



**CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.**  
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**Board Meeting Minutes**

**Tuesday, November 25, 2025 via Teams @7pm**

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

**Regrets:** Amy Blake and Kiera Hillier

**1. Welcome**

**a) Motion to start meeting at 7:04pm**

- Motioned by: Toni                      Second: Chelsea

**2. Approval of the Agenda**

**a) Motion to approve the agenda**

- Motion by: Toni                      Second: Chelsea and Jill

**3. Business Arising from Past Minutes**

**a) Board Recruitment**

- Receive for information from Nicole and Toni
- sent an email/flyer to all families, one person was interested, awaiting to hear back from them
- reached out to a parent from Goderich who expressed interest in the Summer about joining, awaiting to hear back
- actively looking for additional members to help with HR and finance

**b) County Funding**

- change in the remainder of the 2025 funding as a result of a IT Software glitch from the County which gave overpayments
- going forward the funding should stay relatively the same
- Q3 increase costs and decreased funding for school age programming, the county is looking at options to help with this shortfall
- Goderich programming is the majority of the shortfall but working on combining programs to help

**c) Ward & Uptigrove**

- all invoices have been paid
- there was an overpayment by the Centre but Ward & Uptigrove will issue a refund
- current contract does not expire
- will continue to have then as HR resource while that position on the board remains open

- look into if the Centre still has Frank Cameron’s Office for legal issues *(Nicole/Toni will do)*
- if we try to keep HR related questions to Ward & Uptigrove and legal questions to a lawyer might help keep costs down

4. **Consent Agenda**

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

- Motioned by: Jill                      Second: Toni

5. **Policy Review**

- a) **Employee Handbook Policies** – No updates
- b) **Parent Handbook Policies** – No updates
- c) **Policies and Procedures** – No updates
- d) **Joint Health and Safety**- No updates

6. **New Business**

a) **Fundraising Conversation**

- Amanda- The County came for a “check in” meeting and the discussion of why the centre does fundraising came up. The County explained that the money the centre received for funding should cover all costs to run programming. The Co-Supervisors office days should be spent on licensing not fundraising if being paid out of County funding.
- Heather- The Centre should not be using County funding towards organizing/ running fundraising events as it can violate the service agreement. There are many CRA rules and “red tape” when fundraising.
- Jill- Can see both sides of benefit to having fundraising and not, other centres still do monthly fundraising but unsure of the logistics
- Going forward will slow down with fundraising, the fundraising account still has a good reservoir still
- Goal will to have Targets Fundraising ie. towards a specific want/goal and something that needs less admin time (Pizza night at New Orleans)

b) **Childcare Fees**

- **Motion to increase childcare fees for all CCCC sites as per the Proposal 1**
  - Motioned by: Toni      Second: Jill
  - Effective- January 1, 2026
  - This will unify fees at both sites, rates based on provincial and federal funding
  - Now will go to the County with the voted in fees

c) **Sick Time Incentive**

- currently use it or loose it, which can make staffing the building hard at year end
- possibly look into options for those that do not use it ie. pay it out at 50%
  - will talk about at inCAM
- no current Attendance Management Program

- Chelsea will provide an example of one
- d) **Wage Grid** – Motion to approve wage grid for 2026
- will defer to inCAM
  - direction will be given to Amanda after the inCAM
- e) **Write-off Accounts Receivable**
- **Motion to approve writing off accounts receivable that have become stale-dated**
    - Motioned by: Toni    Second: Jill
- f) **EI Information** - Discussion
- some staff concerned regarding 2 weeks without pay
  - staff did have a year notice about this
  - the rising cost of living has made this hard to plan for
  - increased work for Heather and timing of this over the Christmas closure
  - may need to talk to an employment lawyer/accountant
- g) **Comment Box**
- “What are the point of policies when they aren’t being followed”
    - RESPONSE: The Board needs some context in regards to this comment in order to respond. Please reach out to a Board Member or the Executive Director to elaborate.
  - Concern in regarding a child’s behaviour in Goderich Program
    - RESPONSE: This comment has been forwarded to the Executive Director to follow up with.
  - “Why doesn’t the Director check in on staff or visit at the Goderich Site”
    - RESPONSE: The new Executive Director is adjusting into her new role and is working with Goderich Staff. Site visits is something that has been discussed and she is checking in regularly with staff there.

9. **Next Meeting Date – January 27, 2026 at 7:00pm**

10. **In Cam**

- a) Heather, Lillian, Jeanie, Jodi left at 8:32pm
- b) Amanda Left at 8:50pm

● **Christmas Closure**

- **Motion to approve paying all Full Time and Part Time Staff 3 paid days off over the Christmas Closure in lieu of issuing ROE**
  - Motioned by: Toni    Second: Jill and Chelsea

● **Unused Wellness and Sick Days/Time**

- **Motion to approve paying staff out at 50% for unused Wellness and Sick Days/Time at the year end pay**
  - Motioned by: Toni    Second: Jill and Chelsea

- Wage Grid
  - **Motion to approve all staff (except the Executive Director) getting a 5% wage increase effective January 1, 2026**
    - Motioned by: Toni      Second: Jill and Chelsea

11. **Adjournment**

a) **Motion to Adjourn meeting at 9:30pm**

- o Motioned by: Toni      Second: Jill and Chelsea

Minutes prepared by