SFUCCS BOARD MEETING MINUTES
Wednesday, March 14, 2018
6:00 PM
UniverCity Childcare Centre
9075 Tower Road
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>Saaiga Bhanji</td>
<td>Staff Representative</td>
<td>Present</td>
<td>Nancy Hawkins</td>
<td>Vice-Chair</td>
<td>Present</td>
<td>Jacky Hughes</td>
</tr>
<tr>
<td>Fiona Brinkman</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Tiffany MullerMyrdahl</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Peter Turje</td>
</tr>
<tr>
<td>Jaimie Cloutier</td>
<td>Secretary</td>
<td>Present</td>
<td>Scott Penney</td>
<td>SFU Representative</td>
<td>Present</td>
<td>Jennifer Marshall</td>
</tr>
<tr>
<td>Deborah Cushing</td>
<td>Chair</td>
<td>Present</td>
<td>Mikelle Sasakamoose</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Graeme Johnsen</td>
</tr>
<tr>
<td>Sandi de Domenico</td>
<td>SFU Representative</td>
<td>Regrets</td>
<td>Dina Shafey</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Gigi Chiu</td>
</tr>
<tr>
<td>Jolanta Drozdzenska</td>
<td>Staff Representative</td>
<td>Present</td>
<td>Melanie Simmons</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Shaelyn Johnston (Minutes)</td>
</tr>
<tr>
<td>Sara Eslami</td>
<td>Parent Representative</td>
<td>Present</td>
<td>Bev Superle</td>
<td>Community Representative</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Pat Frouws</td>
<td>Executive Director</td>
<td>Present</td>
<td>Frances Wu</td>
<td>Treasurer</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
</table>

Highlights:

- Approved the proposed SFUCCS 2018/19 Budget
- SFUCCS 2018 Parent Survey was approved for distribution
- Updates to the Governance & Nominating Committee’s Terms of Reference were approved
- Approved revised SFUCCS Emergency and Evacuation Policy
- Enrollment has maintained at 100% since October

Board meeting dates: May 23 and August 22, 2018
AGM September 21, 2018
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1. SFU Strategic Plan for Childcare Services Consultation with the Board

2. Welcome and Call to Order

2.1 The Chair read the announcement made in the BC legislature on March 7th International Women’s Day from provincial MLA Janet Routledge regarding SFUCCS 50th Anniversary

3. Consent Agenda (approval)

3.1 RECOMMENDATION
THAT the SFUCCS Board of Directors approves the following items on the consent agenda:
- Approve Agenda with the following amendments:
  o Amended to remove M. SasakiAm as to report on Communication & Engagement Committee Update and replace with J. Cloutier
- Approve November 22, 2017 Board meeting minutes

First, Second, Approved with amendment

4. Treasurer’s Report

4.1 Presentation of the 2018/2019 SFUCCS BUDGET
- Finance, Audit & Investment Committee presented for approval a 2018/19 Budget based on 97.5% enrollment and a September 1, 2018 parent fee increase of 1.5%
- Wages in budget reflect a contracted May 1st, 2018 salary increase
- Food expenses to be maintained
- Increase in capital asset amortization budget line due to the anticipated renovation of Skyfire yard and addition of a UCC covered play area

4.2 RECOMMENDATION
THAT the SFUCCS Board of Directors approves the 2018/2019 SFUCCS Budget that includes an overall 1.5% parent fee increase effective September 1, 2018.

First, Second, Approved

4.3 Present October, November, December 2017 and January 2018 Financial Statements
- October, November, December 2017 statements provided for comments or questions; reviewed January 2018 statements:
  o Currently operating at 100% enrollment
  o Deferred revenue includes $100,000 Gaming Grant for next fiscal year
  o Received $12,000 SFU annual contribution for year end

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- Food expenses exceeded budget; still within YTD budget allocation
- $2,000 Minor Capital Grant received to partially cover painting costs at UCC
- Professional Development Restricted Fund adjusted to account for expenditures incurred from New Zealand tour ($15,668)

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the October, November & December 2017 and January 2018 Financial Statements

First, Second, Approved

5. Executive Director Reports (Information)  
5.1 Executive Director’s Report
The Board to consider a copy of the circulated report titled Executive Director’s Report to March 14, 2018

- Planning for upcoming Senior’s Summit: will take place April 18th; Senior Educators will work on new orientation process and are inviting a speaker for discussion on working with children with challenging behaviours
- ED and PD’S will attend National Leadership Conference in Chicago; ED and PD’s put out a call to educators interested in attending, reviewed applications from 7 educators, chose 2 to bring to Chicago: Sera Oh and Ines Tuzlukovic; Sera and Ines will be funded from the Professional Development Reserve Fund.
- PD’s are providing leadership administrative opportunities for all applicants
- Staffing is starting to level out; one educator has resigned

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the March 14, 2018 Executive Director’s Report.

First, Second, Approved

5.2 Executive Director’s Enrollment Report
The Board to consider a copy of a previously circulated report titled Enrollment Report to March 14, 2018

- Enrollment has been at 100% since October 2017, will continue on to fiscal year end
- Three spaces have opened up for September 2018 in School Age programs

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- Currently twenty 3 year olds in retention, waiting to move from Infant/Toddler to 3-5 programs

ACTION: Governance and Nominating Committee will create letter to send to SFU regarding space issues and need for quality childcare

RECOMMENDATION
THAT the SFUCCS Board of Directors receives for information the March 14, 2018 Enrollment Report

First, Second, Approved

6. Committee Updates
6.1 Governance and Nominating

6.11 Review and approve the revised SFUCCS Emergency Evacuation Policy
- Significant changes to procedures to align with changes that have been made to emergency procedures for earthquake, fire, lockdown
- ED noted that Text Alert is no longer in use
- Discussed having emergency out-of-province contact for families in event that phone lines are down during emergency; ED noted that SFUCCS is currently working on chart for emergency instances, will be included in parent orientation so families are aware of procedures and emergency pick-up locations

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the revised SFUCCS Emergency and Evacuation Policy

First, Second, Approved

6.13 Update Terms of Reference
- Terms of Reference are reviewed each year, updated to clear redundant phrasing

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the revised Governance and Nominating committee’s terms of reference

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6.2 Communication & Engagement

6.21 Review and approve the revised SFUCCS Crisis Communication Procedures document

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the revised SFUCCS Crisis Communication Procedures document

Tabled to May Board meeting

6.22 Present and review the 2018 Parent Survey template for distribution in April 2018

- ED noted that questions have not been updated since 2009; Updated questions regarding environment to three key questions: communication between educators and families, protocols for emergencies, sense of community
- Created a question to gain feedback on updating program names to reflect local Indigenous groups
- Included information about SFUCCS 50th Anniversary celebrations
- Clarified language, updated wording: capitalized all uses of ‘Reggio’; changed ‘Staff’ to ‘Educator’

NOTED: No additional comments or questions from Board

RECOMMENDATION
THAT the SFUCCS Board of Directors approves the 2018 Parent Survey for distribution in April 2018

First, Second, Approved

6.3 Human Resources

D. Cushing

Update on the ED review process and update on the middle management structure

- ED to meet with Board Chair, Deborah Cushing, and SFU Representative, Scott Penney in April to review and discuss ED objectives for the year
- ED met with consultant regarding middle management structure and concepts; continuing to look how management should be designed with two Program Directors

6.4 50th Anniversary

J. Cloutier

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- Nita Pedersen (Senior Educator, Espuleta) and Sacha Chin (Parent) are Co-Chairs of 50th Anniversary Committee
- Celebrations to take place
  - Educator Appreciation Day (May)
  - Family Fun Day (June)
  - AGM/Dinner/Silent Auction (September)
  - Open House (October)
  - Children’s public art piece (to be unveiled at AGM)

6.5 School Expansion
Agreements in process with SFU
- City of Burnaby rejected building permit for school expansion on technicality: permit was emailed rather than paper copy mailed in; to be corrected

7. Other Business
New date and venue for AGM
- 50th Anniversary Committee recommended AGM/Dinner/Silent Auction to take place on Friday, September 21st, rather than Wednesday, September 19th
- Event will include brief AGM, celebratory dinner and silent auction
- Committee may arrange for Casuals to provide childcare during event
- Committee would like to use part of budget to subsidize cost of attending for educators and families

NOTED: Office Administrator to send out new date of AGM to Board

8. In Camera

9. Adjournment 8:32pm

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