SFUCCS BOARD MEETING MINUTES  
Wednesday, May 17, 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>Charmaine Ng</td>
<td>Parent</td>
<td>Present</td>
<td>Jacqueline Ewonus</td>
</tr>
<tr>
<td>Pat Frouws</td>
<td>Executive Director</td>
<td>Present</td>
<td>Scott Penney</td>
<td>SFU rep</td>
<td>Present</td>
<td>Maria Jeong</td>
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<tr>
<td>Fiona Brinkman</td>
<td>Parent</td>
<td>Present</td>
<td>Mike Stanger</td>
<td>Parent</td>
<td>Regrets</td>
<td>Sera Oh</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>Rebecca Sung</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>Jade Leong</td>
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<td>Albert Fung</td>
<td>Parent</td>
<td>Regrets</td>
<td>Frances Wu</td>
<td>Parent</td>
<td>Regrets</td>
<td>Joana Gorjao</td>
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<tr>
<td>Nancy Hawkins</td>
<td>Parent</td>
<td>Present</td>
<td>Judy Zhu</td>
<td>Parent</td>
<td>Regrets</td>
<td>Paige Knorr</td>
</tr>
<tr>
<td>Sarah Medakovic</td>
<td>Staff rep</td>
<td>Regrets</td>
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Highlights:
- Five Educators shared their experiences as facilitators at our April conference
- Enrollment is at 98%
- Board reviewed and suggested changes to the Society's Constitution & Bylaws
- Board approved a set amount of $500 annually for the Leanne Dalton Working with Passion Staff Award
- The preliminary results from the Parent Survey are very positive, and the report is in-progress

2017 Board meeting dates: August 30, 2017; AGM September 20, 2017
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1. Welcome and Call to Order D. Cushing 6:35pm

2. Educators' Conference Presentation
   - 5 Educators who served as facilitators at our April conference came to share their experiences with the Board; thank you to Joana Gorjao, Maria Jeong, Jade Leong, Sera Oh, and Rebecca Sung for sharing
   - One question was raised about how Educators can share this learning with parents
   - ACTION: Pat to send Educators’ presentation to Board members

3. Consent Agenda (approval) D. Cushing 7:23pm

3.1 RECOMMENDATION
THAT the SFUCCS Board of Directors approves the following items on the consent agenda:
   - Approve agenda
   - March 15, 2017 Board meeting minutes

   No amendments or additions
   First, Second, Approved

4. Other Business D. Cushing 7:24pm

4.1 RECOMMENDATION
THAT the SFUCCS Board of Directors accepts the resignation of SFU Representative Mark McLaughlin and approves the appointment of Scott Penney as the new SFU Representative

   First, Second, Approved

4.2 RECOMMENDATION
THAT the SFUCCS Board of Directors appoints Scott Penney to the Finance, Audit and Investments and Agreements committees

   First, Second, Approved

4.3 Change of Board meeting date
Due to scheduling conflicts, the August 23rd Board meeting will be rescheduled to **August 30th, 2017**

5. Treasurer’s Report E. Fea 7:27pm
Erin presented the February and March 2017 Financial Statements.
   - April conference brought in revenue of $5,000
   - Underspent on food – discussed possible causes and plans for going forward

5.1 RECOMMENDATION
THAT the SFUCCS Board of Directors approves the February/March 2017 Financial Statements

   First, Second, Approved

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6. Committee Updates

6.1 Governance & Nominating Committee  
N. Hawkins  
7:37pm  
Report on recent Board intentions survey:  
- 5 parent members will be leaving the Board in the fall, for a total of 6 empty parent seats  
- Skill sets we are looking for includes urban planning, to help with future redevelopment

Present Board Assessment tool  
- The committee has reviewed the survey used last year, removed 2 less-relevant questions; this  
  will be sent to the Board in June so all members can give their feedback on this Board year

Review updated Constitution & Bylaws  
As per the new Societies Act, there were a number of mandated changes to be made to our bylaws;  
this was also a good opportunity to make additional desired changes.

Nancy reviewed the significant updates and the Board noted several more changes to make.  
- Allow for up to 3 Community members (previously 2)  
- New section regarding conflicts of interest  
- Voting by proxy is not permitted

To change:  
- I. Add definition for “member of the Board”  
- II.10 Reinstatement of expelled Society members by 2/3 (instead of ‘a majority’) of members present 
- IV.A.2.c. SFU members shall be appointed (not elected) 
- IV.B. Specify “elected member” throughout to clarify this doesn’t apply to SFU reps 
- VII. Strike “as chosen by the Board” and change to reflect that “SFU in consultation with the  
  Board...” hires the ED  
- VIII.1. Executive Director may not hold more than one position

**ACTION:** Pat will take these further changes to the lawyer, and bring back to August Board meeting

6.2 HR Committee  
D. Cushing  
8:03pm  
Deborah shared that the HR Committee continues to work on an ED review process and will bring this to  
the next Board meeting.

Deborah also brought a proposal forward to eliminate the fluctuating award amount of one staff award  
currently only funded by donations and therefore changing in amount from year to year:

**6.21 RECOMMENDATION**  
THAT the SFUCCS Board of Directors approves the use of $500 of SFUCCS funds annually for the Leanne  
Dalton Working with Passion Staff Award

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6.3 Agreements Committee D. Cushing 8:07pm
- Deborah shared recent conversations regarding the future of our grant from the Ministry of
  Children and Family Development
- The school district has expressed renewed concerns about sharing classrooms, and the Ministry
  has expressed a concern about the grant money ultimately being used to create classrooms, not
  childcare spaces.
- We are waiting to hear back from the Ministry, after they have spoken with the Ministry of
  Education about this project

6.4 Communications Committee P. Frouws 8:25pm
Pat shared some thoughts from Mike Stanger on the results of the 2017 Parent Survey:
- Data provided in the report will be cumulative, but each Program Director will use the program-
  specific comments to follow up with their Educators
- Noted positive increases in areas of food services, emergency communications, administration,
  and understanding of enrollment process, among other areas – this hopefully speaks to an
  increased focus on transparency
- A draft of the report will come by email for Board review in early June, so it can be sent to
  parents before the end of June
- Consider for next year: using the open-ended data on what families like about our physical
  spaces and defining this further with a rating scale or similar (eg. “which of these is most
  important to you”) – or follow up with a survey specifically about physical spaces

7. Executive Director’s Reports P. Frouws 8:36pm
7.1 Executive Director’s Report
The Board to consider a copy of the circulated report titled Executive Director’s Report to May 17, 2017.
- Nita Pedersen, Espuela Senior Educator, received a Prime Minister’s Award for Achievement –
  we will plan to recognize this at the AGM
- Jacqueline Ewonus shared a short update from her experience in New Zealand – all 3 PDs and 4
  Senior Educators attended the World Forum on Early Care and Education
- Have received continued great feedback from the conference, including an instructor from
  Capilano who wishes to be more involved with us

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the May 17, 2017 Executive Director’s
Report.
First, Second, Approved

7.2 Executive Director’s Enrollment Report
The Board to consider a copy of the circulated report titled Enrollment Report to May 17, 2017.
- Enrollment is at 98% overall
- Toddlers moving up slowly into 3 to 5 spaces
- Summer enrollment is increasing but there is still room

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RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the May 17, 2017 Enrollment Report
First, Second, Approved

8. Adjournment

Adjourned 8:49pm