



CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.
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Board Meeting Minutes
Tuesday, February 24, 2026 via Teams @7pm

Present: Nicole Hutchinson, Toni Thompson, Amy Blake, Amanda Smale, Heather McClinchey, Jodi Clarke, Jessica Robinson, Chantal Koster, Lillian Chen and Jeanie Pizzati

Regrets: Chelsea Dawe and Jill Forman

1. **Welcome**
 - a) **Motion to start meeting at 7:00pm**
 - Motioned by: Toni Second: Amy
 - Recording of Meeting started at 7:00pm

2. **Approval of the Agenda**
 - a) **Motion to approve the agenda.**
 - Motion by: Toni Second: Amy

3. **Business Arising from Past Minutes**
 - **Winter Break** – The Board will decide tonight in inCAM session
 - **Credit Card** – Changes were completed yesterday by Toni. Heather has been made the Control person with the Business Credit Cards.

4. **Consent Agenda**
 - Approval of Past Minutes January 27, 2026
 - Executive Director's Report
 - Financial Administrator's Report
 - a) **Motion to approve the Executive Director Report and Financial Administrator Report**
 - Motion by: Toni Second: Amy
 - * November and January meeting minutes need to be signed off still (*Toni will do and repost to Teams*)
 - * One error found in the January minutes by Heather. (*Toni will correct and repost to Teams, final approval can be done next month*)

5. **Policy Review**
 - **Employee Policy Handbook** – The revision of job titles has been completed.

 - **Parent Handbook Policies** – Amanda is currently updating to include all changes from the P&P manual.

- **Policies and Procedures** – Amanda has completely updated the Policies & Procedures Manual. All staff are required to sign off by the end of February.
- **Joint Health & Safety** – No updates

6. **New Business**

a) School Age Summer Program – We are waiting for confirmation from the school board on the last week of August/first week of September, as to whether we will operate 7 or 8 weeks of a summer program. The Leadership team is proposing that scheduling for the JK/SK and School Age programs is completed like a “summer camp” where children are booked for the week (full 5 days). The fees for a week of childcare are minimal compared to those of any other camp, or summer program in the area. This will ensure consistency for numbers in the program, as well as staffing. Please see the attached Summer Enrollment Form and Cancellation Policy.

- discussion will be had inCAM regarding this

b) Budgeting 2026 – Receive for information and discussion

- **Motion to approve Financial Budget 2026 as proposed**
 - Motion by: Toni Second: Jess and Chantal

c) Chambers Renewal – See document provided by Heather

- Staff will see a slight increase but the only option to maintain benefits
- The Financial Administrator will update staff
- **Motion to approve ongoing expense from Group Benefits from Chambers with 2.2% increase**
 - Motion by: Amy Second: Chantal

d) Board Resignation – Received resignation letter effective immediately (February 17, 2026) from Kiera Hillier.

- We have two new Members to the Board of Directors this Month

e) Annual General Meeting-

- Usually have a sub committee (in the past Lillian, Jeanie and Jill)
- Historically this is held end of May/start of June
- Tentatively will look at the first week of June but will discuss further later

7. **Next Meeting Date** – March 31, 2026 at 7:00 pm via Teams

10. **inCam** *Amanda, Lillian, Jeanie, Jodi, Jessica and Amanda left at 7:42pm*

Heather left inCam at 8:16pm

- o **Motion to close the CCCC programs for the 2 week Winter Break to align with the School Boards**
 - o Motioned by: Toni Second: Chantel

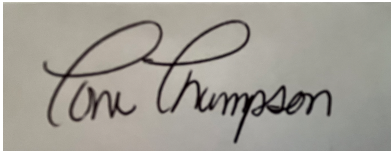
11. **Adjournment**

a) **Motion to Adjourn meeting at 9:00pm**

- o Motioned by: Toni Second: Amy and Chantal

Amanda rejoined the inCam at 9:00pm to discuss Human Resource Shortage the St. Joes before and after school program may potentially need to close from Feb25th until March 3rd. All options are going to be explored to minimize any closures of this program. E-mail communications to families will be done by Amanda.

Minutes prepared by Toni Thompson, Vice Chair

A rectangular box containing a handwritten signature in black ink. The signature is written in a cursive style and reads "Toni Thompson".