



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 June 24, 2025 @ 6pm-8pm at Eddington's in Exeter

1. **Welcome**
2. **Approval of the Agenda**
 - a) Motion to approve the agenda with the addition of 6.g. re: resignation from BOD received from Tess Gibbings
Motion - Jessica P. Second – Nicole H. All in favour
3. **Business Arising from Past Minutes**
 - a) **Updates to New Program Space**
 - a) See Executive Director's Report.
Email received from Amanda Smale on June 24, 2025 with construction update.
 - b) Current Construction costs are available in the supplementary information folder in Teams
 - b) **Legacy Funding Update**
 - a) Receive for information from Deb current balance.
 - b) Detailed invoices are provided in the supplementary information folder
 - c) **AGM**
 - a) Receive for information update from Deb finalized budget – in ED report
 - d) **Updates to bylaws**
 - a) Receive for information from Deb
 - Recommendation from Ward & Uptigrove is that bylaws be updated to reflect current practices. Recommended the Board of Directors work collaboratively with members of Leadership Team to review/establish clear roles and responsibilities of the Board of Directors, Executive Director and Management/Leadership.
 - Governance and Compliance Committee to collaborate with representative from Ward & Uptigrove to complete this task.
 - Deb requires possible dates and times to present to Ward & Uptigrove for this meeting to be scheduled.
 - e) **Childcare Schedule Change**
 - a) Receive for information from Deb
 - b) Amanda and Deb require clear direction how we are to proceed with school age program at Clinton Sites for the fall as we have enrollment forms back from parents. If we are to move back to calendars parents may lose their guaranteed spots. An email was sent to the Board of Directors with detailed information and our questions on June 9th.

--Motion stated school age was not included in the schedule change. Calendars should go out right away for September for school age. Goderich calendars have already been sent out.

- f) **Staff Survey Response Results**
 - a) Terry waiting to receive information from Laura Edgar. No information to present

 - 4. **Consent Agenda**
 - a. **Motion to approve the Consent Agenda as a whole**
 - o Approval of Past Minutes May 20, 2025
 - o Executive Director's Report
 - o Financial Report
 - o Board Committee Report – Governance & ComplianceMotion – Tess G. Second – Jill F. All in favour
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5. **Policy Review**
 - a) **Employee Handbook Policies** – Receive for information from Deb Update Re: Next Steps
 - b) **Parent Handbook Policies** – no new policies
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6. **New Business**
 - a) **Annual Licensing Review**
 - a. Receive for information from Amanda in the package. Full Ministry Report in the Supplementary package. Deb to provide feedback as needed.
 - b) **Annual Program Health Unit Inspection**
 - a. Receive for information from Deb – HPPH inspection report in ED report. Kitchen inspection on June 24, 2025 was passed.
 - c) **Governance & Compliance Committee Updates**
 - a. Receive for information from Chair
 - b. Motion to approve the implementation of the revised Employee Handbook
 - c. Motion to approve amending the Organizational Chart to the following
 - i. the Financial Administrative Associate direct report to the Financial Administrator effective July 2, 2025
 - ii. the Financial Administrator direct report to the Executive Director and the Treasure of the Board of Directors effective July 2, 2025Motion- Tess G. Second – Nicole H. All in favour
 - d) **Finance Update**
 - a. Receive for information from Heather and Terry update ADP
 - i. Receive for information ADPGoal is to roll out sometime between January and June 2026. More information required at this time.
 - e) **Ward & Uptigrove HR Services**
 - a. Receive for information from Deb
 - b. Motion to approve additional \$5000 be added to our progressive bill. If the HR Support required between June 25, 2025, and September 30, 2025, exceeds the \$5000 Deb can add an additional \$5000 one time prior to next Board meeting.
Motion – Jill F. Second – Tess G. All in favour
 - f) **June 11, 2025, Amendments to O. Reg. 137/15 under the Child Care and Early Years Act 2014 (CCEYA)**

- a. Receive for information from Deb. We already do this as a best practice.
- g) **Resignation** - Tess Gibbings resigning from Board of Directors effective July 31, 2025

7. **Next Meeting Date** –September 30, 2025

8. **Adjournment at 19:02**

Motion – Jessica P. Second – Nicole F. All in favour

****Supplementary Information is provided in the Microsoft Teams June 24, 2025 Folder****

	Jan	Feb	March	April	May 6 Spec Meet	May	June	Sept	Oct	Nov	Meetings Attended 2025
Laura Edgar	A	A	A	A	A	A	R				6/10
Terry Hogg	A	A	A	A	A	A	A				7/10
Annette Fletcher	A	R	A	A	A	R	R				4/10
Jessica Pollard	A	A	A	A	A	A	A				7/10
Laura Jutzi	A	A	A	A	A	A	R				6/10
Jill Forman	A	A	R	A	A	A	A				6/10
Tess Gibbings	A	A	A	R	R	A	A				5/10
Nicole Hutchinson	A	A	R	A	A	R	A				5/10
Marieke Steenbeek	R	A	R	A	A	A	A				5/10
Bridget Blake	A	R	A	A	A	A	R				5/10
Deb Alderson	A	A	A	A	A	A	A				7/10
Amanda Smale	A	A	A	A	A	A	R				6/10
Heather McClinchey	A	A	A	A	A	A	A				7/10

A: Attended R: Regrets C: Cancelled

Also in attendance: Jodi Clarke, Jeanie Pizzati, Lillian Bosman, Melanie McGrath & Sheila Matthews

Minutes prepared by Marieke Steenbeek



June 26, 2025