### SFUCCS BOARD MEETING MINUTES

**Wednesday, August 28, 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>Saaqa 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>Regrets</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>Sera Oh</td>
</tr>
<tr>
<td>Rachel Day</td>
<td>Executive Director</td>
<td>Present</td>
<td>Jennifer Scott</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>Dina Shafey</td>
<td>Parent Representative</td>
<td>Regrets</td>
<td>Leigh Kweon</td>
</tr>
<tr>
<td>Jolanta Drozdzenska</td>
<td>Staff Representative</td>
<td>Present</td>
<td>Melanie Simmons</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Bo Sun Kim</td>
</tr>
<tr>
<td>Sara Eslami</td>
<td>Treasurer</td>
<td>Present</td>
<td>Bev Superle</td>
<td>Community Representative</td>
<td>Regrets</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>Regrets</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:**

- The Board welcomed new SFUCCS Executive Director, Rachel Day
- The 2018/2019 draft audited financial statements were approved and recommended to membership for review at the September 18th, 2019 Annual General Meeting
- The SFUCCS Outdoor Classroom event will take place on September 10th and SFUCCS will participate in StreetFest at UniverCity
- The new school-age space at UHE was approved for 77 children

*AGM: September 18th, 2019*
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1. Educator Presentation
   B. Kim & L. Kweon
   - The Pedagogist Project: An overview of the ongoing engagement between SFUCCS & Capilano University

2. Welcome and Call to Order
   D. Cushing
   - Board Chair Deborah Cushing welcomed and introduced Rachel Day, new SFUCCS Executive Director.

3. Consent Agenda (approval)
   D. Cushing

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the following items on the consent agenda:
   - August 28, 2019 Board meeting agenda
   - May 22, 2019 Board meeting minutes
     - Will correct typo within Highlights section: ‘2019/202’

First, Second, Approved with Amendment

4. Treasurer’s Report
4.1 Presentation of the 2018/2019 Draft Audited Financial Statements
   Auditor E. Allas

Auditor Erik Allas provided an overview of the draft audited financial statements and noted the following:
   - No adjustments were needed
   - Costs provided by SFU are not a part of the financial statements but are included as a disclosure note within the document

Following the auditor’s presentation, the Board acknowledged Marlee Ratnayake, SFUCCS Manager, Finance & Admin, for her hard work in preparing documents for the audit, and the in-kind contributions from SFU.

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the draft 2018/2019 audited Financial Statements and recommends them to the Membership for their review at the September 18, 2019 AGM

First, Second, Approved

AGM: September 18th, 2019
4.2 Present April, May & June 2019 Financial Statements

- Treasurer conducted a detailed review of the financial statements as listed in the Notes section. There were no additional comments from the Board.

RECOMMENDATION

THAT the SFUCCS Board of Directors approves the April, May & June 2019 Financial Statements

First, Second, Approved

5. Executive Director’s Report (information)

5.1 Executive Director’s Report

The Board to consider a copy of the circulated report titled Executive Director’s Report to August 28, 2019

- Program Director Jacky Hughes presented a review of the Executive Director’s Report
- Program Director Jacqueline Ewonus provided an update on the current roofing project taking place at the west-side complex and noted that recently there were leaks in Bright Clouds and Sparks but they were in the process of being repaired.
- Program Support Coordinator Sera Oh provided an overview for upcoming SFUCCS events including the Outdoor Classroom on September 13th and SFUCCS’ participation in UniverCity’s StreetFest event on September 13th.

RECOMMENDATION

THAT the SFUCCS Board of Directors receives for information the August 28, 2019 Executive Director’s Report

First, Second, Approved

Executive Director’s Enrollment Report

The Board to consider a copy of a previously circulated report titled Enrollment Report to August 28, 2019

- Program Director Jacky Hughes provided an overview of the Enrollment Report and noted the following:
  o Enrollment in this year’s school-age summer program was lower than previous years. This was due to one program being closed (Sparks) and the creation of the new half-day program for children attending summer school at UHE
  o 11 children registered for the half-day program; this program will be reviewed next year to see if it will continue

AGM: September 18th, 2019
RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the August 28, 2019 Enrollment Report

First, Second, Approved

6. Committee Updates
6.1 Human Resources Committee
D. Cushing
- Committee Chair Deborah Cushing thanked the ED Selection Committee for their work in the hiring process of the Executive Director position
- Provided an update for Bargaining Liaison Committee and noted that initial bargaining dates have been set and an update on the process will be provided at the next meeting

6.2 Communication & Engagement Committee
M. Sasakamoose
- Committee Chair Mikelle Sasakamoose noted that the committee will continue to work on the process for re-naming programs in next Board year

6.3 Governance & Nominating Committee
N. Hawkins
- Committee is in the process of drafting a Terms of Reference document for the new Strategic Development Planning Committee
- Committees are in the process of completing their Committee Feedback Surveys; once this is complete, the Governance & Nominating Committee will review results
- Committee has reviewed the Board Assessment Survey and will bring the results to the next Board meeting
- Committee is awaiting to review the school board’s wording for immunizations; SFUCCS Immunization Policy will be updated once this document is released
- Committee Chair Nancy Hawkins provided an overview of the nomination process and reminded Board Directors to submit their nomination applications if seeking re-election

6.4 School Age Expansion
J. Hughes
- Occupancy has been delayed for move into new space; expected move-in date is now September 16th; September 12th will be an Open House for families and September 13th will be the Open House event for the public as part of StreetFest at UniverCity
- School age will now have capacity for 77 children in new space instead of 74
- Programs will have access to outdoor playground at UHE and school gym
- Program Director Jacky Hughes will look into a fob system for secure entry into programs

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7. Other Business  
   • Program Support Coordinator Sera Oh provided an update to the art installation project and noted that she is waiting to receive a timeline for the delivery of the project from the artist

8. In Camera  

9. Adjournment  

RECOMMENDATION  
THAT the SFUCCS Board of Directors moves to adjourn the August 28, 2019 Board meeting

First, Second, Approved

Adjourned at 8:19pm

AGM: September 18th, 2019