



CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.
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Board Meeting Agenda
March 26, 2024 at 7:00 pm via [Teams](#)

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov	Meetings Attended 2024
Kendal	A	A	A							3/3
Laura E.	A	A	A							3/3
Sharilyn	A	A	A							3/3
Laura J.	A	A	A							3/3
Terry	R	R	R							0/3
Phil	A	A	A							3/3
Bridget	R	A	A							2/3
Kate	A	A	R							2/3
Jill	A	A	A							3/3
Tess G	A	A	A							3/3
Marieke S.	A	A	A							3/3
Jodi C.	A	A	A							3/3
Amanda S.	A	A	A							3/3
Jeanie P.	A	A	A							3/3
Amy	A	A	A							3/3
Diane P.	A	A	A							3/3
Deb A.	A	A	A							3/3
LEGEND: A=Attended R=Regrets C=Cancelled										

1. **Welcome**

2. **Approval of the Agenda**

- a) Motion to approve the agenda –Sharilyn
Second- Bridget Carried

3. **Business Arising from Past Minutes**

- a) **Lillio Billing Role Out** – Amanda updated with progress of Lillio with training. Billing will not be able to be completed through the system due to the flexibility our centre offers to each family along with subsidy programs within.
- b) **TCC Internet and Access Points and Dell Switch** – Deb, Terry and Jeanie worked to pull wiring through the building. They were unable to get into the gym with a cement wall barrier.
- c) **Emerging Application and Start Up Grant** – information received for the breakdown of how the \$69 000 is being spent (dishwasher, standup freezer, office furniture, playground revision, technology upgrades etc). Diane let us know approximately 16,000 was used at this time.

Motion to approve purchase of the upright freezer, dishwasher and labour costs as quoted-
Laura E.

Second- Sharilyn Carried

- d) **Volunteer Policy** – Phil contacting Danielle with the Ministry to go over details
- e) **Field Trip Policy** – Deferred to next meeting
- f) **Group RRSP Benefits Information** –

Motion to approve the changes to Benefits Information 5.0.02 Plan Cost and 5.0.03

Termination- Sharilyn

Second – Phil Carried

- g) **EarlyON Space update** – Deb is waiting for more information, but space will not be available till January 2025 at the earliest.
- h) **School Age Code of Conduct Revision** – deferred to next meeting.
- i) **Summer Construction Projects Clinton and Goderich Sites** – Receive for information Deb to provide update.

Motion to have full centre closure with staff paid for the week of July 29, 2024 – August 2, 2024 with one day of PD. If the PD is not attended pay for that day will not be received- Laura E.

Second – Phil Carried

- j) **Christmas Closure** –

Motion to close in December from the 23rd to 27th – Sharilyn

Second- Laura J. Carried

- k) **Technology Update** –

Motion to approve the purchase of 2 new laptops – Laura E.

Second – Phil Carried

4. **Consent Agenda**

- a) Approval of Past Minutes

Motion to approve the minutes from the February 27, 2024, Board Meeting- Bridget

Second- Laura E. Carried

- b) Executive Director’s Report
- c) Financial Report

Motion to pass both the Executive director’s report and financial report- Sharilyn

Second- Laura J. Carried

5. **New Business**

a. **Insurance Company-**

Motion to use Northbridge Insurance Company – Phil

Second- Sharilyn Carried

b. **Adding Deb as a signer –**

Motion to add Deb as a signer- Sharilyn

Second- Phil Carried

c. **Visa –**

Motion to approve Visa limits – Deb \$5000, Amanda \$2000, Jodi \$2000- Laura E.

Second- Sharilyn Carried

d. **AGM-** A sub-committee to be created and date is set to May 29th at 6:00pm

e. **October 21, 2024 Centre Closure –**

Motion to approve closing all Clinton Co-operative Childcare Centres to allow staff to attend Mandatory Professional Development on October 21, 2024 -Laura E

Second- Bridget Carried

f. **Board Member Resignations and Board Positions Under Review –** Kendal and Sharilyn have both submitted resignation from the Board of Directors effective June 1, 2024. The Board will need two members to fill these positions for Chair and Treasurer

g. **Annual In Person Board Meeting –** April 30th in person at Eddington's- Jeanie will book the restaurant

h. **Annual Photo Day –** Jeanie is working on setting up Annual Photo Day and working around bus safety week and photographer's schedule.

i. **Policies - 3.4 Employee Conduct Telephone Use -**

Motion to approve the addition of or smartwatch technology to the policy of Employee Conduct Telephone use- Phil

Second- Sharilyn Carried

6. **In-Cam Session**

7. **Next Meeting Date**

April 30th in person at Eddington's

8. **Adjournment -9:26pm**