

Children First Society

Meeting Agenda

May 18, 2021 at 8:00 PM

Children First Centre



Directors Present: Mike Harlow, Deirdre Dager, Stephanie Parkes, Jess Meloche, Lindsey Watt, Nadine Wagner, Lenora McLeod, Candice Layton

Gwich'in/Inuvialuit Rep: Vacant (ICC), Vacant (Gwich'in)

Staff Present: Patricia Davison

Town Rep: Vacant

Excused:

Absent:

Agenda

1. Current Business

1.1. Call to order at 8:05pm

1.2. Adoption of Agenda

Resolution: 210518-01

Motion to adopt the agenda with the addition of the Budget section

Moved: Nadine Wagner

Seconder: Lindsey Watt

Carried: Motion Carried

2. Approval of Minutes

2.1. April 2021

Resolution: 210518-02

Motion to approve the April 2021 minutes with the amendment to the chair report section (nothing new to report)

Moved: Deirdre

Seconder: Mike

Carried: Motion Carried

3. Delegates and Correspondence:

3.1.

4. Reports

4.1. Executive Director's Report

4.1.1. COVID-19 updates: Enrollment remains very steady. Infant room has been fluctuating with movements. We had an event and an Online survey with the working group where people could talk about Early Child care. It looks like we will be registering as an association and not

the Teachers Association. We have a new position Program Developmental Support Worker -She is a registered Behavioural Therapist. Her role is to work with some of our children that have some challenges/developing resources. She is clearly documenting children's growth in individual files and is working with parents.

4.2. Co-Chair Report: There is nothing to report.

Resolution: 210518-03

Motion to accept the co-chair report as presented

Moved: Nadine

Seconder: Deirdre

Carried: Motion Carried

4.3. Treasurer's Report: The first month of the fiscal year. Nothing out of the ordinary to report.

Resolution: 210518-04

Motion to accept the treasurer's report as presented

Moved: Nadine

Seconder: Lindsey

Carried: motion carried

4.3.1. Budget: CEWS is currently budgeted until June 30, we believe it will be carried over until September. We have applied to the Town for wage funding and should hear in a couple of weeks. ECP funding is budgeted at \$416 000 (the number on last year's contribution agreement). We have not heard from the Gwich'in yet if they have funds to continue the program for next year. Patricia will confirm how much the AHS Rent payments should read in the budget (should it be \$40 000 or \$50500). A suggestion was made to include last year budget amounts in a column as a way to make easy comparisons. Staff will continue with their "Hazard" pay top up staff salaries until the Government stops funding the CEWS.

Resolution: 210518-05

Motion to accept the Budget for the 2021-2022 Fiscal year subject to Patricia providing clarification on the line items :AHS rent payments and the Early Childhood Program Funding amounts.

Moved: Nadine

Seconder: Mike

Carried: Motion Carried

4.4. Fundraising Report

4.4.1. Gala Committee: Lenora needs to talk to the Midnight Sun Complex to ask about numbers for the complex for a November Gala. Lenora will look to form a Gala committee for the November Gala

5. Strategic Plan

5.1. Schedule of Review

- 5.1.1. Section 2 - March 2021
- 5.1.2. Section 3 - June 2021
- 5.1.3. Section 4 - September 2021
- 5.1.4. Section 1 - December 2021

6. New Business

- 6.1. Executive Director Exit Plan: Last year during her annual Performance evaluation Patricia gave her 5 year notice/exit plan. The Board should be looking to create an exit plan to be prepared for when Patricia is finished. The initial hope was to have someone in house who could move into that role, but it doesn't look like that is a possibility. It could be that the role is split into several different positions. The person hired should have human resource experience or capacity as staffing will always be an issue. There could also be an opportunity to hire an Office Manager- maybe sooner than later to have time to be groomed into the role and would provide continuity later on during a time of transition. In the next couple of months the Board will have a discussion about how to move forward with planning for Patricia's exit. Michael is available to help facilitate us with creating our Strategic Plan.
- 6.2. Draft Harassment Policy Review: This policy gives admin something to fall back on should they need to. This will be shared with the staff at the next staff meeting. The recommendation was made that our Policy will be read over by a Lawyer before it was approved.
- 6.3. 2030 Early Learning and Child Care Strategy: Mike would like to know if he and Lenora could draft up a response on behalf of the Board and send it off. We could also put forth an invite for them to have a meeting with us.
- 6.4. Town of Inuvik Council Meeting - May 26- We are set to be a presenter to provide an update at the Town of Inuvik Meeting. Candice will present on behalf of the board- Patricia will also attend.

7. Action Item Update

- 7.1.
- 7.2.

8. Next Meeting(s)

June 15, 2021 at 8:00 PM

9. In-Camera

10. Adjournment

[Resolution: 210518-06](#)

Motion to adjourn the meeting at 10:01pm

Moved: Deirdre

Secunder:

Carried: Motion carried

Action Items:

Dec #01:

Dec #02:

Follow up items:

- Yukon University-on hold as a back up plan
- Marketing Plan-put on hold during Covid
- Landscaping-We should be able to get the steps put into the front of the building so that people will have a choice to go up the steps or up the ramp to enter the building. Patricia will follow up.
- Letter to TOI-on hold for now. By the end of the fiscal year we should look at getting a letter sent to the Town.