



Tracey Murray

Board of Directors'

Board Meeting

September 8, 2020

6:30 p.m

Via Zoom video conference

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

1. Welcome

- Sarah, Chair, welcomed everyone to the meeting.

2. Connection Activity

- Lori reviewed different personality types on the Board with the attendees
- Discussion on how the personality types can factor into Board decisions

3. Call to order

- 3.1. The meeting was called to order at 6:47 pm. Quorum was confirmed
- 3.2. Karen, the Vice Chair, was confirmed as the Meeting Recorder with Tracey's regrets due to a death in the family.
- 3.3. No conflicts of interest were identified

4. Approval of the Agenda

- **MOTION:** *it was moved, seconded and carried that the agenda for the September 8, 2020 Board of Directors meeting be approved as amended*

5. Closed Door Session

- **MOTION:** *it was moved, seconded and carried that the Board of Directors move to a Closed Door Session at 6:50 pm for the purpose of discussing a private HR matter*
- Lori Prospero left the room at 6:51pm
- **MOTION:** *it was moved, seconded and carried that the Board of Directors terminate the Closed Door Session at 7:08 pm*
- Lori Prospero rejoined the meeting at 7:09pm

6. Strategic Discussion

6.1. Strategic Plan Progress Report 2020-Q2

- Breakout groups presented summary of SWOT and PEST discussions
- Lori reflected change in Strategic Plan relating to expansion after discussion – see attachment for documented changes
- Board discussion on motion to extend the strategic plan for 6 months versus 1 year, including input from directors on pros and cons of each option
- **MOTION:** *it was moved, seconded and carried that the Board of Directors approves the agreed upon adjustments to the corporate strategic plan, as discussed, including extending the plan duration by 1 year to December 2021. The adjusted plan will be attached to the minutes of this meeting.*

6.2. Fund Development – OTF grant

- Next deadline December 2/20, management looking for direction
- Assumption is you have to pick one area of interest to apply for. Additional information is needed.

6.3. Corporate Transition

- Branding update provided by Teresa and Paul
- Support from Board for moving ahead with name change and registering Owl as trade name as well as supporting trademarking
- **MOTION:** *it was moved, seconded and carried that: Whereas the members approved a legal name change by special resolution at the Annual General Meeting in May 2020, the board of directors authorizes the Executive Director, and any other officers as needed, to sign and file all such documents and to do all such acts, in his or her discretion, necessary to enact the legal name change of the corporation of Owl Child Care Services of Ontario to RiskingOaks Early Learning Ontario prior to November 23, 2020.*

7. Routine Business

7.1. Pandemic Plan and Financial Overview

- Doug provided a financial overview
- After discussion, Board supports continuing with Pandemic Team calls every two weeks as an advisory group and cancelling if no significant changes/updates

7.2. Budget Planning & Timeline

- September is budgeting season
- The board agreed to a modified process given uncertainty of funding

7.3. School-age Fee Increase

- Discussion by the Board on the previously circulated background regarding school-age fee increases.
- An increase was announced to YDP families in the spring when viability was declared but requires formal approval by the board.
- The WCDSB increased extended day fees for 2019-20 but we did not have enough time to provide the required notice.
- **MOTION:** *it was moved, seconded and carried that the board of directors approves an increase to the before and after school programs operated at a co-located Owl centre within a WCDSB to \$26.25 per day effective November 1, 2020 for the remainder of the 2020-21 school year.*
- **MOTION:** *it was moved, seconded and carried that: Whereas rates for the before and after school youth development program were confirmed with the WRDSB and communicated to parents in April, adhering to the minimum 45-day notice period for such an increase, Be it resolved that the board of directors approve a fee increase to \$27.00 per day (combined) for the before and after school youth development program effective September 16, 2020.*

7.4. Governance Policy Monitoring Compliance Reports

- **MOTION:** *it was moved, seconded and carried that the board of directors reviewed the governance policy compliance report for the Member & Stakeholder Relations policy and is satisfied with the evidence/statement of compliance. The Board deems itself and management In Compliance with policy requirement. No further action is required.*
- **MOTION:** *it was moved, seconded and carried that the board of directors reviewed the governance policy compliance report for the Enterprise Risk Management policy and is satisfied with the evidence/statement of compliance. The Board deems itself and management In Compliance with policy requirement. No further action is required.*
- **MOTION:** *it was moved, seconded and carried that the board of directors reviewed the governance policy compliance report for the Staff Treatment policy and is satisfied with the evidence/statement of compliance. The Board deems itself and management In Compliance with policy requirement. No further action is required.*

7.5. Nominating

- Updated provided by Amanda and Teresa
- Directors have a term ending in April 2021, Sarah, Brett, Paul and Teresa to advise nominating committee via email by November 1st if they wish to stand for reelection
- Directors to advise on officer positions
- Board Development session feedback on timing, few hours to half day recommended

8. Consent Agenda

- Confirmation from Board that Consent Agenda items were reviewed
- Brief discussion on operational questions for Executive Director's reports
- **MOTION:** *it was moved, seconded and carried that the board of directors accepts the following **Consent Agenda** items as reviewed or approved as noted below:*
 - 7.1 Members Register, as of May 5, 2020
 - 7.2 Executive Director's Report – Apr 2020
 - 7.3 Board Orientation PPT – April 28, 2020
 - 7.4 Finance & Audit minutes – April 27, 2020
 - 7.5 Governance minutes of April 9, 2020
 - 7.6 Executive Director's Report – Mar 2020
 - 7.7 2020-Q1 Financial Statements
 - 7.8 Nominating minutes of March 30, 2020
 - 7.9 Government Relations minutes of Mar 24, 2020
 - 7.10 Board meeting minutes of Mar 10, 2020

9. Board Meeting Evaluations

- Board completed evaluations, no further actions required

10. Action Items

- Karen reviewed the new action items. Lori will add them to BaseCamp

11. Adjournment

- Sarah adjourned the meeting at 9:25pm