

Gillis Play and Learn Center Inc.

January 19th, 2023

Meeting Minutes

In attendance: Sherri – Ann, Brenda, Brad, Tami, Kristen, Jackie, Karen

Regrets: Kaylee Bolonchuk, Chris Lutomske, Kelly Fiebelkorn, Melissa

1) Call meeting to order @ 6:31pm.

2) Approval of Agenda

i) 1st Tami 2nd Karen

None opposed

Approved

3) Minutes from November 24th, 2022 meeting

i) 1st Karen 2nd Tami

None opposed

Approved

4) Financial Report November, 2022

i) 1st Tami 2nd Jackie

None opposed

Approved

5) Financial Report December, 2022

I) 1st Tami 2nd Sherri – Ann

None opposed

Approved

6) Director's Report

i) Action requests from last meeting: tax receipts

Tax receipts went out to both staff and parents

Brenda will create a spreadsheet for next year to assist with tax receipts

ii) Fence expansion:

(1) Action carried over from Nov 2022 meeting: Brenda to speak to Anthony Penner and Derrick Rybach. (completed yes/no)

Brenda sent an email and is awaiting a response

- Staff are happy with tablets
- Christmas party was a success; everyone had a great time

- Erin returns from Maternity Leave on January 30, 2023
- Erin will shadow Meghan for 2 weeks. Brenda asked the Board for approval for Meghan to continue to receive her current wage for these 2 weeks. Everyone present at tonight's meeting agreed. Meghan will return to her regular duties and wage after this time period.
- Jeremy is moving to part time
- Holly was hired from Selkirk and will be a great asset to the Centre. She comes with a wealth of knowledge and experience
- One more interview to take place tomorrow with subsequent hiring thereafter
- Renewal for licensing went in
- Student summer grant went in
- 1 school age spot unfilled
- 191 on waitlist
- 5 new mats were ordered for the center at a cost of approximately \$1066

7) Fundraising Report

- i) Mom's Pantry January 23rd-February 10th
 - Tami will look into Seeds as next fundraiser

8) Carry forward from last meeting

- a) Unexpected closure policy update (completed **yes/no**)
- b) Laptop (completed YES, remove from agenda moving forward)
- c) Circle of Security
 - i) Action: Brenda to organize with Erin the teaching of circle of security
- d) Doorbell/security system update
 - i) Action: Karen will forward Fontaine Electric's email onto Chris who will in turn reach out to (completed **yes/no**)
 - ii) Action: Fontaine Electric and inquiry about warranty (completed **yes/no**)
 - The board would like to consider multiple quotes
 - Brad will reach out to CASE and inquiry about warranty
- c) Hot Lunch (completed YES, remove from agenda moving forward)
- e) AGM 2023: Amend 5.1.3 in bylaws as the chairperson does not get a vote and voting by proxy will not be permitted.

9) New Business

- a) Resignation of Melissa Drohomereski from Vice Chair

1st Brad 2nd Tami

None opposed
Approved

- Tami to Vice – Chair until 2023 AGM

1st Karen 2nd Sherri – Ann
None opposed

Approved

- b) Wage grid discussion
 - Tabled for further discussion on February 9, 2023 at 6:30pm. This will be the only item to be discussed
 - Request for Brenda to put forward recommendations to board regarding salary wage increases
 - Brenda will inquire about taxing bonuses
- c) Disbursement and plan of the remaining funds of the subsidy advance
 - Brenda to talk to ECLC (Financial) about giving the remaining funds to families
- d) Board Meeting Management. Suggestions to help ensure meetings are kept around the 60-minute goal.
 - Suggestions:
 - What would the board like to see in Brenda's Director's Report?
 - Brenda to send out Director's Report before Board meeting
 - Any questions Karen has for Brenda prior to presenting Financial Report will be discussed prior to Board meeting if applicable and time allows
 - Motions brought forward to Chair prior to Board Meeting

10) Next meeting: February 15, 2023 at 6:30PM

11) Motion to adjourn@ 8:13PM

12) Approved: _____

13) Date: _____