



*"We are parents who work together to make informed decisions, representing the membership to ensure the longevity of the Waterloo Co-operative Preschool and to enhance every child's potential for learning and fun.*

*We communicate with a united voice, and the spirit of openness to be a positive influence with unwavering commitment and confidence to delegate."*

### **Board of Directors Meeting**

**Date:** January 16, 2024

**Call to order:** 6:30pm

**Attendance:** Matt, Meg, Taylor, Ella, Eka, Sravani, Britney, Tracey, Patty

**Regrets:** Arun, Diana

#### **Land Acknowledgement**

We acknowledge that our preschool is situated on the land that is the traditional home of the Chonnonton, Haudenosaunee and Anishinaabe peoples. We extend our respect to all First Nations, Metis and Inuit peoples for their past and present contributions to this land. We also recognize their enduring presence and deep traditional knowledge and philosophies with whom we share this land today.

**Approval of previous minutes: [Link to follow](#)**

**Approval of agenda:**

#### **Aims of meeting/Discussion Points:**

- Winter Term Early Update
- Policy Updates
- Discussion of any outstanding issues
- Voting/Approval of Items

#### **Supervisor (Tracey)**

- **Update:**
- Closed for Winter break from Dec 23- Jan 5
- Closed on Jan 9th due to weather and Jan 12th due to sewage repair-notifications were sent to families and the ministry.
- Staff worked from home on various tasks and had meetings on zoom on progress, did professional development, flip it, EYE reflections etc.
- New Laurier students and ECE students here Jan to April, completing orientation this week, several new supply staff

- **Action:** any concerns about any staff/volunteers should be brought up promptly to the supervisors please.
- **Who:** parents, staff, board, other volunteers
- **Questions/Discussion: Equipment order/start up funding**
- <https://docs.google.com/document/d/1r9cH6cF0L9IMshReHBWKFGcrBKCLL27hMQKXy1tIC08/edit?usp=sharing>
- **Action:** Order tables, chairs, toy cabinets, and toys , comfy corner as per funding application, other things can wait a bit.
- The dutch door is on order and will be installed when in. Will add the one way window to new dutch door to keep that in the door for viewing.
- **Who:** Patty and Britney
- **When:** as soon as possible order equipment that we can use right away like chairs and tables, toy shelves, toys on the list with product numbers and businesses we have ordered from in past. Reputable childcare companies only so we get quality. Ie spectrum, scholarschoice, qualityclassrooms
- Note we do have til June to spend it, but once there is time it all can be used :)
- **Questions:** Are all policies approved, sent out, made in pdfs, and posted on website and in new parent handbook yet?
- **Action:** Registration starts in March, new 2024-2025 parent handbook to be approved before registration begins and web updated accordingly. Keep eye on links within the website that may have changed, ie if referenced to in other policies.
- **Action:** Our Licence to be renewed soon, visit can be anytime now til June unannounced- be diligent to ensure files are complete, posted material is posted as required, policies fully updated and posted, parent handbook, minutes, financials avail etc.
- **Update:** Region visit expected on Jan 30th, use of environment as third teacher and how we are doing with our goals, materials from funding will help us meet our goal of a comfy corner , and quality environment. Staff have done lots of reflection.
- **Question: picture day as a fundraiser?** Some years lots of pics, some years not so many.
- **Update:** Use of Blue room, need it for double time now that double classes, need it all day, hoping to negotiate that space further, Gym accommodate 100ppl and we are now in a small blue room that can only occupy a half class 8/32 at a time. Even 8 people in the blue room is squishy for gross motor
- **Who:** operations having discussions
- **Action:** Can someone check with Arun about ordering the mat rental from Swann? Done.

#### **Assistant Supervisor (Patty)**

- No business to discuss

#### **Administrator-Registrar (Britney)**

- **Update: Britney** - Thanks to Patty and Ella for all their hard work while I was away!!
- **Questions/Discussion:**
  - Privacy policy needs to be approved (changes were made after the blanket approval so needs to be confirmed) - [Privacy Policy - November 2023](#)
  - Waitlist policy still needs to be updated, needing clarification - [Wait List and Prioritization Policy - Nov 2023](#)
  - Internet and wifi access in classroom 2 followup
  - late fee follow up - will maintain policy for now, supervising teacher to provide first notice to families then escalate to treasurer
  - Parent handbook - copies sent out today (Monday); please approve for publishing
  - Womb to walking baby show - decided to apply again this year, application to be completed this week

#### **Bookkeeper (Liz)**

- **No business to discuss**

#### **President (Matt)**

- **No business to discuss**

#### **Vice President (Diana)**

- **Could not attend**

#### **Treasurer (Arun)**

- **Could not attend, but provided this pdate:**
  - Insurance is renewed for this year and is valid until 30-Dec-24
  - E-signed the Conestoga College Affiliation Agreement with the relevant COI attached
  - Upcoming Budget review sessions in Feb/Mar; Budget will be presented in May board meeting

#### **Membership (Ella)**

- One person expressed possible interest in Membership role but hasn't replied to my email yet
- I am working on creating a more up-to-date description of the Membership role with ideas/areas that could use some improvement for the person who takes over. Still hoping that this handover can be done before I leave. If anyone can think of other people who might suit this role, please let me know and I can reach out to them
- Thanks to Arun for many hours spent on the billing spreadsheet. We are hoping to finish that up soon and share it with people who use it. It will save time and avoid mistakes in the future!
- Thanks to Kathy for agreeing to continue helping with Co-op role assignments

#### **Communications (Taylor)**

- Working on the February newsletter
- I have cleaned up the policy section in the drive, uploaded all of the approved policies to the website, and sent those out to membership
- I would like to send out the social media/photography permission request to families so that I can coordinate with Eli and JJ about coming in to take photos. This is separate from the fundraiser. Once I have photos,, I can build out a content calendar for our socials.

### **Secretary (Ekaterini)**

- **No business to discuss**

### **School Improvement (Emma)**

- **No business to discuss**

### **Operations (Meg)**

- **Update:**
  - Meeting with Andrew Wilding from Capacity Canada to discuss board structure and by-laws postponed to January 17
  - Meeting proposed with Neal and Steve from the Church to discuss use of the Blue Room (TBC - likely January 18)
  - Fundraising:
    - Meeting with two parents volunteers January 15 at 7:30 pm to discuss a campaign to amplify Scholastic fundraiser
    - Meeting with two parent volunteers January 18 at 7:30pm to discuss a photography fundraiser
    - Meeting with another parent volunteer January 18 at 8pm to discuss a pizza fundraiser
    - Five remaining parent volunteers have been unresponsive
- **Questions/Discussion:**
  - Tracey - connect us with other co-op boards to share best practices (specifically with regards to structure)
  - To the Board - where do we see the two new social committee volunteers falling under (in terms of receiving direction, also filing their work on the drive) - Perhaps Membership? Or Operations? (Could be opportunity for them to collaborate with fundraising volunteers) Other?
    - Decided social committee to fall under membership, sponsorship committee to fall under operations

### **Admin Officer (Sravani)**

- **Update:** All policies are approved and published except Privacy policy. Waiting for approval.

### ***In Camera/Confidential Matters***

- All Non-Board members to leave meeting for Board discussions, if needed
- No business discussed tonight

**Date of next meeting:** February 20, 2024 @ 6:30pm

**Meeting Adjourned:** Feb 20, 2024 at 1930