

Board Meeting 2017/07

19 July, 2017 8:00 PM / Children's First Society

ATTENDEES

- Mark Sommerfeld,, Mark Owen, Eric Whitworth, Patricia Davison, Mike Harlow, Deirdre Dagar, Gene Jenks, Adam Wright
- Regrets: Lenora

AGENDA

Current Business

1. Call to Order
 - Time: 8:08pm
2. Adoption of Agenda
 - Motion 170719-1 to Adopt Agenda: Mark S
 - Addition to agenda: none
 - Second: Mark O
3. Approval of Minutes - June 22, 2017
 - Motion 170719-2 to Accept Minutes: Mark O
 - Second: Deirdre D

Eric waiting for approval for business visa for Patricia

4. Delegates and Correspondence: none
 - i.
5. Reports:
 - i. Executive Director's Report
 - a. Medical incident - wrong medication given to child - correct protocols were followed after the mistake was made.
 - b. Why 4 staff for 11 kids? 1:4 ratio impacts financials (staff in training, staff overlap)
 - c. Interest in team leader role? No interest as of yet but still looking to fill the position.
 - d. PS2 age group? 3 yr olds.
 - e. Admin position update: there have been three interviews, one more tomorrow morning. There are good candidates.
 - f. Audit discrepancies: why? Had to go back to find the correct version of the results. Should be figured out.
 - ii. Chair Report
 - a. Boiler installation on hold; waiting for plans from fire marshal.
 - Motion 170719-3 to Accept Chair Report: Mark O
 - Second: Gene J
 - iii. Treasurer's Report
 - a. Where is the bindo and Head Start money? It is there but not sure exactly where...
 - b. JK rates approved via email (July 13) Budget approval agreed to be tabled until later.
 - Motion 170719-4 to Accept Treasurer's Report: Mark S
 - Second: Mark O
 - iv. Fundraising Report
 - a. n/a
6. Strategic Plan/Action Items
 - i. Staff incentive plan going well.

New Business

- Staff Child care Rates - 50%? Mike suggests holding off until we know the full effects of JK - agreed.
- Parent/Staff Survey Review - ready to go over, will be sent to board via email. Discussion deferred to Aug meeting.
- Payments - accounts connected to Patricia's Credit Card
- Parent Volunteer Requirements - update on discussion from previous meeting. Parents can legally buy their way out of any and all volunteer requirements. Parent document to be made available by next AGM.
- Motion 170719-5 to allow parents to buy hours in advance; penalties will be invoiced at an hourly rate (more than a buyout as per handbook). Policy amended to reflect the no-show billing of \$300. Payment would be hour-for-hour: Adam W
- Seconded Deirdre D

Other Business

-

In Camera

Next Meeting, August 23, 2017 8:00pm

Motion 170719-6 to Adjourn 9:09 pm - Adam W Seconded Gene J

NOTES

Sept board meeting Sept 14

AGM Sept 20