



“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.”

Spring AGM/Board of Directors Meeting

Date: May 30th, 2023 6:30pm

Call to order: 6:37pm

Attendance: Britney, Matt McKarney, Taylor, Kelsey Scheerer, Harpreet, Eliane, Meg, Deanna, Joleen and Nathan, Yoori Kim, Travis, Oksana Seleznova, Erin Legary, Patty, Courtney Logan, Kiran Ojha, Ella Weber, Vidana De Silva, Sabrina Gallo, Angela Hauck, Sajedah Taheri, Neha Narang, Andrew Aitken, Tamara Prattis, Kyle Hay, Ashley Declair, Anuthinan, Ammar, Latonia, Roman Reviakin,

Regrets:

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:

- Britney motions to approve April’s minutes -
☰ Board Meeting Minutes - Apr 18, 2023
- Eliane seconds
- Motion approved

Approval of agenda:

- Meg motions to approve agenda
- Travis seconds
- Motion approved

Aims of meeting/Discussion Points:

- Welcome next year’s members/overview
- Year end financials approval

- Approve updated Bylaws
- Vote in 23/24 Board

(general membership may leave at this point if desired)

- Approve Board Handbook
- Approve updated policies

SPRING AGM

Welcome from the Board

- **Introduce Board members, open up election, vote in next year's Board**
- **Taylor Marskell (Communications), Matt McKarney (Operations), Sajedah (Member at Large) introduced themselves**
 - **Via Zoom polls, Membership voted to approve Taylor, Matt, and Sajedah as Directors on the Board for the 2023/2024 school year.**

Approval of previous AGM minutes:

- Meg motions to approve September's AGM minutes -
 - ☰ Annual General Meeting 2022 Minutes
- Eliane seconds
- Motion approved

Our Programs for 23/24

- Britney presented an update on the 2023/24 program offerings
- Remember to register for the fall if you haven't already!

Financials

- **approve year end financials**
- 📄 **bs jul-dec 22.pdf**
- 📄 **Income jul - dec 22.pdf**

Bylaws

- Britney motions to approve updated [bylaws](#) as distributed to membership previously via email
- Steve seconds
- Via Zoom polls, membership voted to approve the updated bylaws

Further classroom information will be provided at the Fall Welcome meeting in September

May's Board Meeting

Supervising Teacher (Patty Designate)

Personnel

- Update:
 - Visit from EYE went very well, the final part of the CQI is due June 30th.
 - Caterpillars were enjoyed by the classes, instead of getting them in two cups of 5 each, I will go back to the original singles next year. I tried to save money this year by doing the two cups of 5, but we did not have as great of success this year.
 - All support plan meetings and transition to school meetings are caught up, there are no more that are scheduled.
 - Working on year end graduation for the classes
 - It's been a busy and challenging job filling in, but I am managing. Thank you to the board members for all your support and answering ALL my questions.

Bookkeeper/Admin (Deanna)

- Update:
 - April Financials for your review:https://docs.google.com/spreadsheets/d/1_M9k64WK4fz_XmHGFoP0lBkIY8JRWHqq/edit?usp=sharing&ouid=117054921050066777915&rtpof=true&sd=true
 - https://docs.google.com/spreadsheets/d/1vda44HS3Zx-4EbRVnohLIJO9xJL GX_8k/edit?usp=sharing&ouid=117054921050066777915&rtpof=true&sd=true
 - Note: we are still awaiting retro adjustments to funding we receive from Jan forward for both changes that were implemented last September but now additional funding with expansion. Region had hoped to have this out in April.
 - WCP benefitting from the current model of CWELCC funding based on spaces (current belief is next year the model is changing to expenses). Right now - parent fees should be 52.75% of tuition but ours is 46.53% so approx \$4000 of income is based on this.
 - GICs have been closed
 - TD accounts have been closed
 - Sent info to board re benefits plans.
 - Away June 13-June 27 (will not have my computer with me & will not be at June board meeting).
- Questions/Discussion:
 - Any playground or volunteer fees to be billed?

- Payroll for June 18th - July 1st timing? In the past, as June 30th was the year end they submitted payroll for June 30th prior to June 30th so they would not have to do wage accruals etc. June 30th is no longer our year end so this is not required. Current schedule is for it to run July 14th - confirming that is not changing? (I would not be able to submit both the June 30th payroll and the July 14th the week of June 30th due to wagepoint file restrictions).
- Travis suggested that with the fiscal year-end date changed this year it makes sense to stick with the bi-weekly schedule

President (Britney)

- Update:
 - Deanna is retiring at the end of June
 - Updated [Board handbook](#) - need review and edits to be approved next meeting
 - Present [Board welcome package](#) - to be approved next meeting
- Questions/Discussion
 - We need to start thinking about the year end bbq
 - We have one family already signed up to organize I believe
 - Anyone who hasn't completed yard cleanup yet can do this?
 - Need to decide on a date
 - Thursday June 15 th @4:30pm
 - At Waterloo Park...will need to apply for permit
 - Last year we did pay what you can
 - Who wants to be involved so I can make a subcommittee?
- Items for voting/decision
 - Approval of policies?
 - Board handbook can be voted on at the next meeting to give everyone a chance to read over it
- **Action:** Year end bbq subcommittee
- **Who:** Britney, Meg and Harpreet volunteered to sit on this subcommittee
- **When:**

Vice President (Eliane)

- Update: Staffing update
 - Last week Eliane interviewed two RECEs. One, it was her second interview, is eager to start in September. The other is coming for her in-class interview this week. Ideally two new RECEs means less shutdowns due to illness, and less strain on the Board.
 - Interviewed a potential Bookkeeper last week. Looks like a good fit. Eliane is finalizing her contract and will offer the role.
- Questions/Discussion
- Discuss admin position.

- 10-15 hr/week, with busier times occasionally. Goal is to hire this role to work through the summer and manage the membership enrolment.
- ○ The person will work with the staff to assist with administration, including Board handover.
- Plan for the role to be a probationary position until end of 2023, followed by review by the Board.
- Discussion about how hours will be tracked, to ensure that this role fits in the budget. They will report directly to the VP to monitor hours, tasks, and adjust the job description to reflect the needs of the staff and the School

Treasurer (Travis)

- Update:
 -
- Questions/Discussion
 - We need to get someone with the experience to migrate all of our emails and Drives from gmail to g-suite.
 - To operate a business securely, we need to be on a proper email system. Free home gmail isn't sufficient.
 - We have been set up to utilise TechSoup which will give us heavily discounted licences, if not free.
 - We just need someone to do the work to set G-suite up properly, securely and to move everyone's data
 - We need to start utilising the chat functionality that comes with gmail/g-suite.
 - The volume of 1 line emails and emails that are sent to people that aren't needed on thread is contributing to board burnout and increasing the amount of time doing mailbox maintenance.
 - Using chats will reduce the amount of required emails, improve internal communication/collaboration/coordination, etc.
- Items for voting/decision
 - Britney motions to approve Expenses and Expense Reimbursement Policy
 - Meg Seconds
 - Motion approved
- **Action:** New policy to be posted on the website
- **Who:** Taylor

Membership (Meg)

- Update: Current classrooms are at full enrolment
 - Meg to send formal enrolment update to be included in the minutes.

Communications (Taylor)

- Update:
- Questions/Discussion:

- Items for voting/decision:
- **Action:**
- **Who:**
- **When**

Secretary (Steve)

- Update:
 - All new families have been contacted re: fulfilling their coop role obligations
- Questions/Discussion
- Items for voting/decision
- **Action:**
- **Who:**
- **When**

School Improvement (Harpreet)

- Update:
- Questions/Discussion
- Items for voting/decision
- **Action:**
- **Who:**
- **When**

Operations (vacant)

- Update from Matt and Lisa, Grant Writers (report to Operations Officer)
 - We applied in the spring for the **Canada Post Community Foundation Grant** for approximately \$3,500 in funding for a sun shade for the playground and to modify the “log-jam” climbing apparatus in the playground to something more toddler friendly. We will find out if we get the funding this summer.
 - We are currently working on a grant application for a **one-time funding grant from the Region of Waterloo** for a number of things (categories below mirror the Region’s application structure):
 - Repairs and Maintenance - playground stairs, dutch doors (x2), sink in second bathroom, classroom flooring, fan, paint, water cooler, new change table, keypad lock;
 - Accessibility Funding - PECS, materials for “quiet corners”
 - Playground Funding - eavestroughs for sun structure, rain barrel
 - CQI Funding:
 - Equity and Inclusion - translation service app for teachers to use with families;
 - Staff Mental Health - funding for a staff mental health consultant and counselling sessions for staff;
 - Capacity Building - support for staff wages for development of orientation modules
 - Play Based Materials - various items from the staff wishlist

- Application is due June 15th, decisions are made sometime later this year. Majority of funds must be spent by October 31st.
- Matt and Lisa to continue discussing with the smaller committee to assist with obtaining quotes, prioritising items to include in the ask etc.

Admin Officer (Eve)

- Update:
- Questions/Discussion
- Items for voting/decision
- **Action:**
- **Who:**
- **When**

Community Advisor (Carolyn)

- Update:
- Questions/Discussion:
- Items for voting/decision
- **Action:**
- **Who:**
- **When**

“Meeting of the Independents”

- Ask staff and teachers to leave meeting
-

Date of next meeting: June 13 @ 6:30pm

Meeting Adjourned: 8:43pm