3. Welcome and Call to Order
   D. Cushing

4. Consent Agenda (approval)
   D. Cushing

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the following items on the consent agenda:
   - October 16th, 2019 Board meeting agenda
   - August 28th, 2019 Board meeting minutes

First, Second, Approved

5. Board Officer Election
   D. Cushing

5.1 Election of the Vice Chair & Secretary
   - Nancy Hawkins has volunteered for role of Vice-Chair
   - Jaimie Cloutier has volunteered for role Secretary

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the election of the Vice Chair and Secretary of the SFUCCS Board for the SFUCCS 2019/2020 Board year

First, Second, Approved

6. Committee Election
   D. Cushing

6.1 Committee Chair Elections
   - Nancy Hawkins – Governance & Nominating Committee Chair
   - Sara Eslami – Finance, Audit & Investment Committee Chair
   - Deborah Cushing – Human Resources Committee Chair
   - Jaimie Cloutier – Communication & Engagement Committee Chair

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RECOMMENDATION
THAT the SFUCCS Board of Directors approves the election of the Chairs of the Governance & Nominating; Finance, Audit & Investment; Human Resources; and Communication & Engagement Committees for the 2019/2020 Board year

First, Second, Approved

6.2 Committee Membership  D. Cushing  7:10
Board Directors appointed to committee(s):
- Governance & Nominating: Nancy Hawkins, Melanie Simmons, John NeIson, Clement Chung, Saaia Bhanji
- Finance, Audit & Investment: Sara Eslami, Deborah Cushing, Scott Penney, Daniel Yang
- Human Resources: Deborah Cushing, Sandi de Domenico, Joanne Park, Bev Superle
- Communication & Engagement: Jaimie Cloutier, Mikelle Sasakamoose, Jennifer Scott, Jessica Tsumura

7. Review and Sign the SFUCCS Board Code of Conduct  D. Cushing  7:25
- The Chair invited all Board members to sign the SFUCCS Code of Conduct for the 2019/2020 Board year. All members in attendance signed and returned the document for filing.

8. Executive Director’s Reports (information)  R. Day  7:30
8.1 Executive Director’s Report
The Board to consider a copy of the circulated report titled Executive Director’s Report to October 16, 2019
- ED thanked Program Director Jacqueline Ewonus for her support with maintenance repairs
- Acknowledged Office Assistant Kathy Hart for work in coordinating communication with SFU regarding parking during construction
- The school-age programs are still awaiting occupancy at UHE
- The application submitted to the New Spaces Fund was successfully approved for the full amount; will begin planning for opening new Infant/Toddler program once school-age has moved to UHE and the new 3-5 program has opened

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RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the October 16, 2019 Executive Director’s Report

First, Second, Approved

8.2 Executive Director’s Enrollment Report
The Board to consider a copy of a previously circulated report titled Enrollment Report to October 16, 2019
- ED provided overview of document; Board had no additional comments

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the October 16, 2019 Enrollment Report

First, Second, Approved

9. Treasurer’s Report
9.1 Present July 2019 Financial Statements
Treasurer conducted a detailed review of the July 2019 financial statements as listed in the notes section of the document and noted the following:
- Listed credits were due to late subsidy approvals
- The negative variance was attributed to an increase in wages for the use of casual educators over the estimated amount
- Currently there is a waitlist for children requiring additional support; Supported Child Care (SCC) positions are covered by Society until funding is received

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the July 2019 Financial Statements

First, Second, Approved

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10. Committee Updates
10.1 Governance & Nominating Committee

10.11 Strategic Planning Development Sub-Committee Terms of Reference

- Governance & Nominating Committee Chair Nancy Hawkins provided an overview on the history of creation of new sub-committee, noting SFU Campus Master Plan. The goal for the committee is to ensure that SFUCCS is represented in SFU’s planning processes.
- Presented an overview of Terms of Reference and noted the following:
  - The Chair of the Sub-Committee will not necessarily be the Chair of the Governance & Nominating Committee.
  - In regards to sub-committee membership, will open membership to external community members with connections to the university or the broader ECE community.
  - Sub-committee will report to the Governance & Nominating Committee; if needed, the Governance & Nominating Committee will report to the Board at the following meeting.
- After review of the document, SFU Representative Scott Penney suggested that the mandate of the committee be generic enough to include any future projects that the Society may take on (e.g., exploring childcare options at other SFU campuses); will adjust Purpose to include ‘...in addition to exploring other childcare opportunities at other SFU campuses.’

NOTED: Approval of committee members will be done via email

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the Strategic Planning Development Sub-Committee Terms of Reference as amended

First, Second, Approved with Amendments

10.12 Updated SFUCCS Parent Agreement

- Presented updated document to Board and noted the following revisions:
  - A requirement from licensing was that parent agreement document included a section regarding fees paid back in families had paid in advance.
  - Language was clarified for consistency regarding children moving from Infant/Toddler to 3-5 programs.

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RECOMMENDATION
THAT the SFUCCS Board of Directors approves the updated SFUCCS Parent Agreement
First, Second, Approved

10.13 Results of 2018/2019 Board Assessment Survey
- Committee Chair Nancy Hawkins provided an overview of Board Assessment Survey results and noted the proposed changes for next year’s survey: survey statements will be yes or no questions and comment fields will be added for any additional feedback

10.2 Bargaining Liaison Committee
- Committee Chair Deborah Cushing noted that both parties have met twice thus far and further dates to meet have been set
- Noted that any in-depth issues to be discussed at Board will go to an in-camera meeting; additionally, if there are any in-depth questions, a request can be made for Board to go in-camera

10.3 School Age Expansion
- Updates were provided during ED report

11. Other Business
11.1 2019/2020 Board Meeting Schedule
- Board reviewed tentative meeting schedule and noted that Board meeting dates will remain as indicated
- If any changes are required for committee meetings, this can be discussed at or prior to the first committee meeting

12. In Camera

13. Adjournment

RECOMMENDATION
THAT the SFUCCS Board of Directors moves to adjourn the October 16, 2019 Board meeting
First, Second, Approved
Adjourned at 8:25pm

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