

# Children First Society

## Special Meeting Minutes

### April 1, 2020 at 4:30pm

### via Zoom



**Topic:** board meeting

**Time:** Apr 1, 2020 04:30 PM Edmonton

**Join Zoom Meeting**

<https://zoom.us/j/8280245748?pwd=aDN5M3MvT2Y0TW9iVHdzc2lvczI4UT09>

**Meeting ID:** 828 024 5748

**Password:** 013359

**Directors Present:** Mike Harlow, Lenora McLeod, Deirdre Dager, Lindsey Watt, Stephanie Parkes, Nadine Wagner, Candice Layton, Deserine Grimes

**Staff Present:** Patricia Davison, Martins Udoh

**GTC/IRC Rep:**

**Town Rep:** Nicole Cherniwchan

**Excused:**

**Absent:** Bertha Joe (IRC), Vacant (Gwich'in)

## Agenda

### 1. Current Business

1.1. Call to Order at 4:05 pm

1.2. Approval of Agenda

**Motion 200401-01:** to approve the agenda as presented.

Moved: NW

Seconded: LW

### 2. Approval of Minutes

Deferred

### 3. Delegates and Correspondence:

3.1 Environmental Health Officer - Patricia provided a synopsis

Mike asked to have Patricia send out the letter from Dr. Kandela, via ECE

3.2 Letter from Executive Director to Families

Draft letter regarding COVID protocols - looking for input from board. To be sent to families returning to the centre but not to non returning families

#### **4. Reports**

Deferred

#### **5. Strategic Plan/Action Items**

Deferred

#### **6. New Business**

##### 6.1. Managing Centre's Cash Flow - COVID-19

Martins has created an analysis of how long the centre can remain viable. Martins fielded questions from the board regarding the analysis.

What percentage of program fees is realistic (is 60% realistic)

We have a commitment for ECE for ECP (based on our third quarter payments of last fiscal year), HCI and Skip (?) moving forward this year

Is there money available from the government that we can access to supplement staff wages? Federal wage subsidy (revenue decreased by 30% or more) - action item - follow up on federal wage subsidy

Martins to update his analysis based on staff returning, children returning

Patricia has correspondence from ECE requesting expenses, - Patricia will indicate that we are considering laying off staff

##### 6.2. Centre re-opening - Essential Families/Health and Social Services Families

We will be opening the centre based on the protocols Patricia has developed

Patricia described CFC's approach to reopening - discussions with Health Department and ECE - we will open for essential working families (the families that keep our community running (e.g. hospital staff - custodial staff)

Patricia drafted protocols and had discussions with our regional Health coordinator

Developed the COVID 19 Crisis protocols for the centre

- Staff will be expected to follow protocols at home as well
- Discussion regarding the health and safety of staff and children

##### 6.3. Programming fees

Many families have withdrawn

Discussion regarding a holding fee

Discussion regarding our 3 month withdrawal policy

**7. Action Item Update**

Deferred

**8. Next Meeting(s)**

April 21, 2020 at 8:00 PM

May 19, 2020 at 8:00 PM

**9. In Camera**

**10. Adjournment**

**Motion 200401-02:** to adjourn the meeting at 6:01 pm.

Moved: NW

Minutes approve on:

Co-Chair signature:

Print Name:

Secretary signature:

Print Name: