SFUCCS BOARD MEETING AGENDA
Wednesday, August 30th, 2017
6:40 PM
UNIVERSITY CHILDCARE CENTRE
9075 Highland Court, 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>Deborah Cushing</td>
<td>Chair</td>
<td>Present</td>
<td>Charmaine Ng</td>
<td>Parent</td>
<td>Present</td>
<td>Erik Alias</td>
</tr>
<tr>
<td>Pat Frouws</td>
<td>Executive Director</td>
<td>Present</td>
<td>Scott Penney</td>
<td>SFU Representative</td>
<td>Present</td>
<td>Jacqueline Ewonus</td>
</tr>
<tr>
<td>Fiona Brinkman</td>
<td>Parent</td>
<td>Present</td>
<td>Mike Stanger</td>
<td>Parent</td>
<td>Present</td>
<td>Karen Vaughn</td>
</tr>
<tr>
<td>Sandi de Domenico</td>
<td>SFU Representative</td>
<td>Regrets</td>
<td>Beverley Superle</td>
<td>Community Representative</td>
<td>Present</td>
<td>Jacky Hughes</td>
</tr>
<tr>
<td>Erin Fea</td>
<td>Parent</td>
<td>Regrets</td>
<td>Amberlea Valli</td>
<td>Staff Representative</td>
<td>Regrets</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>Regrets</td>
<td>Jacqueline Gregory (minutes)</td>
</tr>
<tr>
<td>Sarah Medakovic</td>
<td>Staff Representative</td>
<td>Regrets</td>
<td>Fiona Brinkman</td>
<td>Parent</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
</table>

Highlights:

- Board reviewed, then approved, the audited 2016/2017 Financial Statements.
- SFUCCS Reserve Fund percentages were amended.
- Enrollment is at 97%
- Burnaby Licensing Officer signed off on the new facility plans for construction.
- Board approved the Active Play and Screen Time policy.
- Reviewed, then approved, the Executive Director Review Process and associated Review Tool.
- Two SFUCCS Board members were approved for society member extensions, as per the SFUCCS Bylaw, until the September 20, 2017 AGM.
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1. Welcome and Call to Order  D. Cushing  6:40pm
2. Consent Agenda (approval)  D. Cushing
   - Approve agenda
   - May 17, 2017 Board meeting minutes
   No amendments or additions
   First, Second, Approved  6:45pm

3. Treasurer’s Report  Auditor E. Allas

3.1 Present and approve the audited 2016/2017 Financial Statements
SFUCCS Auditor, Erik Allas gave a thorough explanation of the audited financial statements to those present. Questions were invited and none were asked.

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the audited 2016/2017 Financial Statements

   First, Second, Approved  6:55pm

THAT the SFUCCS Board of Directors approves the accounting firm of Thompkins, Wozny, Miller and Co. for the 2017/2018 Audit.

   First, Second, Approved  6:59pm

3.2 Request to increase SFUCCS reserve funds based on a percentage of annual retained earnings

RECOMMENDATION  D. Cushing
THAT the SFUCCS Board of Directors approves the percentage increase to SFUCCS reserve funds. Amended recommendation:
In the event of excess annual revenues, SFUCCS will allocate a percentage of the excess revenue as follows:
   - 40% to Capital Reserve Fund
   - 10% Professional Development Reserve Fund, or to the maximum fund limit of $50,000

Motion to accept the amended recommendation: First, Second, Approved  7:40pm

3.3 Present April/May/June 2017 Financial Statements  P. Frouws

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the April/May/June 2017 Financial Statements
   - The ED stated that these statements were reviewed thoroughly and accepted by the Finance, Audit and Investment Committee at their July 2017 meeting
   - We are in good financial shape

   First, Second, Approved  7:43pm

4. Executive Director Reports (information)  J. Ewonus

4.1 Executive Director’s Report
The Board to consider a copy of the circulated report titled Executive Director’s Report to August 30, 2017

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RECOMMENDATION
THAT the SFUCCS Board of Directors receives information for the August 30, 2017 Executive Director’s Report.

First, Second, Approved

7:48pm

4.2 Executive Director’s Enrollment Report

The Board to consider the report titled Enrollment Report to August 30, 2017

• This report was presented on screen during the meeting.
• Board members requested that the report be sent out to them electronically (completed on September 1, 2017)

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the August 30, 2017 Enrollment Report.

First, Second, Approved

7:52pm

5. Committee Updates

5.1 Agreements Committee Update

D. Cushing

• Update on School Expansion changes provided by S Penney. SFU will finance the remaining amount required to fund a new dedicated space for our three school age programs as part of the University Highlands classroom expansion project. A meeting is scheduled for September 14th, 2017 to discuss and finalize an operating agreement between SFU and the School District. The SFUCCS ED will attend to comment on operational aspects of this new agreement. Our licensing officer has signed off on the new plans and construction has yet to begin.

8:00pm

5.2 Governance & Nominating

N. Hawkins

• Review revised Constitution and Bylaws as per the May 17th, 2017 Board meeting

RECOMMENDATION
THAT the SFUCCS Board of Directors recommends the revised SFUCCS Constitution and Bylaws with the proposed amendment to be completed by N. Hawkins and P. Frouws, for approval by the membership at the September 20, 2017 SFUCCS Annual General Meeting

• Update on Board Assessment survey
• F. Brinkman, committee member gave a brief overview of the survey. Very few responses to the online survey this year.

ACTION: Do the online survey at a Board meeting – May/June so that all present can provide input at one time

• Present Active Play and Screen Time policy for approval

8:08pm

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the new Active Play and Screen Time policy as required by the BC Child Care Licensing authority.

The Board commended the educators for the positive language contained in this new policy. They found it to be well written.
First, Second, Approved

A brief discussion on the lack of parent nominees for this year’s AGM

ACTION: Put a hard copy of the nomination form by program sign in sheets

5.3 Communication & Engagement Committee

M. Stanger

The 2017 Parent Survey report went out in June for the first time as it usually is in August/September. SFU has chosen a new survey tool that we will be able to access for future surveys of this type. M. Stanger will be available to assist if required.

5.4 HR Committee

D. Cushing

Update on the ED Review Process and Review tool

• SFU Board Rep, S. De Domenico was very helpful in developing these documents as they reflect the SFU HR process and review. Board members appreciated the metrics in the review and one member suggested that we look at metrics in other areas such as the strategic plan.

RECOMMENDATION

THAT the SFUCCS Board of Directors approves the new Executive Director Review Process and Review Tool.

First, Second, Approved

8:23pm

6. Other Business

D. Cushing

6.1 Approve Erin Fea and Mike Stanger’s Society membership until the AGM (as per SFUCCS Bylaws)

E. Fea & M. Stanger are no longer SFUCCS members effective this Friday, September 1, 2017

• Requests made by both to the SFUCCS Board to extend their SFUCCS membership until the end of the AGM September 20, 2017

RECOMMENDATION

THAT the SFUCCS Board of Directors approves the request by Erin Fea and Mike Stanger for SFUCCS membership until the AGM on September 20, 2017 as per SFUCCS Bylaw

First, Second, Approved

8:28pm

7. In Camera/Adjournment

Adjournment

8:28pm