



**CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.**  
**P.O. Box 489 27 Percival Street Clinton, ON N0M 1L0**  
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**Board Meeting Minutes**  
**Tuesday November 26, 2024 @ 7pm via [Teams](#)**

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov	Meetings Attended 2024
Laura E.	A	A	A	A	A	A	A	A	A	9/9
Laura J.	A	A	A	A	A	A	A	A	A	9/9
Terry	R	R	R	A	A	A	A	A	A	6/9
Phil	A	A	A	R	A	A	A	A	N/A	7/8
Bridget	R	A	A	A	R	A	A	A	R	6/9
Jill	A	A	A	A	A	A	A	A	A	9/9
Tess G	A	A	A	A	A	A	A	A	A	9/9
Marieke S.	A	A	A	A	R	A	A	A	R	7/9
Annette Fletcher	N/A	N/A	N/A	N/A	N/A	A	R	A	A	3/4
Nicole Hutchinson	N/A	N/A	N/A	N/A	N/A	A	R	A	A	3/4
Jessica Pollard							A	A	A	3/3
Jodi C.	A	A	A	A	A	A	A	A	A	9/9
Amanda S.	A	A	A	R	A	A	A	A	A	8/9
Jeanie P.	A	A	A	A	A	A	A	A	A	9/9
Diane P.	A	A	A	A	A	A	A	N/A	N/A	8/9
Heather M.	N/A	N/A	N/A	N/A	A	A	A	A	A	5/5
Deb A.	A	A	A	A	A	A	A	A	A	9/9
Lillian C.	A	R	R	A	A	A	A	A	A	7/9
Chelsea Dawe								A	R	1/2
Tiffany Brautigam								A	R	1/2
Toni								A	R	1/2
LEGEND: A=Attended R=Regrets C=Cancelled										

1. **Welcome**

2. **Approval of the Agenda**
  - a) Motion to approve the agenda with the additions of the Excel Printer, Website and Leadership training -Laura J. Second-Terry Hogg Carried
3. **Business Arising from Past Minutes**
  - a) **Emerging Application and Start Up Grant**
    - a) Received for information updated Expenditures
  - b) **Play Based Health & Safety Funding**
    - a) Received for information updated Expenditures
  - c) **Capacity Building Fund**
    - a) Received for information -payment will be paid out on December 19, 2024. Each employee to receive \$389.80. Projection for number of employees on that date is 49 staff. *See Breakdown in Financial Package*
  - d) **CWELCC updates**
    - a) Receive for information no updates from the County. Anticipating that information will be released late December 2024 to implement January 1, 2025.
  - e) **Financial Policy Review**
    - a) **2025 Wage Grid**
      - Receive for information from Heather- updated Wage Cap increase will provide additional increases to wages on the proposed 2025 Wage Grid. *See enclosed 2025 Wage Grid Breakdown in the Financial Package*
      - Additional information requested to make an informed decision
  - f) **Financial Management Policy**
    - A) Receive information for the proposed 2025 Budget- *See enclosed 2025 Budget Breakdown in the Financial Package*
  - g) **Board of Directors Member Training**
    - a) Receive for information from Deb – Board Governance Training Wednesday December 4<sup>th</sup> at 7pm via Zoom. Please provide questions in the email thread prior to November 29, 2024.
  - h) **Renewal of ACCEO Solutions Inc Due Dec 1, 2024**
    - a) Receive for information by Terry and Heather progress of installation of server
  - i) **Board Member Sub-Committees**
    - a) Receive for information – to be deferred until after Board Governance Training
4. **Consent Agenda**
  - a) Approval of Past Minutes

- Motion to approve the minutes from the October 29, 2024, Board Meeting- Terry Hogg  
Second- Laura J. Carried
- b) Executive Director’s Report
- c) Financial Report  
Motion to approve the Consent Agenda-Terry  
Second- Laura J. Carried

5. **Policy Review**

- a) **Employee Handbook Policies** – motion to approve revisions and updated Review Dates to policies listed below as a whole (6.0 Category and 2.3 Employment Practices)-Laura J.  
Second-Jessica P. Carried

- a. **6.0 Category: Health, Safety and Security**

- i. **6.0 Health & Safety** -Updated Review Date
- ii. **6.2 WHMIS** – revised Material Safety Data Sheets (MSDS) to Safety Data Sheets
- iii. **6.3 Right to Refuse Work** – Updated Review Date
- iv. **6.5 Substance Use** – Updated Review Date
- v. **6.7 Scent Free** – Updated Review Date
- vi. **6.8 MMH Policy** - Updated Review Date

- b. **2.3 Employment Practices – Recruitment**

- i. Removed Board of Directors and added Leadership Team
- ii. Added if candidate does not have current certification paragraph per Program Advisor direction at last licencing
- iii. Added This Agreement shall be signed by all parties prior to first day of work per Ward & Uptigrove recommendation
- iv. Added last sentence per TJ Solutions recommendation with change in ESA Legislation

- b) **Parent Handbook Policies** –

Motion to approve the changes to the following policies as presented-Laura J.  
Second- Terry Carried

- a. **Registration Policy** – Policy updated to provide clearer information to parents
- b. **Parent Calendar/Children’s Schedules Policy** -Policy updated to provide clearer information to parents and reflects current practice for scheduling
- c. **Fees Policy** – See Highlighted Changes

6. **New Business**

- a) **Vacation Policy**

- a. Receive for information from Heather
- b. Motion to approve one of the proposals regarding vacation earned but not earned or pay out at the end of the 2024 fiscal year. Deferred to Emergency meeting next week.

- c. Motion to approve proposed changes to the Vacation Policy. Deferred to next in Emergency meeting.

**b) Investments**

- a. Motion to reinvest the principal of the GIC24 for a 2-year term at the highest rate on/before December 22, 2024.- Laura J.

Second- Terry                      Carried

**c) Development and Expansion Conversation Update**

- a. Receive for information – Discussion around plan for EarlyON Space and in talks with looking at someone to design the area for use- plans centered around September start up possibly
- b. Next Steps and Action Items – Complete Start Up Application Grant prior to December deadline.
- c. Start Up Application Grant to be completed for Board to review of expenses

**d) Board Member Vacant Positions**

- a. we have 3 new prospective members interested in joining the Board of Directors – Chelsea Dawe, Toni Thompson and Tiffany Brautigam. We will have 2 vacancies as of December 1, 2024
- b. Need to fill 2 HR Positions and Secretary position

**e) Purchase of a Stroller**

- a. The County has approved reimbursing us with funding to purchase a new stroller for the infant program. The quoted cost is approximately \$5000.
- b. Motion to approve the purchase of a stroller(s) for the infant program up to \$5000.00- Laura J.

Second- Terry                      Carried

**F) Excel Printer**

- a. Motion to approve a 4-year lease of a new printer- Laura
- Second- Jess P.                      Carried

**G) Website information**

- a. Receive information- website crashed on the weekend and the host is not a reliable platform. A vote will be completed next week in the emergency meeting

**H) Leadership Training**

- a. Receive for information- Deb presented 2 different courses for leadership training both online and in person. A motion will be presented next week in the emergency meeting.

**7. In Cam Session**

**8. Next Meeting Date – January 28, 2025 @ 7pm via Microsoft Teams**

**9. Adjournment 9:17pm**