



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

Website: clintonchildcare.com

Board Meeting Minutes

Tuesday October 29 @ 7pm via Teams

	Jan	Feb	Mar	Apr	May	June	Sept	Oct	Nov	Meetings Attended 2024
Laura E.	A	A	A	A	A	A	A	A		8/8
Laura J.	A	A	A	A	A	A	A	A		8/8
Terry	R	R	R	A	A	A	A	A		5/8
Phil	A	A	A	R	A	A	A	A		7/8
Bridget	R	A	A	A	R	A	A	A		6/8
Jill	A	A	A	A	A	A	A	A		8/8
Tess G	A	A	A	A	A	A	A	A		8/8
Marieke S.	A	A	A	A	R	A	A	A		7/8
Annette Fletcher	N/A	N/A	N/A	N/A	N/A	A	R	A		2/3
Nicole Hutchinson	N/A	N/A	N/A	N/A	N/A	A	R	A		2/3
Jessica Pollard							A	A		2/2
Jodi C.	A	A	A	A	A	A	A	A		8/8
Amanda S.	A	A	A	R	A	A	A	A		7/8
Jeanie P.	A	A	A	A	A	A	A	A		8/8
Diane P.	A	A	A	A	A	A	A	N/A		8/8
Heather M.	N/A	N/A	N/A	N/A	A	A	A	A		4/4
Deb A.	A	A	A	A	A	A	A	A		8/8
Lillian C.	A	R	R	A	A	A	A	A		6/7
Chelsea Dawe								A		1/1
Tiffany Brautigam								A		1/1
Toni								A		1/1
LEGEND: A=Attended R=Regrets C=Cancelled										

1. **Welcome**
2. **Approval of the Agenda**
 - a) Motion to approve the agenda with the additional topic of the 2023 financial package (6f) - Laura J. Second -Terry Carried
3. **Business Arising from Past Minutes**
 - a) **Emerging Application and Start Up Grant**
 - a) **Updated Expense Report** – funds needed to be spent by end of 2024, and they have been at this point
 - b) **Playground Revision** – Amanda let us know that she is waiting the final approval of the playgrounds but all is completed and ready for next steps
 - b) **CWELCC updates** – no updates from County
 - c) **Capacity Building Fund – Money must be spent prior to December 31, 2024**
 - a) Receive for information Capacity Building Funding Budget – More funds were allocated to this budget by approval of County.
 - b) Motion to approve proposal 4 for the use of Workforce Retention Funding- Laura J. Second- Annette F. Carried
 - d) **Financial Management Policy-**
 - a) Committee working on proposed 2025 Budget that is focusing on details that will build a template to fill in each time for the budget. More details to come.
 - e) **Financial Policy Review**
 - a) **2.0 Fees/Membership – for review Wages/Fees/Temporary Fees policy**
 - Motion to approve updates to Membership Fees Policy- Laura Jutzi Second –Annette Carried
 - Receive for information & Motion to approve the 2025 Wage Grid -Deferred to November meeting
 - f) **Board of Directors Member Training**
 - a) Deb has been learning about job posting changes, and additional support all from TJ Solutions. Board training would start with a 45 minute to 60-minute video. More details to come.
 - g) **Board Member Sub-Committees**
 - a) Terry presented an informative presentation of how sub committees could be having a positive impact on the board by allowing strengths of members be divided into smaller strategic committees to focus more for each topic. a survey will be conducted to allow members to vote on the idea.
4. **Consent Agenda**
 - a) Approval of Past Minutes

- Motion to approve the minutes from the September 24, 2024, Board Meeting- Laura Jutzi
Second- Phil Smith Carried
 - b) Executive Director’s Report
 - c) Financial Report
 - d) Updates and Revisions to the Employee Handbook
 - 1.3 Workplace Violence and Harassment – added in person or on an online platform
 - 1.5 Complaint and Resolution Procedure
- Motion to approve the Consent Agenda as presented- Laura J.
Second- Bridget Blake Carried
5. **Policy Review**
- a) **Employee Handbook Policies**
- a. **4.2 Compensation Practices, Hours of Work – Split Shift Premium**
- i. Receive for information discussion on how policy should be worded
 - ii. Motion to approve revised policy – Laura J.
Second -Annette Carried
6. **New Business**
- a) **Board Member Vacant Positions –**
- a. we have 3 new prospective members interested in joining the Board of Directors – Chelsea Dawe and Tiffany Brautigam.
 - b. Need to fill 2 HR Positions and Secretary position before December 1, 2024
- b) **Renewal of ACCEO Solutions Inc Due Dec 1, 2024**
- a. Receive for information the services we are currently paying for and options to reduce cost – information provided by Terry and Heather
 - b. Motion to approve the purchase of a server that will cost 2862.00 plus HST to base out of Clinton Site for all ACCEO – Laura J
Second- Tess G. Carried
- c) **Lillio Annual Renewal Due December 18, 2024**
- a. Motion to approve payment of Lillio annual subscription- Laura J.
Second- Bridget Blake Carried
- Note: we are receiving a 50% program discount on all 11 classes, and they have removed the billing portion of the fees as we are currently not using that service. Payment for 1 year is \$3430.68
- d) **Chambers Plan Update**
- a. Receive for information we received a letter from Bob Fisher and Ralph Laviolette, giving notice that the Huron East Chamber of Commerce will be suspending its operations at the end of the year. Deb to provide updates and next steps as information is available.
- e) **Development and Expansion Conversation Update**

- a. Laura E updated about a conversation that took place October 17, 2024, with Cheryl Patience. Looking into ensuring a wish list/budget is put together to approach county for additional funding for spaces at the centre.

f) 2023 Financial Statements

Motion to approve the 2023 financial statements as presented – Annette F.

Second –Laura J. Carried

7. **In Cam Session**

8. **Next Meeting Date** – November 26, 2024 @ 7pm via Microsoft Teams

9. **Adjournment**

Motion to adjourn at 9:30pm – Tess

Second- Phil Carried