



"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: June 13th, 2023 6:30pm

Call to order: 6:35pm

Attendance: Meg, Taylor, Britney, Matt, Ella, Kiran, Carolyn, Patty, Courtney, Tracey, Liz

Regrets: Eve, Travis, Steve

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 May's minutes - [BOD Meeting Minutes - May 30, 2023](#)
- Taylor seconds
- Motion approved

Approval of agenda:

- Britney motions to approve agenda
- Taylor seconds
- Motion approved

Aims of meeting/Discussion Points:

- Approve policies, Board handbook, Board welcome package
- Discuss any final items before end of school

Supervising Teacher (Tracey)

Personnel

- Update:
 - New licence issued. Tier 2. Will have annual inspections again due to parent handbook infraction and the N/A missing under the how to prevent exposure part of the Emergency medical plan infraction.
- Questions/Discussion
- EYE will be submitted at the end of month as due and will continue the goal of using the environment as 3rd teacher.
- Reminder to give back church fobs and the president updates the fob list on who has them.

- Items for voting/decision:
 - Tara not avail bbq night as its is her grad night at 6- may need someone else crafts
 - Tara's last day is Friday. Will the board approve to purchase a 20.00 TIm card for her as a Thank you

Action:

Who:

When:

President (Britney)

- Update:
 - We still need president, VP, and treasurer filled. Eliane and Travis said they'd do it until I find someone else, which hopefully will be over the summer!
 - I spoke with someone at Catalyst who do training modules for businesses. We will be applying as part of the one time funding for money to do some of these for new board members, volunteers, and maybe staff. He also said that if we find it's too expensive, he'll ask around the office to see if anyone wants to do freelance work for us, which would be cheaper, or we could do something with this:
 - Creative day for social good - createday.ca
 - Catalyst and capacity Canada, Him and Her (ad agency in Kitchener), Conestoga college, freelancers
 - Call out to non-profits, provide charities with marketing material at no cost - 90-150 apply each year; chose 10-15 charities
 - Call for entries will be any day now
 - Please update your training/important documents for the next person
 - I will be sending out information to the new board members later this week, and linking them up with the current board members. Please find a time to meet with your replacement to go over important details

- **Make sure to give me any updated passwords and remove the two-factor authentication from your gmail account by the 23rd**
- **Take off any phone number associated with the account as well**
- Questions/Discussion
 - I got the permit for the BBQ on Thursday. We will probably have to plan for rain, so maybe we could get some colouring or crafts to do
 - Is Tara still there? Could she put something together?
 - I can bring our bbq
 - Richard and Kathy will be buying food, Hira will help set up
 - Is there somewhere we can put coolers/food for the day? Blue room?
- Items for voting/decision
 - Voting in board members:
 - Ella - Membership
 - Meg - Secretary
 - Sravani - Admin
 - Kathleen - School Improvement
 - Eliane - President (interim)
 - Travis - Treasurer (interim)
 - We will need to officially vote everyone in at the welcome meeting in the fall since we need the membership votes (as per bylaws)
 - Britney motions for told following member to be voted in as board
 - Taylor seconds
 - All approved
 - Approve [Board handbook](#)
 - Britney motions
 - Meg seconds
 - All in favour; motion approved
 - Approve [Board welcome package](#)
 - Britney motions
 - Taylor seconds
 - All in favour; motion approved
 - I'm going to update everywhere that has the membership email contact for new registrations with the new admin position email (once I do that). Will have to get approval for each policy, or can I have blanket approval now?
- **Action:** Need someone to volunteer to bbq
- **Who:** Meg and Britney's husbands
- **When:** June 15
- **Action:** Need coolers for bbq
- **Who:** Britney, Meg, Eve
- **When:** June 15

- **Action:** Need BBQ for bbq
- **Who:** Meg will email people who have rsvp'd
- **When:** June 15

Vice President (Eliane)

- Update:
 - Just got notice that our new rece backed out, will continue the search during the summer
- Questions/Discussion
- Items for voting/decision
- **Action:**
- **Who:**
- **When**

Treasurer (Travis)

- Update:
 - Working on security deposit reimbursements, new laptop options, and new desk options
- Questions/Discussion
 -
- Items for voting/decision
- **Action:**
- **Who:**
- **When**

Bookkeeper (Deanna/Liz)

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

Membership (Meg)

- Update:

Current school year

Classroom 1:

- Toddler, T/T AM: 13/15
- M/W/F AM PS: 16/16
- M/W PM PS: 15/16 (1 recent withdrawal)
- T/T/F KP: 12/12

Classroom 2:

- T/T AM PS: 8/8
- T/T PM PS: 7/8 (1 recent withdrawal)

2023-2024 school year

Pre-registrations

- 94 unique pre-reg submissions
- 52 completed the pre-reg process and were sent registration documents to complete.
- 31 membership fee and/or OneList application outstanding
- 5 families withdrew their applications
- 5 submissions for enrollment later on in the 2023-2024 school year due to child's age
- 1 submission removed as they applied too early (child too young)

Registrations

30 spaces filled plus 3 registrations in progress

Classroom 1:

- Toddler, T/T AM: 2/15, 2 reg in progress
- M/W/F AM PS: 4/16, 1 reg in progress
- M/W/F PM KP: 1/12 (1 withdrew)
- T/T PM KP: 0/12

Classroom 2:

- M/W/F AM PS: 13/16, 3 reg in progress
- T/T AM PS: 10/16
- M/W PM PS: 0/16
- T/T PM PS: 0/16

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

Communications (Taylor)

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

Secretary (Steve)

- Update:

- Apologies that I neglected to schedule Classroom Volunteers for June. A couple of the volunteers have reached out this week. Teachers, let Steve know if you would like volunteers for the last week and I will work to schedule a couple.
- Harpreet has been managing communications and tracking completed jobs in terms of Coop roles related to cleaning and maintenance
- Questions/Discussion
- Items for voting/decision
- **Action:**
- **Who:**
- **When**

School Improvement (Harpreet)

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

Operations (vacant)

- Lisa and Matt give updates on the grant application

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
 - Deanna’s retirement gift - \$200 Charcoal group
 - Lisa will email an ecard option
 - Discussion on bonuses for staff

Date of next meeting: Wednesday, September 6th, 2023 @ 6:30pm - Fall Welcome Meeting
(mandatory)

Meeting Adjourned:7:46pm