SFUCCS BOARD MEETING MINUTES
Wednesday November 23, 2016 – 6:30PM
UniverCity Childcare Centre
9075 Highland Court

<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>Deborah Cushing</td>
<td>Chair</td>
<td>Present</td>
<td>Sarah Medakovic</td>
<td>Staff rep</td>
<td>Present</td>
<td>Karen Vaughan</td>
</tr>
<tr>
<td>Pat Frouws</td>
<td>Executive Director</td>
<td>Present</td>
<td>Charmaine Ng</td>
<td>Parent</td>
<td>Present</td>
<td>Paige Knorr (minutes)</td>
</tr>
<tr>
<td>Fiona Brinkman</td>
<td>Parent</td>
<td>Present until 7:32</td>
<td>Mike Stanger</td>
<td>Parent</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Sandi de Domenico</td>
<td>SFU rep</td>
<td>Present</td>
<td>Beverley Superle</td>
<td>Community rep</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Erin Fea</td>
<td>Parent</td>
<td>Present</td>
<td>Amberlea Valli</td>
<td>Staff rep</td>
<td>Regrets</td>
<td></td>
</tr>
<tr>
<td>Albert Fung</td>
<td>Parent</td>
<td>Present until 7:55</td>
<td>Frances Wu</td>
<td>Parent</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Nancy Hawkins</td>
<td>Parent</td>
<td>Present</td>
<td>Judy Zhu</td>
<td>Parent</td>
<td>Regrets</td>
<td></td>
</tr>
<tr>
<td>Mark McLaughlin</td>
<td>SFU rep</td>
<td>Present</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Highlights:
- Pat awarded the SFU Staff Achievement Award for Leadership
- The year to date enrollment rate is 98.23%
- Second-quarter financial statements indicate that we are on-budget
- Board approved the updated Health policy

Board meeting dates: January 25, 2017, March 15, May 17, August 23, 2017
1. Welcome and Call to Order

D. Cushing  6:38pm

2. Board Orientation Session

J. Rogers  6:39pm

Judy Rogers presented on Board structure, governance, processes and policies, and the roles and responsibilities of directors, staff, and committees in relation to one another. A Board Code of Conduct was distributed, read, and signed by those present. Those Board members who were absent will be sent the Code of Conduct to sign. Judy encouraged the Board directors to sign the code of conduct each new Board year.

3. Other Business

SFU Board Director Sandi de Domenico shared with the Board the results of two SFU awards:

- ED Pat Frouws was awarded the 2016 SFU Staff Achievement Award for Leadership, and she is one of two selected in this category this year. Criteria for the award included a focus on leadership within the greater community, not only within SFU.
- SFU has been recognized as one of Canada’s Top 100 employers in 2017. One contributing factor to its selection was SFU’s onsite childcare – SFU received an A++ in the Health & Family-Friendly Benefits category.

3. Consent Agenda (approval)

D. Cushing  7:41pm

- Approve agenda
- October 19, 2016 Board meeting minutes

3.1 RECOMMENDATION

THAT the SFUCCS Board of Directors approves the following items on the consent agenda:

- Approve updated agenda sent November 18, 2016 - no additions

First, Second, Approved

- October 19, 2016 Board meeting minutes – no changes/amendments

First, Second, Approved

4. Executive Director Reports (information)

P Frouws  7:42pm

4.1 Executive Director’s Report

The Board to consider a copy of the circulated report titled Executive Director’s Report to November 23, 2016

- Completed a test of the text alert system on November 23, 2016. Noted that in a real emergency parents & staff would receive an option to “acknowledge receipt” and then wouldn’t get additional email/call
- Breakfast with Santa sold out all 180 seats within 48 hours. SFUCCS applied for and have received a grant from SFU Community Trust to cover some costs for this event
- SFUCCS experiencing difficulty filling part-time and temporary educator positions in school age programs

RECOMMENDATION

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THAT the SFUCCS Board of Directors receives for information the November 23, 2016 Executive Director’s Report.  
First, Second, Approved

4.2 Executive Director’s Enrollment Report  
The Board to consider a copy of a previously circulated report titled Enrollment Report to November 23, 2016  
• Year-to-date enrollment rate is 98.23%, December itself is 99.92%  
• 13 children turning 3 between January and June 2017. We will request exemptions from licensing to keep them in I/T programs until spaces open in a 3 to 5 program  
• September 2017 school age children orientation night in January will include information about University Highlands Elementary and École Sperling Elementary for parents of children turning 5 – typically only 30 or 40 current families (of approximately 75) will want a school age space at SFUCCS

RECOMMENDATION  
THAT the SFUCCS Board of Directors receives for information the November 23, 2016 Enrollment Report  
First, Second, Approved

5. Treasurer’s Report  
5.1 Present September 2016 Financial Statements E. Fea 7:55pm  
• Second-quarter statements indicate healthy financials for halfway through the fiscal year  
• $4k minor capital grant from BC Government (for painting Espuleta and Los Ninos programs)  
• Centre fee revenue lower than budgeted (only a small amount), as there were a few empty spaces in September  
• Outstanding fees owing decreased $9,200  
• Fees for computing IDs are recorded under Office or Computers – held a brief discussion about possibility of requesting waiver of these fees by SFU

5.2 RECOMMENDATION  
THAT the SFUCCS Board of Directors approves the September 2016 Financial Statements  
First, Second, Approved

6. New Business D. Cushing 8:02pm  
6.1 Judy Zhu membership on the Finance, Audit and Investment Committee  
• Judy will not be able to join the FAIC due to commitments in her role as Secretary and position on Communication & Engagement Committee

7. Committee Updates  
7.1 Governance & Nominating N. Hawkins 8:03pm  
The Governance & Nominating Committee is seeking Board approval of the revised Health policy, which has been reviewed by the BC Centre for Disease Control. The new language better reflects our core values than the 2012 version.

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- New policy intended to focus on the best interests of the child (their ability to participate, educator’s ability to care for them) and reduce friction between educator and parent, while remaining grounded in evidence-based public health policy
- Changes include: children with upper respiratory infections and fever need not be excluded; children with sudden onset diarrhea or vomiting or those with a generalized rash may be excluded
- **ACTION:** ED to send to all programs and parents, new parents receive policy in enrollment packages, post policy on website

**RECOMMENDATION**
THAT the SFUCCS Board of Directors approves the revision of the SFUCCS Health Policy
First, Second, Approved

8. Other Business
- Update on UCC lease extension: still waiting to hear back from SFU Community Trust, concerns discussed that renewal will not occur before expiry and any possible related risks to SFUCCS
- **ACTION:** ED to contact Community Trust again for an update
- Update on Highlands expansion: ED and Chair meeting with new Secretary-Treasurer for School Board on January 11, 2017; still require master copies of plans for licensing
- SFU Board Director, Mark McLaughlin, gave an update on the SFU Residence master plan: current construction on Louis Riel building, next phase is Madge Hogarth (east of Childcare). Possible complications in future when dining hall is expanded (truck access); no current plan to move Childcare but there are many variables, including the age of our buildings

Adjournment 8:28pm

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