

Board of Directors' Meeting Minutes

January 11, 2022
6:30 pm – 9:30 pm
via Zoom video Conference

Present:

- Alisha Michiels, Secretary
- Amanda Stevens, Vice-Chair
- Doug Laginskie, Director
- Erin Mikha, Director
- Jennifer Tieu, Director
- Jessica Ronzio, Director
- Julia Bloom, Treasurer
- Julia Klann, Director
- Karen McIlroy, Chair
- Lori Prospero, CEO

Regrets:

- Tracey Murray, Director

Guests: None

1. Welcome

- Karen welcomed everyone to the meeting, and Amanda began with a land acknowledgement.

2. Connection Activity

- Lori led the Board through a connection activity.

3. Call to Order

- The meeting was called to order at 6:43 pm by Chair Karen McIlroy.

3.1. Confirm Quorum

- Quorum was confirmed.

3.2. Confirm minute taker.

- Alisha, as board secretary, was confirmed as the minute taker.

3.3. Identification of Conflicts of Interest

- No conflicts of interest declared

4. Approval of the Agenda

- **MOTION:** *It was moved, seconded and carried that the agenda for this January 11, 2022 Meeting of the Board of Directors be approved as presented.*

5. Closed Door Session

- **MOTION:** *It was moved, seconded and carried that the Board of Directors enter into a Closed Door Session at 6:45pm to discuss confidential employment matters.*

Lori Prospero left the meeting at 6:45pm

- **MOTION:** *It was moved, seconded and carried that the Board of Directors return to Open Session at 7:07 pm.*

Lori Prospero rejoined the meeting at 7:08pm

6. Strategic Discussion

6.1. Strategic Planning Debrief

- The Board reviewed the strategic planning work complete to date. The steering committee has met twice to continue the work on the new strategic plan, continuing to brainstorm tactical plans and measurements to help in finalizing the goals and performance indicators
- The Board reviewed the proposed strategic priorities, and feel that they still resonate, with the addition of federal work that we hope to support
- Expect to have a draft plan to bring to the board for approval at the March meeting

6.2. Diversity, Equity and Inclusion Moment

- Reviewed the principles for creating a brave space for courageous conversations
- The Board watched the 3rd video in the 3-part series, Challenging Systemic Racism: The Equity Lens, to guide discussion on DEI.
The Board discussed Legacies and different areas we may be privileged by some legacies but not others, as well as actions we can take at the individual, community, and systemic level

6.3. Get on Board

- The nominating committee has been discussing the Call for Nominations and the upcoming vacancies on the board
- In light of our work on DEI, we have looked at ways to bring more diverse representation to our board of directors and have sought out resources to support this
- Get on Board is a program offered here in Waterloo Region to connect diverse candidates with Boards looking for new Directors
- The Board completed a DEI assessment to look at our readiness for DEI initiatives prior to this meeting, and reviewed the results

- After reviewing the results of the DEI assessment and the Get on Board program, the board was supportive of moving forward
- **MOTION:** *That the board of Directors allocate funding – as an unbudgeted expense – to recruit and onboard two director candidates via the Get on Board program that aims to match skills BIPOC candidates with NFP boards*

7. Routine Business

7.1. Other Financial Business

- Audited financial statements won't be ready until mid-February, however the auditors completed their preliminary work in December
- Reviewed an up-to-date forecast for year-end December 31, 2021, and expected upcoming pandemic recovery funding available

[Julia Klann left the meeting at 8:54pm]

7.2. COVID-19 Response & Recovery

- **MOTION:** *It was moved, seconded and carried that the Board of Directors enter into an In Camera Session at 8:54 pm to discuss private employment matters*
- **MOTION:** *It was moved, seconded and carried that the Board of Directors return to Open Session at 9:03pm.*
- The board considered implications and risks of extending its COVID-19 support programs for families.
- **MOTION:** *That the board of directors extend the following COVID-19 one-time, interim support programs to June 30, 2022 as follows:*
 - *Up to 5 COVID sick days for employees*
 - *COVID child absence credits*
 - *Up to 20 credits per each infant, toddler, preschool child*
 - *Up to 10 credits per each school-age child*
 - *Interim withdrawal policy*
 - *Notice reduced from 20 to 10 business days for infant, toddler, PS*
 - *Notice reduced from 10 to 5 business days for school-age*
 - *Temporary Hold with 50% reduction in fees during any school closure or provincial lockdown of 2+ weeks*
 - *Interim Camp Cancellation policy for 2022 season*
- The CEO is tasked with implementation of this decision and communicating the program extensions to staff and families

7.3. Governance Policy Monitoring Reports

- Deferred to basecamp

7.4. Policy Approvals

- Deferred to basecamp

8. Consent Agenda

- No items were identified from the Consent Agenda requiring further discussion.
- **MOTION:** *It was moved, seconded, and carried that the Board of Directors accepts the following Consent Agenda items as amended:*
 - 7.1. *Operations Report – January 2022*
 - 7.2. *Thank You PPT*
 - 7.3. *GR Advisory Minutes- December 8, 2021*
 - 7.4. *Nominating Minutes – November 21, 2021*
 - 7.5. *Board Minutes – November 8, 2021*

8. Complete Board Meeting Evaluations

- Board evaluations completed by Directors during the meeting

9. Action Items

- Alisha, board secretary, reviewed the new action items arising out of tonight's discussion. These will be added to the board's To Do List in BaseCamp.

10. Adjournment

10.1. Confirmation of upcoming meetings:

- The board chair reviewed the list of upcoming meetings and events. These can be found on the meeting agenda and the board calendar.

10.2. Adjournment

- *There being no further business, this meeting of the Board of Directors is adjourned at 9:25 pm*

These minutes were approved by the board of directors on March 8, 2022 and now form part of the Public Record for RisingOaks Early Learning Ontario.

Signature: Board Secretary