

Board of Directors' Board Meeting

December 15, 2020
12:00 pm – 12:45 pm

Via Zoom video Conference

Name	Attended	Regrets
Alisha Michiels, Director	X	
Amanda Stevens, Director	X	
Brett Bigger, Director	X	
Doug Laginskie, Treasurer	X	
Julia Bloom, Director	X	
Karen McIlroy, Vice Chair	X	
Lori Prospero, Executive Director	X	
Paul Botros, Director	X	
Sarah Willey-Thomas, Chair	X	
Teresa Godglick, Director		X
Tracey Murray, Secretary		X
Xenios Ioannou	X	

1. Welcome & Call to order

- 1.1. Sarah welcomed everyone to the meeting. The meeting was called to order at 12:03 pm.
Quorum was confirmed
- 1.2. Lori was confirmed as the minute taker.
- 1.3. No conflicts of interest were declared.

2. Approval of the Agenda

- No discussion arose from the agenda
- **MOTION:** *It was moved, seconded and carried that the agenda for this Special Meeting of the board of directors be approved, as presented.*

3. 2021 Budget Discussion

- Lori reviewed the organization's current financial position. As previously reported, management is projecting a year-end surplus of \$795,000. While our financial position was precarious mid-year, we did eventually receive government funding, including Safe Restart Funding and Canadian Emergency Wage Subsidy.
- Despite school-age enrolment at or below 50%, full-day enrolment is back to prior levels at many centres.
- The board also reviewed the 2021 budget, which projects deficit of close to \$1.5M prior to adjusting any scenarios.
 - This is due to inflationary increases, additional wages to implement required COVID-19 health and safety measures and conservative enrolment projections based on a slower than expected return to pre-COVID enrolment numbers.

- The board reviewed various scenarios related to the following:
 - 2021 Fee Increase
 - Compensation for staff
 - Estimate for CEWS for Q1 and Q2
 - Estimate for Safe Restart Funding for Q1
 - Enrolment projections
 - Staffing needs re: added health and safety measures
- The board also reviewed long-term implications on the organizations net assets and available reserve funds to support long-term sustainability.

4. In Camera Session:

- **Motion:** *It was moved, seconded and carried that the board of directors move to a Closed Door Session at 12:17 pm to regarding employment and payroll matters.*
- **Motion:** *It was moved, seconded and carried that the board of directors return to open session at 12:37 pm.*

5. 2021 Budget Approvals

- The board revisited the budget scenarios and impact on future sustainability, including projection for net assets and reserves over the next several years.
- The board considered its strategic goals related to child care affordability and decent work and its fiduciary duty.
- The board deliberated and considered if a higher fee increase and/or a lower COLA increase for employees should be levied to further reduce the deficit in 2021.
- The board acknowledged the risks involved in approving such a deficit but also that this is an unprecedented time.
- After adjusting various scenarios, the 2021 budget now presents with a \$1,017,788 deficit.
- After much deliberation, the following motions were presented and carried:
 - **Motion:** *It was moved, seconded and carried unanimously that the board of directors approve a fee increase of 3% for full-day programs, effective March 1, 2021, adjusting fees as follows:*
 - *Infant - \$78.71/day*
 - *Toddler - \$59.32/day*
 - *Preschool - \$53.48/day*
 - **Motion:** *It was moved, seconded and carried unanimously that the board of directors approve the 2021 budget, as presented with the agreed upon scenarios as attached in confidential memo to be circulated to the board and senior management and cc'd to the auditor with these meeting minutes.*

6. Action Items

- Lori and Sarah will issue the notice of Fee Increase letter.
- Lori to attach confidential memo outlining the approved budget scenarios.
- Thomas to finalize the budget to create Approved version.

7. Adjournment

- **MOTION:** *It was moved, seconded and carried that this meeting of the board of directors be adjourned at 12:42 pm.*