SFUCCS BOARD MEETING MINUTES
Wednesday, March 15, 2017 – 6:30 PM
UNIVERSITY CHILDRENS 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>Regrets</td>
<td>Jacky Hughes</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>Jacqueline Ewonus</td>
</tr>
<tr>
<td>Fiona Brinkman</td>
<td>Parent</td>
<td>Regrets</td>
<td>Mike Stanger</td>
<td>Parent</td>
<td>Present</td>
<td>Paige Knorr (minutes)</td>
</tr>
<tr>
<td>Sandi de Domenico</td>
<td>SFU rep</td>
<td>Regrets</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>Present</td>
<td></td>
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<tr>
<td>Albert Fung</td>
<td>Parent</td>
<td>Present</td>
<td>Frances Wu</td>
<td>Parent</td>
<td>Regrets</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>
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</tbody>
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Highlights:
- 2016/2017 year-end enrollment was 98.63%
- Approved 2017/2018 budget and 1.5% fee increase for September 1, 2017
- Approved revisions to Enrollment Policy and Parent Agreement
- Approved 2017 Parent Survey and Emergency ED Succession Plan
- Mark McLaughlin presented Pat Frouws with a certificate for the 2016 SFU Staff Achievement Award for Leadership

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

D. Cushing 6:34pm

2. Consent Agenda (approval)

D. Cushing 6:35pm

2.1 RECOMMENDATION

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

- Approve agenda
- January 25, 2017 Board meeting minutes
  - Amended to reflect “minutes” instead of “agenda” in header

First, Second, Approved with amendment

3. Executive Director’s Reports (information)

3.1 Executive Director’s Report

P. Frouws 6:36pm

The Board to consider a copy of the circulated report titled Executive Director’s Report to March 15, 2017.

- Morningside children attended and sang at the totem pole raising ceremony last week
- Inclusive Practice Committee recently completed Society-wide training on supporting children with Autism
- Several Educators have been creating a shared library space in the former staff room
- Challenges have included staffing (3 maternity leaves, 1 medical leave) and snow closures

RECOMMENDATION

THAT the SFUCCS Board of Directors receives for information the March 15, 2017 Executive Director’s Report.

First, Second, Approved

3.2 Executive Director’s Enrollment Report

P. Frouws 6:48pm

The Board to consider a copy of a previously circulated report titled Enrollment Report to March 15, 2017.

- 2016/2017 year-end enrollment was 98.63%, an increase from 2015/2016
- Hosting a breakfast for parents of children turning 3, to talk about how I/T Educators are helping children prepare for their transition to a 3 to 5 program
- 23 families interested in a School Age space, 2 have come available thus far

RECOMMENDATION

THAT the SFUCCS Board of Directors receives for information the March 15, 2017 Enrollment Report

First, Second, Approved

2017 Board meeting dates: May 17, August 23, 2017
4. Committee Updates

4.1 Agreements Committee Update  
D. Cushing  
6:53pm
- UCC and Verdant lease agreements have been signed
- Regarding School Age relocation: a meeting is scheduled with the school district Secretary Treasurer for mid-April; continuing to work with licensing about plans for the program space

4.2 Governance & Nominating Committee Update  
N. Hawkins  
6:55pm
Board reviewed further updates to Enrollment Policy, based on discussions of last Board meeting.
- Bullets added to clarify priority and movement of internal children and UniverCity families
- Language made consistent with the Parent Agreement includes “45 days’ notice” for withdrawal and “application” instead of “waitlist application”
- Discussed whether priority statuses should be numbered – leaving them as-is since this document is mostly used internally and the website has the procedure with numbers
- Changes to be made:
  - Page 7 – clarify to indicate the parent is submitting the application, not the child
  - Language change: “SFU families” instead of “University families” to reduce confusion with “UniverCity families”
  - Clarified language in section 1.3 regarding full/part-time care

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the revisions to the Enrollment Policy including changes as noted above

First, Second, Approved

4.3 Communication & Engagement Committee Update  
M. Stanger  
7:18pm
4.31 Parent Agreement
Board reviewed further updates to the Parent Agreement, based on discussions of last Board meeting.
- Changes to be made
  - Update revision date in footer
  - Clean up formatting and cut-off lines

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the revisions to the Parent Agreement including changes as noted above

First, Second, Approved

4.32 Parent Survey
Board reviewed the draft 2017 Parent Survey.
- The question “what does quality childcare mean to you” has been removed
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- Added question about physical spaces – discussed during this meeting and rephrased to “SFUCCS is looking toward the future of our facilities. Please tell us what you value most in the SFUCCS environment and physical spaces.”

RECOMMENDATION
THAT the SFUCCS Board of Directors approves for distribution the 2017 Parent Survey to parents, including changes as noted above

First, Second, Approved

4.33 50th Anniversary Committee
Mike shared that Terms of Reference have been completed for this committee and call for at least one parent Board member to sit on the committee. A call will go out to all parents – please consider if you would like to be involved.

4.4 HR Committee Update

4.41 Emergency ED Succession Plan
Board reviewed draft Emergency ED Succession Plan (outlining procedures for an unexpected short- or long-term absence of the ED) and suggested changes to be made:
- 2.8: change to “Should the length of temporary absence of the ED be expected to be...”
- 2.8: change to discuss with “the ED’s direct SFU supervisor”
- 4.5: added clause “In case of extended absence, the Board may consider approving the AED as a temporary signing officer”
- 4.5: approval of purchases to be by the Treasurer, not the FAIC
- Removed gendered references to ED

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the Emergency ED Succession Plan with changes as noted above

First, Second, Approved

5. Treasurer’s Report
5.1 Presentation of the 2017/2018 budget for Board approval

Erin presented the draft 2017/2018 budget, with highlights below:
- Budget is forecasted on a 1.5% fee increase in September 2017
- Supported Childcare is based on what we currently receive (a significant increase from last year)
- Fundraising income includes revenue from April conference
- Wages increase 2% in May
- Food costs are budgeted higher to account for uncertainty

2017 Board meeting dates: May 17, August 23, 2017
RECOMMENDATION
THAT the SFUCCS Board of Directors approves the 2017/2018 SFUCCS budget that includes a 1.5% fee increase for September 1, 2017

First, Second, Approved

5.2 Present Oct/Nov/Dec 2016 & Jan 2017 Financial Statements   E. Fea   7:58pm
Erin presented the past 4 months of financial statements – overall we are in a positive position, though with minimal cushion.
• Discussion about depreciation

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the Oct/Nov/Dec 2016 & Jan 2017 Financial Statements

First, Second, Approved

6. Other Business
6.1 SFU Certificate Presentation   M. McLaughlin  8:05pm
Mark presented a certificate honouring Pat for receiving the 2016 SFU Staff Achievement Award for Leadership.

7. Adjournment

RECOMMENDATION
THAT the SFUCCS Board of Directors moves to adjourn the March 15, 2017 Board meeting

First, Second, Approved

Adjourned 8:09pm

2017 Board meeting dates: May 17, August 23, 2017