



CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.
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Board Meeting Minutes
April 30, 2024 at 6pm - Eddington's in Exeter

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov	Meetings Attended 2024
Kendal	A	A	A	A						4/4
Laura E.	A	A	A	A						4/4
Sharilyn	A	A	A	A						4/4
Laura J.	A	A	A	A						4/4
Terry	R	R	R	A						1/4
Phil	A	A	A	R						3/4
Bridget	R	A	A	A						4/4
Kate	A	A	R	A						3/4
Jill	A	A	A	A						4/4
Tess G	A	A	A	A						4/4
Marieke S.	A	A	A	A						4/4
Jodi C.	A	A	A	A						4/4
Amanda S.	A	A	A	R						3/4
Jeanie P.	A	A	A	A						4/4
Amy	A	A	A	N/A						N/A
Diane P.	A	A	A	A						4/4
Deb A.	A	A	A	A						4/4
LEGEND: A=Attended R=Regrets C=Cancelled										

- Also in attendance Shelia (GPS Supervisor) and Annette Fletcher

1. **Welcome**

2. **Approval of the Agenda**

- a) Motion to approve the agenda- Laura E.

Second Terry H. Carried

3. **Business Arising from Past Minutes**

- a) **Emerging Application and Start Up Grant** – receive for information the requested quotes/breakdown of how the \$69 000 has been spent.

- **Dishwasher:** Jayden’s Electrical coming Week of April 29th to complete the electrical. Dishwasher being delivered May 6th and will be installed in the coming weeks.
- **Standup Freezer:** Arrived
- **Office Furniture:** purchased a 2-drawer filing cabinet for Deb and Amanda to be delivered within 2 weeks. Will be purchasing a shelf and item for Amanda – she is using the desk purchased for Amy.
- **Playground Revision’s:** TBD
- **Technology Upgrades:** Internet installed at Clinton site with exception of one wireless repeater. 2 new laptops for the Clinton Leadership Team were purchased.

- b) **Volunteer Policy** – will be added to June Meeting for fresh eyes on the topic and motion to follow with a vote

- c) **Field Trip Policy** – Request to defer to next meeting.

- d) **EarlyON Space Update** – received information from Deb. Additional meetings will be happening on materials that are in the space and the agreements for items (filing cabinet). allowing more space for the working leadership team in the office

- e) **School Age Code of Conduct Revision** – motion to approve updates to the Previously title Behavior Management/Code of Conduct Policy at all 3 sites under the Clinton Co-operative Childcare Centre- Sharilyn

Second- Kate Carried

- f) **Summer Construction Projects Clinton and Goderich Sites** –

- Deb has been invited to attend Contractor meeting on May 7th for more information.
- Receive for information Deb to provide update
- Motion to approval part time staff being paid the week of the July 29, 2024 – August 2, 2024, closure by averaging out the previous 3 weeks hours worked up to 40 hours to provide a maximum payment of 40 hours for the week- Sharilyn

Second – Terry

Carried

4. **Consent Agenda**

- a) Approval of Past Minutes
- b) Executive Director’s Report
- c) Financial Report

Motion to pass The consent agenda as a whole – Kate

Second- Jill Carried

5. **New Business**

- a. **Training Opportunities** – Receive for information April 5, 2024, Board of Directors Email chain with motion to approve Kirstin and Sheila attending the Ward & Uptigrove Emerging Leaders Development Program- Email tread in Agenda- Sharilyn

Second- Terry Carried

- b. **Financial Management Policy**- Laura E will prepare for a new subcommittee to outline policies and procedures on this topic in May. A link and summary will be sent to the Board for review of supporting documents.
- c. **Board Member Resignations and Board Positions Under Review** – Laura E has put her name forth for the Chair position. Leaving the Vice potentially up for nomination
- d. **Board Training** – There is a course that board members can attend virtually on June 11th from 9-4pm early bird rate - \$309.00 and regular rate \$349.00
- e. **Wireless Repeater for Clinton Site** – Request a motion to approve the \$ 1111.11 purchase of wireless repeater for Clinton site- Deferred to May meeting

- f. **Walkies** – Both Goderich and Clinton require replacement walkies
Motion to approve the \$2434.14. purchase of 6 walkies to replace current ones that are not working or synching with other walkies- at Clinton and Goderich locations – Laura E.

Second- Sharilyn Carried

- g. **Goderich Internet** – Deferred to May Meeting
- h. **Summer Camp Rate** – Motion to approve Daily rates for summer camp moving forward with no camp discounts offered – Sharilyn

Second- Kate Carried

- i. **AGM**- Jeanie has entertainment and food/ drink arranged
- j. **Annual Photo Day** – Deferred to May meeting

7. **Next Meeting Date** – Potentially May 21st at 7:-00pm Via **Teams**

8. **Adjournment**

Motion to adjourn at 7:57 pm- Laura E.

Second- Kate Carried?