SFUCCS BOARD MEETING MINUTES
Wednesday, January 25, 2017
6:30 PM
UNIVERSITY 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>Jacky Hughes</td>
</tr>
<tr>
<td>Fiona Brinkman</td>
<td>Parent</td>
<td>Present until 7:55</td>
<td>Mike Stanger</td>
<td>Parent</td>
<td>Present</td>
<td>Jacqueline Ewonus</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>Paige Knorr (minutes)</td>
</tr>
<tr>
<td>Erin Fea</td>
<td>Parent</td>
<td>Regrets</td>
<td>Amberlea Vanni</td>
<td>Staff rep</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Albert Fung</td>
<td>Parent</td>
<td>Present</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>Present</td>
<td></td>
</tr>
<tr>
<td>Mark McLaughlin</td>
<td>SFU rep</td>
<td>Present</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Highlights:
- Conference registration is almost to 40%
- Year-to-date enrollment is 98.4%
- Approved new Sublease and Operating Agreements for Verdant and UCC
- Suggested further updates to Enrollment Policy and Parent Agreement
- Approved changes to Facebook Procedures and Society-wide Communication Pathway

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

D. Cushing 6:32pm

2. Board Professional Development
Financial Statements 101
The former treasurer of SFU CCS, Scott Penney gives a short presentation on how to read and use financial statements.

- Covered Statement of Financial Position (a snapshot in time of what we own and owe),
  Statement of Operations (shows profits and losses)
- Notable fact about our funding model: more than 80% of our income is centre fees and more
  than 80% of our payables are wages and benefits

S. Penney 6:32pm

3. Consent Agenda (approval)

D. Cushing 7:25pm

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

- Approve agenda
- November 23, 2016 Board meeting minutes

First, Second, Approved

4. Executive Director’s Reports (Information)
P Frouws 7:26pm

4.1 Executive Director’s Report
The Board to consider a copy of the circulated report titled Executive Director’s Report to January 25, 2017

- There are 46 confirmed attendees for our April conference, and 20 for the tour and networking evening, including several from the US and further afield in BC
- Staff facilitators at this conference will be leading a tour group through campus, the tour includes visit to a piece of art on campus where they will discuss their children’s recent explorations with the art
- Morningside has recurrently visited some artists carving totem poles on campus, and have been invited to perform a song at the March 9th pole raising
- Pat and Jacky attended the SFU snow debrief last week to share our experiences. A decision has been made to not open childcare if SFU has not made a decision on a delayed opening by 10:00 am as it is too difficult to ensure educator to child ratios in this eventuality.

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the January 25, 2017 Executive Director’s Report.

First, Second, Approved

4.2 Executive Director’s Enrollment Report

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- Year-to-date enrollment is 98.4%
- 38 children will be turning 3 by the end of September; Kathy is working on retentions and moving them to 3 to 5 programs as spaces become available
- Jacky, with assistance from and thanks to Fiona Brinkman, held a School Age info session earlier this month – only 1 child is aging out of school age care this year
- 70 children will turn 5 in September; 23 families have indicated that they are interested in receiving a School Age space with SFUCCS
- Beginning to make plans for the weekly summer program in School Age

RECOMMENDATION
THAT the SFUCCS Board of Directors receive for information the January 25, 2017 Enrollment Report

First, Second, Approved

5. Treasurer’s Report
D. Cushing 7:42pm

5.1 Present October/November 2016 Financial Statements
Due to Treasurer’s absence, Board will not be voting to approve these statements at this meeting.

5.2 RECOMMENDATION
THAT the SFUCCS Board of Directors receive for information the October & November 2016 Financial Statements

First, Second, Approved

6. New Business

6.1 Agreements Committee Update
D. Cushing 7:43pm

Update on school age expansion project:
- Pat and Deborah had a positive meeting with the new Secretary Treasury at Burnaby School District, who has experience with similar school & 3rd party partnerships. We are awaiting a draft operating agreement (to come to the Board for approval); the District has indicated they are still hoping for a January 2018 completion date.

Presented renewals of the UCC and Verdant lease agreements with the SFU Community Trust
- Term of lease changed from 5 years to 2 years with 3x 1-year renewals, one benefit of which is that this is more flexible for when SFU eventually acquires these buildings
- Utility cap for UCC – was previously $3500; increasing by $1500 this year and $1000 annually thereafter, to a maximum of $8000
- Provision added for dissolution of the Head lease, but this is highly unlikely to ever occur

6.2 RECOMMENDATION
THAT the SFUCCS Board of Directors, further to the notices received July 26, 2016 from the SFU Community Corporation for the University City and Verdant childcare facilities, approves the following new Sublease and Operating Agreements:

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- For UniverCity (Lot 22) childcare centre: for a 2-year term starting January 28, 2017 with 3 one-year renewals
- For Verdant childcare centre: for a 2-year term starting January 28, 2017 with 3 one-year renewals

First, Second, Approved

7. Committee Updates

7.1 Governance & Nominating

N. Hawkins 7:55pm
- Note for information: committee has begun reviewing the Constitution & Bylaws in preparation for filing under new Society Act – the next step for this is to have it reviewed by a lawyer.

- Committee has updated the Enrollment Policy to reflect current procedures, particularly in areas involving: school age care, moving between age groups, UniverCity priority category
- Board reviewed changes and suggested several more:
  - Clarity: when moving from East to West side (i.e. into School Age care or possibly into 3 to 5), do internal children with only UniverCity priority come before external children with University priority?
  - Terminology: “waitlist application form” should just be “application form” throughout
  - Consistency between language here and in Parent Agreement (ex. withdrawal date 45 days vs. 1.5 months)

This policy will be tabled for revisions and brought to the March Board meeting.

7.2 Communication Committee

M. Stanger 8:09pm
A few changes have been made to the Parent Agreement: annual $5 fee for emergency supplies, clarity around moving between age groups.
- During discussion on Enrollment Policy changes, it was noted that this document also requires some adjustments for consistency of language, including:
  - Parent Agreement vs Childcare Agreement
  - Forms prior to entry – emergency consent is one form

This agreement will be tabled for revisions and brought to the March Board meeting for approval.

Committee has also made changes to the Facebook Procedures and the Communication Pathway – Society-wide
- Facebook: have turned off the messaging function, noted to allow emergency notifications to be sent via Facebook, no longer require watermarks on photos
- Pathway document: language change from “staff” to “educator”, added that questions about fees can go through office staff and then to the Accountant specifically

7.21 RECOMMENDATION
THAT the SFUCCS Board of Directors approves the revisions to the Facebook Procedures and Communication Pathway – Society-wide
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8. HR Committee
   D. Cushing 8:24pm
   - Have developed an emergency succession plan for use in the occasion the ED is unexpectedly incapacitated – working from this into a longer-term plan, with SFU involvement, for succession
   - Streamlining process for ED Performance Review, so it can be completed on a timely basis and align with SFU approach
   - Have finalized guidelines detailing honorarium for educators giving presentations on behalf of SFUCCS

RECOMMENDATION
THAT the SFUCCS Board of Directors proceeds to adjourn this Board meeting.

First, Second, Approved

Adjourned 8:27pm

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