

Board of Directors' Meeting Minutes

September 13, 2022
6:15 pm – 9:30 pm
RisingOaks Admin. Office

Present:

- Alisha Michiels, Vice-Chair
- Amanda Stevens, Chair
- Blessing Akpan, Director
- Erin Mikha, Director
- Jennifer Tieu, Treasurer
- Jessica Ronzio, Secretary
- Julia Bloom, Director
- Karen McIlroy, Director
- Lori Prospero, CEO
- Paul Okoye, Director
- Robert MacDonald, Director

Regrets:

- Julia Klann, Director

Guest: Kathy Dunk, EA to the CEO

1. Welcome & Connection Activity

- Amanda welcomed everyone to the meeting.
- Individual and group board photos were taken during the board dinner. A set of empathy questions was used as a connection activity.

2. Call to Order

- Paul shared a land acknowledgement.
- The meeting was called to order at 7:07 pm.
- The voting procedures and the governance monitoring system was reviewed.

1.1. *Confirm Quorum*

- Quorum was confirmed.

1.2. *Confirm minute taker.*

- Jessica, as board secretary, was confirmed as the minute taker. Kathy Dunk, executive assistant is also recording minutes and will combine to form the draft minutes.

1.3. *Identification of Conflicts of Interest*

- No conflicts were identified

3. Approval of the Agenda

3.1. **MOTION:** *It was moved, seconded and carried that the agenda for this September 13, 2022 meeting of the Board of Directors be approved, as presented.*

4. Strategic Discussion

- The Chair reminded the board of RisingOaks' mission and values as the board considered their strategic decisions and to consider an equity lens.

4.1. Canada-Wide Early Learning and Child Care program (CWELCC)

- Management provided an overview of the current CWELCC application process and next steps.
- RisingOaks application approved by the Region on Tuesday, September 13
- Discussion and guidance was provided around Budget 2023 in terms of capturing revenue replacement funding from CWELCC versus school-age fee increases.

4.2. COVID-19 Policies

- Support policies:
 - The board discussed COVID-19 child absence credits and COVID-19 sick days for staff, including relevant background and implications for stakeholder groups.
 - Management will update the leadership team on the continuation of COVID-19 child absence credits and COVID-19 sick days for staff under the existing terms and conditions.
- Mandatory vaccination:
 - In discussing mandatory vaccination for COVID-19, the board reviewed the original rationale for this decision – mainly that our youngest learners were not eligible for vaccination. The external environment has changed since the policy was first introduced. A pediatric vaccine is now available. As well, the board reviewed the status of vaccination requirements at other educational institutions.
 - A decision was confirmed to suspend mandatory COVID-19 vaccinations and booster mandates. The board agreed that if the situation changes, such a policy may be reinstated in the future.
 - Management will inform employees and issue a revised Immunization policy.
 - The board discussed options to incentivize employees who continue with COVID-19 vaccinations. Management to review.

4.3. Strategic Plan Progress Report 2022-Q2

- The board reviewed progress on the three (3) strategic priorities for 2022-2025
- The reporting template has been revised based on prior board input. A representative from the strategic planning steering committee shared the changes made and their rationale. The goal was to streamline progress reporting and focus on providing clarity as to the current status and next steps while identifying any risks and subsequent mitigation required.

- The board was in favor of the updated format.

5. Routine Business

5.1. Board Norms

- Final version of the updated board norms was presented for the board's approval.
- **MOTION:** *It was moved, seconded and carried that the board of directors approves the board Norms as an attachment to the Board Code of Conduct.*
- Board Norms were circulated and signed by individual directors.

5.2. Governance: Policy Monitoring Compliance Reports

- The chair of the governance committee reviewed the compliance reports that were circulated in the board meeting package. No concerns were raised by the board.
- **MOTION:** *It was moved, seconded and carried that the Board of Directors reviewed the governance policy compliance report for the Member and Stakeholder Relations policy and is satisfied with the evidence/statement of compliance. The Board deems itself and management In Compliance with policy requirements. No further action is required*
- **MOTION:** *It was moved, seconded and carried that the Board of Directors reviewed the governance policy compliance report for the Staff Treatment policy and is satisfied with the evidence/statement of compliance. The Board deems itself and management In Compliance with policy requirements.*
- **MOTION:** *It was moved, seconded and carried that the Board of Directors reviewed the governance policy compliance report for the Risk Management policy and is satisfied with the evidence/statement of compliance. The Board deems itself and management In Compliance with policy requirements. No further action is required*
- The board also considered the three policies in terms of them being clear, concise and relevant to existing legislation and organizational governance needs. No recommendations for revision were brought forward.

5.3. August YTD Financial Overview

- The treasurer, provided an overview of the YTD financial statements as well as preliminary August month-end details. As of August 31, 2022, we are tracking in a positive position compared to the budget.

5.4. Budget Planning for 2023

- Management reviewed the 2023 budget planning timeline. The board will review and approve the budget at its November board meeting.

6. Consent Agenda

- No items were identified from the Consent Agenda requiring further discussion.
- **MOTION:** *It was moved, seconded, and carried that the Board of Directors accepts the following Consent Agenda items as reviewed or approved as noted below*
 - *6.1. Operations Report-Sept 2022*
 - *6.2. 2022-Q2 Financial Statements*
 - *6.3. GR Advisory Minutes- May 5 2022*

- *6.4. Board Minutes: May 10 2022*
- *6.5. Motions approved electronically*

7. Board Meeting Evaluations

- Directors completed the board meeting evaluation via live polling.

8. Action Items

- The board secretary reviewed the new action items arising out of tonight's discussion. These will be added to the board's To Do List in BaseCamp.

9. Adjournment

9.1. Confirmation of upcoming meetings:

- The board chair reviewed the list of upcoming meetings and events, including the upcoming board development day scheduled in early October. These can be found on the meeting agenda and the board calendar.

9.2. Adjournment

- *There being no further business, this meeting of the Board of Directors is adjourned at 9:17 pm.*

These minutes were approved by the board of directors on November 8, 2022 and now form part of the Public Record for RisingOaks Early Learning Ontario.

Original signed by Board Chair