



**CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.**  
**P.O. Box 489 27 Percival Street Clinton, ON N0M 1L0**  
**Phone: (519) 482-5777**  
**Email: [clinton@clintonchildcare.com](mailto:clinton@clintonchildcare.com)**  
**Website: [clintonchildcare.com](http://clintonchildcare.com)**

**Board Meeting Minutes**

**Tuesday, January 27, 2026 via Teams @7pm**

**Present:** Nicole Hutchinson, Jill Forman, Toni Thompson, Amy Blake, Amanda Smale, Heather McClinchey, Jodi Clarke, Lillian Chen and Jeanie Pizzati

**Regrets:** Chelsea Dawe and Kiera Hillier

**Guests:** Jessica Robinson, Chantel Koster and Cheryl Patience

**1. Welcome**

**a) Motion to start meeting at 7:00pm**

- Motioned by: Toni                      Second: Jill and Amy
- Recording of Meeting started at 7:06pm

**2. Approval of the Agenda**

**a) Motion to approve the agenda.**

- Motion by: Toni                      Second: Amy and Jill

**3. Business Arising from Past Minutes**

**a) Board Recruitment**

- Receive for information from Nicole and Toni
- 2 potential members; Chantel and Jessica are present at this meeting
- Nicole will follow up with them after the meeting to see their thoughts
- Still in process with lawyers to change Bylaws to allow community members to sit on Board of Directors

**b) Fee Increase**

- Cheryl from County of Huron attending as guest
  - She talked about how she supports the Centre and her role at the County
  - All fees for under 6yr olds will be froze as per direction from the County/Ministry
  - Understands that trying to align the costs at all sites but might result in lowering fees to align with County/Ministry direction
  - Goal is to be balancing by cost base funding no parent fees

**c) Flexible Scheduling**

- Amanda requested Cheryl from County of Huron to speak about this at this meeting
- Only Centre in County that offers this
- Parent friendly but a lot of administrative time to manage

- County does not encourage this type of scheduling but ultimately it is up to CCCC what they choose to do
- **inCAM discussion had with Board Members;** Board continues their position that no change to flexible scheduling will be made at this time

4. **Consent Agenda**

a) **Motion to approve the Consent Agenda as a whole**

- Motioned by: Toni                      Second: Amy and Jill

5. **Policy Review**

- a) **Employee Handbook Policies** – Amanda is reviewing the entire handbook, many minor changes ie. updating the new titles at the Centre and adding in Lillio
- b) **Parent Handbook Policies** – Minor changes to update new titles
- c) **Policies and Procedures** –
- **Motion to approve changes to the Emergency Cancellation/Snow Day Policy** (approved via email)
    - Motion by: Toni                      Second: Amy and Jill
- d) **Joint Health and Safety**- Lillian has completed her training, Justice is half done and scheduled to finish in February. They are completing inspections and meetings as outlined by the Ministry

6. **New Business**

a) **Funding for Temporary Parking Lot Barriers**

- Email from AMDSB was shared in the Board Package.
- School Board is talking to civil engineer at present, no construction until the spring at earliest

b) **Canada Day**

- **Motion to have centre closed Wednesday, July 1st, 2026 for Canada Day. School are summer program will start July 2, 2026.**
  - Motioned by: Toni                      Second: Jill and Amy

c) **Winter Break**

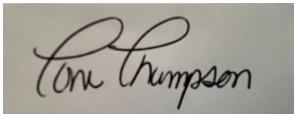
- Staff survey did receive that majority of staff that answered survey did like being closed over 2 weeks at Christmas
- Cost to the centre for this 2 week closure
- inCAM discussion will have to be held as to what will happen for 2026
- Reminder that the workload that year end has on Financial Administrator

d) **Credit Card Limits**

- **Motion to increase the combined credit card limit to \$15,000**
  - Motioned by: Toni                      Second: Jill and Amy
  - *current limit is \$5,000 combined with all three cards, this is often hard for bigger purchases, needing frequent payments to keep credit available*

9. **Next Meeting Date – February 24, 2026 at 7:00pm**
10. **In Cam** *Heather, Lillian, Jeanie, Jodi, Chantel, Jessica and Amanda left at 7:35pm*
  - o **Motion to vote Chantel Koster and Jessica Robinson onto the Board of Directors**
    - o Motioned by: Toni      Second: Jill and Amy
11. **Adjournment**
  - a) **Motion to Adjourn meeting at 8:06pm**
    - o Motioned by: Toni      Second: Jill and Amy

Minutes prepared by Toni Thompson, Vice Chair

A rectangular box containing a handwritten signature in cursive script that reads "Toni Thompson".