



**CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.**  
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**Board Meeting Minutes**  
**February 27, 2024 at 7:00 pm via Teams**

|  | Jan | Feb | Mar | Apr | May | June | Sept | Oct | Nov | Meetings Attended 2024 |
|--|-----|-----|-----|-----|-----|------|------|-----|-----|------------------------|
| Kendal                                   | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Laura E.                                 | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Sharilyn                                 | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Laura J.                                 | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Terry                                    | R   | R   |     |     |     |      |      |     |     | 0/2                    |
| Phil                                     | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Bridget                                  | R   | A   |     |     |     |      |      |     |     | 1/2                    |
| Kate                                     | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Jill                                     | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Tess G                                   | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Marieke S.                               | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Jodi C.                                  | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Amanda S.                                | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Jeanie P.                                | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Amy                                      | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Diane P.                                 | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| Deb A.                                   | A   | A   |     |     |     |      |      |     |     | 2/2                    |
| LEGEND: A=Attended R=Regrets C=Cancelled |     |     |     |     |     |      |      |     |     |                        |

1. **Welcome**

**2.**

**Approval of the Agenda**

Motion to approve the agenda - Sharilyn  
Second- Laura E. Carried

**3.**

**Business Arising from Past Minutes**

a. **Microsoft Emails and Lillio**

Staff continue to engage in training sessions with Lillo Onboarding staff and Lillio Academy.  
Target roll out pushed to April 1, 2024. Only laptops can be used for trailing (iPads do not work).

b. **TCC Internet Access Points and Dell Switch Installation**

Received information and motion to purchase a switch and install access points.  
Motion to approve quotes as presented for internet pieces at Clinton Site- Laura E  
Second- Phil S. Carried

c. **Emerging Issues Application and Start Up Grant –**

County has confirmed the center has been given \$69,000 for all listed items submitted. Diane is going to gain more information on how submissions and financials will work regarding the purchase of items. The board has asked for a breakdown of listed items on the submitted list.

d. **Volunteer Policy –**

Phil Smith is contacting the County regarding the outline of the policy and requirements

e. **Field Trip Policy**

Subcommittee will continue to work on this policy on [Teams](#)

**4.**

**Consent Agenda**

f. Approval of Past Minutes – November 2023 and January 2024

g. Executive Director’s Report

h. Financial Report

Motion to approve the agenda as a whole Sharilyn  
Second - Laura E. Carried

**5.**

**New Business**

i. **Unannounced Licensing Renewal Visit**

Danielle from the County was at St. Joseph’s Site – everything in compliance  
**Policies**

b. **5.0 Group RRSP –** Diane provided the policy but needed addition for the percentage of pay for RRSP contributions

Motion to approve 3% matching RRSP contributions -Laura E.  
Second- Bridget Blake Carried

**c. 3.0 Accounts Receivable –**

Motion to approve the write off policy as presented- Laura E.  
Second Phil Carried

**d. 5.6 Personal Days -**

Motion to approve the personal days policy as presented- Laura E.  
Second- Sharilyn Carried

**e. School Age Program Behavior and Code of Conduct -**

Phil S. is working with Deb to review and bring to the March meeting.

**f. EarlyOn Space-**

Deb indicated the Early ON is having a meeting in March to discuss the space at Clinton site and it could possibly be up for transferring to CCCC. If the space comes up for availability, the possibilities and plans will need to come forward for best use.

**g. Office Furniture –**

Motion to approve up to \$10,000 for use towards office furniture in current offices -  
Sharilyn  
Second- Bridget Carried

**h. Summer Construction Projects –**

Deb has been told that the Goderich site will need to be relocated for the summer months of July and August- more information to come about suitable relocations  
Clinton site will need to be shut down completely for a week for electrical upgrades as per the AMDSB’s email. There has been willingness to allow the center to pick those dates. Currently purposed is August 5th-9th. The centre will need a document with a guaranteed timeline.

**i. Christmas Closure -**

A survey was sent to staff but was not anonymous. Half did not answer  
19- Yes to closure 1- No and 2 - Stay the same  
Further conversation to be completed at the March meeting with possible decision.

**k. GPS Bookshelves -**

Motion to approve the purchase of a new bookshelf for the Jr program as presented by Jodi- Laura E.  
Second- Phil Carried

**l. Technology Updates**

It was proposed that laptops be used for training and staff. Two new computers then need to be purchased for the Childcare Coordinator and one for Supervisors to share.  
Board Request there are quotes submitted for approval.

**m. Total Solar eclipse Day**

AMDSB has adjusted the PA Day from April 19th to April 8th - adjustments will be made to change programs to accommodate the new PA Day.

**6. In-Cam Session**

**7. Next Meeting Date**

March 26th 7:00 pm Via Teams

**8. Adjournment**

Motion to adjourn at 10:28pm - Sharilyn Second -Phil Carried