



"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: March 19th, 2024

Call to order: 6:30 pm

Attendance: Matt, Britney, Eka, Arun, Patty, Isabella, Meg, Diana, Taylor

Regrets: Liz, Sravani

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.

Outline of Meeting Format for Attendees

Approval of previous minutes:

[Board Meeting Agenda - February 20, 2024](#)

Previous Minutes Motion for Approval: Meg

Second: Matt

Vote: Approved

CONSENT AGENDA

Consent Agenda Motion for Approval: Meg

Second: Matt

Vote: Approved

- **Britney needs to check the auditor's details first then an e-vote will be done instead.**
- **Item Title: Choosing an auditor**
 - **Owner (Person bringing item for vote): Britney**

- **Description:** We need to have an audit done this year as per cwelcc guidelines - needs to be within 4 months of our year-end, which would be April so it needs to be done now. Liz suggested an auditor that her other centre uses, which would be around \$7000 (correct?). We have been approved for funding for up to \$10k for an auditor. This needs to get started now so we don't miss the deadline.
- **Item for vote: to approve the use of the recommended auditor.**

The main agenda starts on the next page...

MAIN AGENDA

Main Agenda Motion for Approval: Meg

Second: Matt

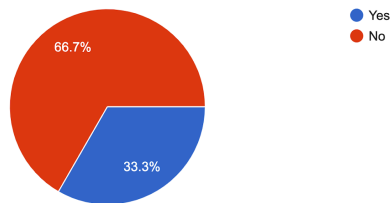
Vote: Approved

Administrator-Registrar (Britney)

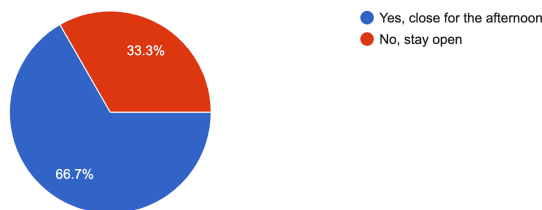
- **Updates & Discussion Items:**

- Reminder of Board responsibilities and obligations - meeting attendance, review, and approvals in a timely manner, responsive to emails (if you're away, please put an OOO)
- Early registration opened on the 18th - if you want to enroll your child for next year, please try to do it this week as I will be sending out emails to waitlist families next week. Everyone needs to fill in all of the forms again if wanting to register for September.
 - Please also let Britney know if you want to remain on the Board for next year.
- Kelsey is experimenting with making shirts with our logo for the Womb to Walking show with her Cricket.
- Pens.com has lots of things we can get our logo on if we're interested - backpacks, tumblers, magnets, bags, etc. Might be nice for staff, an emergency backpack, and magnets to give out.
 - Need to vote on by the Board.
- Thomas has put together a bunch (5) of funding reconciliations that are due next week. Liz, Patty, and I are reviewing them, and then as soon as we're done, Matt and Arun need to review and approve.
- We couldn't apply for the Trillium Capital grant this year since we need an external accountant to do financial statements for us now, will find someone in November for next year's application since we won't be getting start-up funding again
 - Need an external accountant to look into next year (estimate by November).
- Solar eclipse day
 - From the survey:

If Waterloo Co-op was to remain open on Monday, April 8, would you feel comfortable sending your child to class?
12 responses



Should Waterloo Co-op close for the afternoon on Monday, April 8?
12 responses



- Action Items:
 - Vote on Closure for April 8th, close or stay open?
 - Children in the afternoon have sensory issues and the financial side is also not an issue. The vote is closure on Apr 8 afternoon class.

President (Matt)

- Updates & Discussion Items:
 - AGM Prep
 - Year-end Prep
- Action Items:
 - Email Account Transition Follow-up
 - Vote to use Gsuite instead of Gmail. Use a test account first.

Operations (Meg)

- Updates & Discussion Items:
 - Governance Training survey: 9/12 completed the survey, including Britney. 2 board members plan to return next year, 4 do not, 3 are undecided (3 did not complete). 5/9 prefer virtual training (the remaining 4 had no preference). Monday evenings are most convenient, followed by Tues & Wed → Do we want to proceed with training this board year or next?
 - Scheduling it by Sept 2024 for the new board members.
 - Policy review going forward/next year - Member at Large or Admin Officer be the first to review/revise and approve, then to board for final review and second? Also, at what frequency do we review all policies? Do we have a schedule?

- **Britney to check in the handbook who should be accountable in reviewing the policies first before the board approves. Taylor to send the guide on how to update the policy step-by-step procedures.**
- **Assigning volunteer roles - can we implement the odd jobs spreadsheet/sign-up?**
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- **Scholastic Fundraiser:** campaign in progress with Brittany and Andrea. April content should be in progress.
- **Pizza Fundraiser:** in progress. Closes March 28, pick-up April 4 and 5. Hoping to get volunteers to facilitate pizza pick-ups.
- **Photography fundraiser:** proposed Tues. May 14 and Wed. May 15 during class time. **Any feedback on these dates? How to facilitate headshots for families who are unable to pay?**
 - **Last year individual headshot fee was \$30, and an additional copy was sent to parents**
 - If you want individual headshots of your child but are unable to pay for them, please contact your child's **teacher/Operations Officer** and we will be happy to make arrangements so that your family can participate.

No formal open agenda updates at this time: Teachers, VP (Diana), Treasurer (Arun), Bookkeeper (Liz), Membership (Isabella), Communications (Taylor), Secretary (Eka), Admin Officer (Sravani).

Other Meeting Notes:

Arun

- - tax receipts for this calendar year sent out to families.
- - Discussion with Emmanuel regarding the internet connection issue with the bandwidth.
- Property tax charged for the playground area – how the school will pay the April 2023-Dec 2023 (lump sum or pro-rated)

In-Camera/Confidential Matters

- All Non-Board members to leave the meeting for Board discussions, if needed

Date of next meeting: April 16th, 2024 @ 6:30 pm

Meeting Adjourned: March 19, 2024, 7:51 pm