



UWSA

THE UNIVERSITY OF WINNIPEG
STUDENTS' ASSOCIATION

Open Session Package

June 1, 2023 Meeting of the UWSA
Board of Directors



Table of Contents

Page 3	Committee Appoint Motion
Page 5	Open Session Minutes of the April 26, 2023 Meeting of the UWSA Board of Directors
Page 17	Open Session Minutes of the May 12, 2023 Meeting of the UWSA Executive Committee
Page 21	Open Session Minutes of the May 25, 2023 Meeting of the UWSA Executive Committee
Page 23	Minutes of the May 18, 2023 Meeting of the UWSA Workplace Health & Safety Committee
Page 27	Minutes of the March 23, 2023 Meeting of the UWSA Daycare Health and Safety Committee
Page 30	Minutes of the 2021 General Meeting of the UWSA Daycare Management Committee
Page 39	Minutes of the January 12, 2023 Meeting of the Daycare Management Committee
Page 42	Minutes of the March 16, 2023 Meeting of the Daycare Management Committee
Page 49	Minutes of the May 11, 2023 Meeting of the Daycare Management Committee
Page 54	Minutes of the November 10, 2022 Meeting of the Daycare Management Committee
Page 57	Minutes of the October 13, 2022 Meeting of the Daycare Management Committee
Page 61	Minutes of the June 9, 2022 Meeting of the Daycare Management Committee

MOTION TO THE UWSA BOARD OF DIRECTORS: THE BOARD SUBCOMMITTEE APPOINTMENTS

DATE: JUNE 1, 2023

Preface:

The following are descriptions of the duties of the subcommittees of the Board of Directors;

By-Law and Policy Committee;

- Review, draft, amend, or remove by-laws and policy and propose changes to the board or a general meeting of the membership.

Dates: Will meet around quarterly (4ish times at least) mostly depending on how much business there is to discuss.

Campaign and External Relations Committee;

- Recommend campaigns to the board and provide leadership on approved campaigns;
- Approve vendor and sponsor requests;
- Liaise with and lobby relevant governing bodies and promote campaigns of CFS, MAAPS and the UWSA.

Daycare Management Committee

- Attending Daycare Management Committee Meetings
- Reviewing Daycare Management Minutes
- Oversee Daycare Operations

Dates: Meet once every 2 months

Executive Committee;

- Conduct committee work where committees have not been struck or have failed to meet;
- Make recommendations on committee work to the board;
- Oversee UWSA Management and Human Resources;
- Oversee executive project work;
- Oversee risk-management.

Finance and Operations Committee;

- Draft budget and propose budget to the board;
- Review financial reports monthly and prepare reports for board review quarterly;
- Enforce transparency and accountability of UWSA financial practices;
- Review capital expenses, renovations, budgeted expenses over \$1000 and purchases that exceed set budgets and make expense recommendations to the board.

Student Life Committee;

- Advise on flagship events;
- Approve partnered events w/ community, students, or external organizations.
- Approve Student Group applications;
- Approve Student Group funding requests;
- Conference Funding Approvals.

WHEREAS all directors are required to sit on one committee, and are encouraged, if interested, to sit on two;

BE IT RESOLVED THAT the UWSA strike the committees of the board with the following director appointments:

By-law and Policy Committee	<ul style="list-style-type: none"> ● At least 3 directors (up to 4)
Campaigns and External Relations Committee	<ul style="list-style-type: none"> ● Community Liaison Director ● At least 2 other directors (up to 3)
Daycare Management Committee	<ul style="list-style-type: none"> ● 2 Directors
Executive Committee	<ul style="list-style-type: none"> ● 2 Directors
Finance & Operations Committee	<ul style="list-style-type: none"> ● At least 3 Directors (up to 4)
Student Life Committee	<ul style="list-style-type: none"> ● Student Life Director ● At least 3 directors (up to 4)

Board in Attendance:

Chair of the Board: Carter Wiens

Secretary of the Board: Emmanuel Oladele

President: Kiratveer (Kirt) Singh Hayer

Vice-President External Affairs: Jonathan Henderson

Arts Director: Umar Awan

Racialized Student Co-Director: Oyin Akinboye

Student Living Director: Vlad Samon

Graduate Students Director: Fathma Mehjabin

Environmental Ethics Co-Director: Soban Faiz

International Students' Co-Director: Christine Quiah

International Students Co-Director: Tomiris Kaliyeva

Emerging Leader Co-Director (2-year term): Shubhdeep Kaur

PACE Students' Director: David Dokun

Emerging Leader Director (2nd Year): Faith Marcial

Board Absent:

Business and Economics Director: Jaspinder Kaur Dhillon

Community Liaison Director: Sarah Anderson

Emerging Leader Director (2nd Year): Amanpreet Singh Gill

Environmental Ethics Co-Director: Farwa Awan

Recreation & Athletics Co-Director: Vandan Khunt

Part-Time/Mature Students' Director: Clifford Stornel

Science Director: Kaynat Grewal

Indigenous Student Association Director: Gracie Grift

Accessibility Director: Krina Patel

Guests:

Eniola – Student/Incoming Recreation and Athletics Directors.

Staff in Attendance:

Tom Sidebottom, Chief Operating Officer

Thomas Hanan, General Manager - Scribe

Omowunmi Williams, Administrative Assistant – Second Scribe

Olayemi Olaleye, Chief Financial Officer

Ted Turner, Special Projects Manager

Open Session

1. Call to Order

The regular monthly meeting of the University of Winnipeg Students' Association Board of Directors was held on Wednesday 26th April 2023, via a hybrid meeting (In the UWSA Board Room and virtual) due to the COVID-19 pandemic. The Chair called the meeting to order at 3:15 p.m. Following the confirmation of quorum, the house continued to the agenda.

2. Approval of the Order of Business

Kirt H. moves to approve order of business

Motion Carries

3. Special Business

a. 2023-24 Draft Budget

O. Olaleye goes through the 2023-24 Draft Budget with the Board.

Tomiris K. asks about the Food Bank annual budget for last year where are we getting the extra amounts? Student Fees under Foodbank this year are \$30,000 and last year were \$17,000. How accurate is it and where are we getting the amount from and why is it so huge this year?

O. Olaeye answers how are we going to breach the gap that are deficit? In the past we have had deficit. The budget is a process. It uses surplus in the past to use to fund the deficit for this year. For the question on Foodbank, in December UWSA received \$20,000, Projecting at March we received \$30,000. That is reason we are coming out \$30,000. The head count might go up due to projections, this expectation is what accounts for the numbers. No errors or mistake. They are based on the assumptions which are head count will go up late in the year which the surpluses are shown in. The budget is projected, some of our surpluses from the past. O. Olaleye shared the screen and explains specifically.

For Info Booth question, O. Olaleye explains Info booth biology manuals, As we no longer sell bio lab manuals, The net impact of removing the biology manual is \$1000

Christine Q.: Given that there are so many assumptions. Do we have a surplus, do you have enough for this term?

Eniola: Was there a reason for the amount on Canada post and why that fund was allocated?

O. Olaleye says the surplus is to accommodate. For Canada Post, It is low due to covid and it was not as busy, so they split the difference for Canada Post. We would stay at a midpoint and activities with Canada Post to generate profit.

Christine Q.: Where is the surplus is coming from? If there is a surplus, why are we not allocating properly for the past couples of years?

O. Olaleye: This is a projection, might be higher or lower. In December there was a surplus of 100,000.

Soban F.: why don't we take those surpluses and put them back into the current budget. Why are the consultant fees so high? Why is there a projected deficit?

O. Olaleye: Our budget is activity driven. It is based on planned activities. We realized we also budget less and that why we put more. Most student fees are in administration. Most things fit into administration and the student fees cannot be allocated into other areas. For Consultant fees, we spent a lot more than was budgeted for. It came from an internal investigation. Our last COO stayed as a consultant as well. Cost of HR specialist.

Tomiris K. asked about the Foodbank wages difference.

O. Olaleye: Foodbank Wages are now in Administration budget and only have a minimum amount needed. Consolidate some payment, we moved Foodbank under admin.

Jonathan H. asks about the CRA strike and if it will affect any of our services?

O. Olaleye does not think it will affect our student bus pass and Canada Post.

Brie V. moves to approve the 2023-2024 budget

Motion carries

b. 2023-2024 Board Report

Kirt H. moves to approve 2023-2024 Board report

Motion carries

c. 2023-2024 Report of the By-Law and Policy Committee

Christine Q. moves to approve 2023-2024 Report of By-law and Policy Committee

Motion Carries

Abstentions: Soban

4. Consent Agenda

a) Reports

i. Executive reports

Kirt H.:

Attended a Vasaki event. Been working on student academic advocacy for students with Reza resigned from the role. Attended senate meeting. Been tying up loose ends. Ready to move forward on from the UWSA.

Jonathan H.:

Partnership with Indigenous youth student fees waived. Attended sweat lodge with the chief. Ellice street festival wants to partner with the UWSA. Grad Powwow back in person SIAC – rejuvenating the drums given to the UWSA. May 31 is MMIWG day. Joining UW ns working on an indigenous identities working group. Thanks, Kirt, for the time spent working together. Student Indigenous Advisory Circle to rejuvenate the drums and gets elders next. Met with CKUW

ii. Director reports

Brie V. - Past few months been working on deadname advocacy with UW. Preparing for Pride month.

Tomiris K. and Christine Q. - Spent the year ingesting and observing. This year they were connecting with UMSU and should help connection this year.

International student movie nights for those who are no going home.

Communicating with students and getting to know students. Learned a lot from current executives, and ready to learn more. Connecting with Menno Simons College this last year.

Soban F. & Farwa A. - This will be their last meeting and got a lot done this semester. Got an invite from the Government of Manitoba and they wanted them to advice on environmental concerns they have. Will be meeting on May 18th. Worked with Campus Sustainability office. Encourage students to buy eBooks, and everyone prints a lot and encourage professors. Contacted Diversity Foods and Stella's, about are biodegradable materials, and phasing it out. Diversity will try and phase out. Stella's did not reply to inquiries. Farwa is president of Muslim Student Association and talking to Diversity Foods for halal

options. Soban has been in contact with PSA and they do not have Environmental Ethics position as UMSU.

Shubhdeep K. - Good with working with everyone and networking.

Faith M. - Roll call, Election Tabling. Sat on CERC. Last Year as Emerging Leader, and it was nice to see fellow UWSA members on campus and sat on multiple committees.

Oyin A. -First running for a position in school was able to implement some things and found everyone supportive.

Vlad S. – thankful for the year

David O. – Been a short time as PACE student director. Though it was good to work with all the members and networking and collaborating with each other

b) Minutes

- i. BOD 230118 OPEN
- ii. EXEC 230131 OPEN
- iii. EXEC 230207 OPEN
- iv. SSC 230126
- v. SSC 230224
- viii. EXEC 230403 OPEN
- ix. SIAC 230418

Tomiris K. moves to approve consent agenda.

Motion carries

5. Communications

6. New Business

a. Motion of Support for Trans Students

Brie V. gives context for the motion, quoting the posted motion:

UW had installed a process for students to access the usage of their chosen name based on either the application when applying, or an application for a name change through student central over last spring term. Originally, the usage of names was very minuscule that it felt pointless. By the end of October UW had decided to allow students to use their chosen name and not legal, many of which are trans peoples deadnames, on Student ID cards. This was after I had sent a few emails to student central back in September about how ridiculous the forced use of legal names was, and I later learnt students have been advocating for it at least four years.

Since this process of students being able to update their name on file, many of us have been repeatedly deadname from the system, specifically from emails like student finance, recreation services and more. Despite the repeated advocacy and meeting with someone in administration regarding how traumatic being deadnamed can be, this system has still not been updated. It was not long ago I received an email with my deadname, when it was not necessary. This experience has only added onto regular struggles we face day-to-day, like being misgendered by staff and students.

More recently UW has really let down the community, by allowing an anti trans speech to be presented from a UW professor, under the guise of academic freedom. The email they sent telling us they would not cancel the event, but that they support the 2SLGBTQ+ community, was incredibly disrespectful. Their statement included the following claims: UW is committed to fostering an environment in which freedom exists to question and discuss issues using a scholarly and respectful approach. Commitment to academic freedom is essential to the pursuit of knowledge in the interest of public good - this is established between UW and its Faculty Association. UW embraces and champions inclusivity of all individuals, and a diversity of

expressions and views. UW unreservedly supports all members of their wonderfully diverse community, including those in their 2SLGBTQ+ community. Equity, diversity, and inclusion are fundamental values to the UW. A piece from their long-standing Mission statement that includes the words "we are guided by the knowledge that our primary responsibility is to our students". Mentions the Canadian Charter of Human Rights and Freedoms, along with their Respectful Working and Learning Environment Policy.

UW has claimed this situation was a difference of opinion. It is incredibly harmful to state that the questioning of trans lives, our life saving healthcare, us simply existing, is some debate to be held. Trans lives are sacred and every step we take for affirming healthcare has multiple informative discussions and best decisions to ensure the right choice is made, just like any other medical procedure.

In response to the presentation and statement, I held a rally for Two-Spirit, Transgender, Non-Binary, and Gender Diverse Safety on campus. UW has claimed to be inclusive and safe; yet our community had to fight against blatant hate speech.

Christine Q. communication must be better from the University.

Soban F. – He has found the University to been very welcoming, and very Diverse. Other people on other campuses face much more hardship.

Kirt H. – Agrees with the initiative. Feels it should be more secular and is open thoughts. Is against censorship.

Vlad S. – Believes motion should be supported.

Brie V. shares the rewording of the motion. And that censorship is not the goal and Brie V. shares that this speech made by the faculty member had blatant hate speech, referring to the 2SLGBTQIA* Community as the circus.

Tomiris K. explains that this happened to UM, calling out that the university should be a safe space for everyone. So the community can be supported.

Soban F. shares an anecdote about an Islamic University where they used blatant discrimination. He shares that he loves to debate topics such as these.

Kirt H. there is a line between hate speech and open communication. Goes against the purpose of University.

Faith M. wants to support, iversity does not mean everyone is going to feel safe. If people are not feeling safe from the community.

Kirt H. – reads out the definition of circus.

Jonathan H. asks an unrelated question, with Pride Month next month, does the University have a float?

Brie V. says that the UW has a float and Indigenous leaders will lead the float.

Brie V. moves:

Be it resolved that the UWSA supports the continued advocacy efforts of 2SLGBTQIA* Student Directors, Brie Villeneuve, and Transgender/Non-Binary students in voicing formal and direct opposition to UWinnipeg's continued support of, and/or lack of action to stop Anti-Trans Rhetoric in any aspect of academic or broader student experience at UWinnipeg.

Motion carries

Be it further resolved that the UWSA release a statement supporting Trans-Students and Staff and condemning UWinnipeg's lack of support for Trans-Students and their facilitation of harmful anti-trans rhetoric.

Motion Carries

Be it further resolved that the UWSA continue to directly lobby the UWinnipeg administration so that preferred name options within UWinnipeg's communication and records systems are working properly at all levels before registration starts for the Fall 2023 Term to ensure that students are safe and welcome on campus.

Motion Carries

Tomiris K. moves to enter closed session

Motion Carries

7. Consent Agenda

- a. Minutes
 - i. BOD 230118 CLOSED
 - ii. EXEC 230221 CLOSED
 - iii. EXEC 230403

8. Communication

9. New Business

10. Other Business

Thank you all board members for your service this year!

11. Adjournment

Brie V. moves motion to adjourn meeting at 5:03 pm.

Motion Carries

In attendance:

Chair – Kirt Hayer, UWSA President

Member – Jonathan H., Vice President External Affairs

Member – Christine Q., Vice President Student Affairs

Member – Brie V., 2SLGBTQIA* Director

Member – Oyin I., International Students' Director

Staff in attendance:

Scribe – Thomas Hanan, General Manager

1) Call to Order

Meeting called to order at 1:04 a.m. following the confirmation of quorum.

2) Approval of the Order of Business

Brie V. moves to approve the order of business

Motion carries

3) New Business

a. Enforcing Participation By-Laws

Tomiris K. speaks to this; proposal would be a monthly basis \$100 payment for directors. Enforce participation for attendance.

Christine Q.- will be more involved in it and will give more money to members.

Brie V., wants to be sure we have the budget to give each director more money, and in a spread out way? If the board obligation isn't filled, would that disqualify them for the money that month.

Tomiris K. doesn't think it will be a major hit for the budget, but conversations with T. Sidebottom and our CFO will confirm. Miss one meeting and you would not get the \$100.

Christine Q. moves to table to the By-law and Policy committee

Motion carries

b. Certificate/ Notice of Appreciation

Tomiris K. speaks about giving previous executives and board members a certificate of their time on the board. We would avoid any wording around specific support of actions but will confirm and acknowledge their job done.

Christine Q. it would be a plus, and good to have a paper saying that you worked with the UWSA on the board.

Christine Q. moves to approve a certificate for board members.

Motion Carries

Oyin A. abstains.

4) Free Menstrual Products

Tomiris K. is talking with Klinik about a supply and it would be a soft launch having Menstrual Products at Info Booth. Working with Binara's supply for right now. Will have posters in bathrooms, in talks with the University of Winnipeg. We could also have donation boxes for take one and drop one.

Brie V.– Would be worried about going to Info Booth and the stigma around people grabbing them. Avoiding using words that are around hygiene and gendered language such as feminine.

Oyin A. – ask if we have a way of controlling how many are being taken? Wonders if there is a way to make sure that people are not taking multiple.

Jonathan H. – could contact CFS.

Tomiris K. – avoiding needs based, and this is for emergency situations. There could be a certain limit but we would give to everyone with no questions asked.

Oyin A. – Worried there will be a point they will need it; how do we keep notice of people that have taken multiple times? What if info booth will run out? Tomiris K. once we try it we can see what we have and how it will be, budget wise. Christine Q. can we advertise binny's alongside this initiative?

Jonathan H. Motion to soft launch menstrual products availability at info booth.

Motion carries

5) MSCSA Storage

MSCSA Director reached out to Tomiris K., and with the closure of their building, their classes would be on zoom. They were hoping that the UWSA could hold onto some of their stuff.

Brie V. we could put a deadline on it. had a timeline on it.

Brie V. moves to approve the storage of MSCSA stuff with the closure of their building until the commencement of the Fall Term.

Motion carries

6) Todd Mondor Meeting

Tomiris K. explains that they are meeting with Todd Mondor, President of UW, on Wednesday and meeting with Diversity Foods on Tuesday. They will be talking about: Free International Health Care. Lower Tuition fees. Menstrual products. Tomiris K. wants to know if there is anything else they should touch on.

Jonathan H. update about Bill 33, and performance-based funding. Give Mondor an update about this.

Brie V. – election planning section – building better bridges with the Student Union and avoid some of that feeling so separate.

Oyin A. – having different vendors for food on campus?

Tomiris K. will be going into meeting with diversity to get answers for prices, but with T. Mondor, he seems open to conversations. We had a café in the past that was closed by the board at the time.

Thinks that T. Mondor is open to having more conversations between Board of Directors and UW Admin, at least once a year or twice.

7) Bulman Games Room

Tomiris K. touches on a games rooms in Bulman: Pool table, foosball, table tennis. Working with the English department to play games. Board games in the office, having a study space on mezzanine. The balls, and such will be in the office and can be signed out until 4pm.

Oyin A. asks about why Bulman is closed earlier, maybe having security 5pm-10pm in the Bulman. Tomiris K. said she is going to have a meeting with Security to talk about extending hours in library, gym, and Bulman. Have more overnight options during exam season. Want to bring life back on campus and more fun.

Brie V. moves to discuss funding and bring to the Board
Motion carries

8) Adjournment

Jonathan H. moves to adjourn at 1:52 PM
Motion carries

In attendance:

Chair – Tomiris K., UWSA President
Member – Jonathan H., Vice President External Affairs
Member – Christine Q., Vice President Student Affairs
Member – Brie V., 2SLGBTQIA* Director
Member – Oyin A., International Students' Director

Staff in attendance:

Scribe – Thomas Hanan, General Manager
Second Scribe – Wunmi Williams, Administrative Assistant
Ted Turner – Special Projects Manager
Tom Sidebottom – Chief Operating Officer

1) Call to Order

Meeting called to order at 1:10 p.m. following the confirmation of quorum.

2) Approval of the Order of Business

Jonathan H. moves to approve the order of business.
Motion carries

3) New Business

a. Daycare Green Space Funding

T. Turner and T. Sidebottom speak to this. This is a project that came from a grant that was applied for a couple years ago by the Daycare and includes incorporating an Indigenous Education element to the project. The Daycare Management Committee have approved those funds coming from their surplus, but it needs to go through official UWSA channels of approval.

T. Sidebottom talks about the accumulative earnings of the Daycare, and although they do see themselves as separate they are still required to work under the UWSA By-laws and governance. Over the years the Daycare has accumulated a surplus of around \$200,000. Need to look over the by-laws and have a firm agreement for the Daycare. We have a project on-going, and the Daycare wants to approve the funds from their surplus. T. Sidebottom's recommendation is to approve the funds, with a maximum spending cap of \$200,000.

Jonathan H. wants a potential conflict noted since his son is in the UWSA Daycare.

Oyin A. Motion to approve a maximum \$200,000 from the Daycare Surplus for the Daycare Green Space Project

Motion carries

b. Budget for Recreation Centre Downstairs

Tomiris K. speaks to this, and wants to ask for up to \$5000 from the building fund for recreational outfitting of the Bulman Centre for student use. Assures committee that best options and pricing will be looked for.

Jonathan H. moves to approve up to \$5000 from the building fund, and Motion Carries.

4) Adjournment

Oyin A. moves to adjourn at 1:23 PM

Motion carries



UWSA
THE UNIVERSITY OF WINNIPEG
STUDENTS' ASSOCIATION

University of Winnipeg Students' Association
Local 8- Canadian Federation of Students
Bulman Students' Centre
0R30-515 Portage Avenue
Winnipeg, MB R3B 2E9
Treaty 1 Territory
General office: (204) 786-9792
Fax: (204) 783-7080

UWSA Workplace Health and Safety Meeting May 18th 2023 UWSA Boardroom

Attendance: Binara H., Ted T., Thomas H.,
Arlene T., Paige S., Emmy I.

Ted T. chairs the meeting and states that the UWSA is continuing to regularly schedule meetings again since returning to campus post pandemic, and following regulation, we need to have 4 meetings a year.

Binara H. points out a spelling mistake on her name from the previous meeting. Thomas H. confirms.

1. General Communications

Agenda:

- Member/Department Reports
 - Binara H.:

Talks about the mice problem, could we get more traps, and the ones we have are pretty old. Is there something bigger that we could do? Would like to get traps for the Foodbank office specifically. Volunteers and coordinators have seen them. Binara H. asks if she should she still be attending UW Health and Safety Meeting. She started when the COO was not able to, should she keep attending them? We will talk to Tom.

- Paige S.

Alex will be taking over the events position so Paige will pass along information. No incidents since last meeting. Looking to do events staff safe lifting training before the start of the fall term. Ted suggests getting both, Events and Info Booth departments, that training. Arlene said that the Daycare also would benefit from a lifting training.

Will look into de-escalation training for the staff, events and otherwise.

Emmanuel I.

- Wondering if the Info Booth could get a panic button.
 - ⊖ Ted has been in discussions with security and facilities in order to explore possible UWSA compatibility for a new desktop alarm for workstations that would send a distress signal to the security desk
- Not any incidents, just students upset about their fees. They had de-escalation training.
- Emmy asks about procedures for injury outside of work, how to process a staff supports for parttime staff. He will speak to Tom B.

Arlene T.

Daycare Minutes

Arlene T. walks the committee through the Daycare Health and Safety Committee Minutes. What they decided, is to leave everything that is not resolved on there.

- Kitchen counter still has large crack, waiting on a quote
- Blinds came in and are being replaced soon.
- Chipped paint, waiting for paint work to get done. Children like to keep picking at it.
- Floating shelves were put up, and they are making sure they are not over stocking them, and use them for more display instead of for storage.
- Dishwasher – costs a lot to get serviced but they need to get serviced because it is important for making sure dishes are sanitized.
- Mental wellness, they have a fund, and trying to come up with things to support their staff. They have a ton of 20-30 years employees, they do not feel apart of the UWSA, and not knowing what resources they have. UWSA and Daycare Meet and Greet, and what they have.

- There is a lot more foot traffic now that weather is warmer, and they are taking a lot more walks with the children. Getting security walking through the parking lot would be valuable, and having a walk through for more visibility.
- Would love to have the daycare panic button.
 - o By September, by the end of July so that these safety things are ready for the start of school.

- UW Workplace Health & Safety Report

Ted T. shares that the DCSP Gave a good presentation UWSA Staff, and will connect with Ioulia to have them present at the Daycare.

Opioid overdose response training, if anyone is interested. They have a Safety Heroes program for recognizing staff, Ted will send the link: <https://www.uwinnipeg.ca/safety/whos-your-hero.html>

They have a hazard reporting:
<https://www.uwinnipeg.ca/safety/incident-reporting/index.html>

Ted T. is going to ask if someone submits it does the other staff get it? Does the UWSA get it.
 Daycare does their own grounds checking for needles and such, Sometimes waiting for non-emergency takes too long. Ted will talk to Wade from Security about this.

New Business:

- Workstation Alert – Update

Ted T. updates that security is still looking into this and would be in the main office, and will look at it for Daycare, and Other spaces/groups.

- Working Alone Procedure

Touched on this in the past, there is no policy for working alone. UW has a policy: LINK See what elements we might want to adopt, and create a policy and procedure to support that. Emmy said that even though we do not have our own policy, but they do it. Sometimes Emmanuel will work alone, sometimes have staff alone, but try and avoid it.

Binara H.– there are always a lot of people there and volunteers. Bikelab does not open if one cannot make it, it has always been 2 people. Lounge coordinator, Events doesn't have people working alone, usually 2 people, always in the evening. Made it an unwritten events policy.

- Cell Service

Ted was told that the University is confident they can have the lack of cell service in the student centre issue resolved by September.

Binara H. brings up the back door of the main office, and they keep coming down. Alarm does not go off. Events office, and stage are the same way. Thomas H. will speak to Security about getting sound on the alarms.

- Next Meeting in August date TBA.

See instructions

PAGE 1 OF 2



Workplace Safety & Health
401 York Avenue, Winnipeg, Manitoba R3C 0P8
T 204 957-SAFE(7233) or
toll-free 1 855 957-SAFE(7233) F 204 948-2209

Complete Name and Address of Workplace UWSA Day Care 548 Furby Place R3B 2T4 0R30 – 515 Portage Ave. Winnipeg MB R3B 2E9 (mailing address) Phone: 204-786-9898 Fax: 204-775-4309 Meeting date: March 23, 2023 Date of next meeting: June 22, 2023 Number of employees at the workplace: 33	Employer Members (list all) Ioulia Berdnikova Magdi Bogos	Occupation Executive Director Supervisor	Present X X	Absent
	Worker Members (list all) Rhoda Jamandre Elena Kuznetsov Arlene Talastas Jannette Yabut	ECE II ECE II ECE III CCA	X X X X	
	Guests (list any)			

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
	<p><i>The minutes of the committee meeting held on December 21, 2022 were reviewed and it was found that several concerns and problems have been satisfactorily resolved unless otherwise noted below:</i></p> <p><u>Outstanding Problems</u></p> <p>Kitchen counter has large crack (potential bacteria build up)</p> <p>Follow up on blind company regarding previous visit for broken blinds. (PS2 & APC, <i>add Inf 2</i>)</p> <p>Painting: Infants & PS PS room requires partial painting to be done (under window area)</p> <p><i>Added :PS 4 requires partial painting to be done.</i></p> <p>Childrens faucet lever is rusting and is rough to the touch.</p> <p>Require additional emergency/safety plan exit doors connecting through Room 3 and Room 4 to exit foyers.</p>	<p>Request for Physical Plant department to re-install.</p> <p>Request for Physical Plant department to re-install.</p> <p>Request for Physical Plant department to review.</p> <p>Request for Physical Plant department to review.</p> <p>Request for UWSA Mgmnt to review prior to start of building expansion</p>	<p>Ioulia/ UWSA Mgmnt (pending reply</p> <p>Ioulia/ UWSA Mgmnt</p>

Other Business:

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

() Print name of Employer Co-Chair _____ () Print Name of Worker Co-Chair _____

Signature _____ Signature _____

Request for Physical Plant department to review.

COMMITTEE MINUTE FORM

PAGE 1 OF 2

Workplace Safety & Health
401 York Avenue, Winnipeg, Manitoba R3C 0P8
T 204 957-SAFE(7233) or
toll-free 1 855 957-SAFE(7233) F 204 948-2209

Complete Name and Address of Workplace UWSA Day Care 548 Furby Place R3B 2T4 0R30 – 515 Portage Ave. Winnipeg MB R3B 2E9 (mailing address) Phone: 204-786-9898 Fax: 204-775-4309 Meeting date: March 23, 2023 Date of next meeting: June 22, 2023 Number of employees at the workplace: 33	Employer Members (list all) Ioulia Berdnikova Magdi Bogos	Occupation Executive Director Supervisor	Present X X	Absent
	Worker Members (list all) Rhoda Jamandre Elena Kuznetsov Arlene Talastas Jannette Yabut	ECE II ECE II ECE III CCA	X X X X	
	Guests (list any)			

Date of Origin	Concern or Problem (See reverse for completion instructions)	Recommendation or Action To Be Taken	Action By (who & when)
	<u>New Concerns and Problems</u> Infant 2: One evacuation crib side railing is broken (old model with moveable railing) Weak/loose white floating shelves in PS 1/2/3/4, potential falling hazards. Toy storage is unorganized, over full, with potential tripping and falling hazards. <u>Plumbing:</u> PS Childrens single sink (closest to door), water pressure is too high and sprays water after Plumber recently came to review/inspect. Washroom sink not draining (1DY41) Infant 3 Childrens single sink leaking	Replace with new model evacuation crib. Communicate with all staff to use only for display purposes and not storage. Review option to reinstall and add L brackets for sturdiness. Request for Physical Plant department to re-install. Create a monthly staff cleaning/organizing schedule & purge. Designate 1 shelf/area per room (PS 1/2/3/4/5/6). Request for Physical Plant department to re-install. Request for Physical Plant department to re-install. Request for Physical Plant department to re-install.	Ioulia Magdi/ UWSA Mgmnt Magdi/ Arlene Magdi/ UWSA Mgmnt (pending reply)

Other Business: Review available training for the Health and Safety Committee; Organize Social Committee

Co-Chairpersons' Signatures Please indicate by (X) in the brackets below who chaired this meeting.

BOTH management and worker co-chairs must sign each page of the minutes when they agree that the minutes are complete and accurate.

If one, or both co-chairs do not agree with the minute record, please attach concerns on a separate page.

In my opinion, the above is an accurate record of this meeting.

() Print name of Employer Co-Chair _____ () Print Name of Worker Co-Chair _____

Signature _____ Signature _____

See instructions

**SAFETY AND HEALTH
COMMITTEE MINUTES**



Home page: <http://www.safemanitoba.com> Click on "Minute Form" in PDF format to print and fill in your meeting information outlined below (Instructions for Completion of Minute Forms) for faxing or mailing. If you prefer to email your completed minute form, use the Word format and forward to cominutes@gov.mb.ca
FAX for Committee Minutes: (204) 948-2209

Your committee must meet four or more times per year. Completed minutes of each meeting of the safety and health committee at your workplace must be faxed, mailed to Workplace Safety and Health or e-mailed to cominutes@gov.mb.ca. You can use the Workplace Safety and Health Committee Minute Form or set up your own format containing all the information in our form.

The minute form is intended for your use to record briefly and clearly the safety and health concerns at your workplace and steps taken by the committee or others to resolve them. They are designed to provide everyone at your workplace and the Workplace Safety and Health with information on your committee's activities and progress to date.

If you are unable to resolve an issue yourselves, call Workplace Safety and Health for assistance at 204 957-SAFE(7233) or toll-free in Canada at 1 855 957-SAFE(7233) for assistance.

Instructions For Completion Of Minute Forms

1 You must complete all information in top boxes:

Full Name & Full Address of Workplace - must include Department & Branch, where applicable.

Which Committee - needs to be completed only if you have more than one committee at the same address.

Number of Employees at the Workplace - the number at the workplace, not the number on the committee.

- 2 In the first column "Origin" indicate the date an issue is first raised at a safety and health committee meeting. Continue to note this date in future minutes until the committee agrees the issue is resolved.
- 3 In the second column "Concern or Problem" list the details of items discussed. Draw a line across the page to separate each issue.
- 4 In the third column "Recommendation or Action Taken" indicate what has been done or the steps being taken or the committee's recommendation as to what should be done to resolve the issue.
- 5 In the last column "Action By" fill in who will be responsible for carrying out each interim step or action and the date it will be completed or, if the issue is resolved, fill in the date it was resolved.
- 6 In the bottom section "Other Business" record any points not covered such as upcoming elections or date of next meeting.
- 7 Both management and worker co-chairs must sign each page of the minutes when they are satisfied that the record is complete and accurate. Please indicate by an (X) in the brackets who chaired that particular meeting. NOTE: If you are emailing your minutes then you are only required to provide the names of the two co-chairs.
- 8 Distribution of copies must be done within one week following the committee meeting:
 - a) Distribute copies to committee members, alternates, and relevant managers.
 - b) Keep one copy at the workplace for a period of at least 10 years from the date of the meeting.
 - c) Send one copy to Workplace Safety and Health - by mail to the address above, fax minutes to (204) 948-2209, e-mail to the above address or electronically.
 - d) Post one copy on the safety and health committee bulletin board(s).

SETTING AGENDAS: It is recommended that the co-chairs get together to set the agenda for each meeting. This must be posted on the safety and health committee bulletin board prior to each meeting and distributed to committee members at least 3 clear days ahead of the meeting. Following is a generic agenda outline that could be used in creating your own agendas.

- 1 Review minutes of last meeting. You will need to determine if all issues have been resolved or if actions have been taken as indicated and next steps agreed to and noted.
- 2 Review issues resolved by individual committee members or supervisors.
- 3 Review illness, injuries and accidents since last meeting. This could also include a brief review of working procedures, rules and policies related to the illness, injuries or accidents and recommendations for changes to same.
- 4 Consider new concerns or problems. These may arise out of inspection tours, surveys, investigations by committee or concerns brought to the committee's attention by employees or management.
- 5 Review of educational material and availability of safety and health training programs.

UWSA Day Care Annual General Meeting (AGM) of the Management Committee
Minutes – via Zoom
October 21, 2021 – 6:00 p.m.

In Attendance: PAZ

Kim Bhathal, MC Chair, parent
Natasha Hollett, MC Secretary, parent
Justin Friesen, MC Vice chair, parent
Annie Laser, MC Member, parent
Helen Cholakis, MC Member, Community Member
Dennis Ng, MC treasure, Parent
Ioulia Berdnikova, Director UWSA Daycare
Magdi Bogos, Supervisor UWSA Daycare
Yeojin Lee, Supervisor, UWSA Daycare
Allison Bardwell, UWSA Daycare staff
Arlene Talastas, UWSA Daycare staff
Annette Proulx, UWSA Daycare staff
Rhoda Jamandre, UWSA Daycare staff
Susan Goldstein, UWSA Daycare staff
Mahira Imran, UWSA Daycare staff
Paula Eliot, UWSA Daycare staff
Juri Jong, UWSA Daycare staff
JuRan Park, UWSA Daycare staff
Yanfen Yang, UWSA Daycare staff
Carol Brisebois, UWSA Daycare staff
Simon Hall, Auditor
Matt Dyce, parent
Faizan Khan, parent
Tami Prinsloo, parent
Desirae Mercer, parent
Peter Miller, parent
Carla Manfredi, parent
Shannon Guile, parent
Yang Yanlin, parent
Mya Wheeler, parent
Savani Senevitathne, parent
Nadine Vroom, parent
Cindy Doyle, parent
Fatima Adeyanju, parent

Approval
March 15, 2023
Justine — 1st
2nd Tare

1.0 Call Meeting to Order and Quorum Count

The Chair called the meeting to order at 6:00 PM

UWSA Day Care Annual General Meeting (AGM) of the Management Committee
Minutes – via Zoom
October 21, 2021 – 6:00 p.m.

2.0 Introduction of the Management Committee Members and Staff

1. Kim Bhathal, MC Chair, parent
2. Justin Friesen, MC Vice chair, parent
3. Natasha Hollett, MC Secretary, parent
4. Annie Laser, MC Member, parent
5. Helen Cholakis, MC Member, Community Member
6. Dennis Ng, MC treasure, Parent
7. Ioulia Berdnikova, Director UWSA Daycare

3.0 Outline Rules of the Meeting

We are using Robert's Rules of Order for the meeting.

4.0 Agenda and Minutes approval

4.1 Approval of Agenda for October 21, 2021 AGM

Moved: Desirae Mercer/ Justin Friesen
Motion carried (Zoom vote)

4.2 Reading and Approval of Minutes from October 22, 2020 AGM

Moved: Justin Friesen/Natasha Hollett
Motion carried (Zoom vote)

5.0 Notice of Motion

MOTION

6.0 Chairperson's Remarks

Kim Paz presented

Kim's children started attending the daycare 8 years ago allowing her to could go back to school. Kim only had positive things to say about the daycare and was very appreciative to the staff who care for her children. She mentioned that although COVID-19 has been difficult over the last few years, she found that the daycare really absorbed that stress and did not let the children feel it. Things ran very smoothly at the daycare during this time. Kim said the daycare goes out of their way to make the experience for the children the best. Kim also talked about how she chose not to change daycares even though there was one closer to her because she thought the level of care and the trust she has in the UWSA Daycare could not compare. She is hoping others are having the same experience.

7.0 Directors Report

Ioulia presented via PowerPoint (attached).

She started by thanking everyone who was in attendance for the meeting.

UWSA Day Care Annual General Meeting (AGM) of the Management Committee
Minutes – via Zoom
October 21, 2021 – 6:00 p.m.

Ioulia was hired in 2014. Her presentation started with background and history about the daycare and then went into the daycare's current status.

The UWSA Daycare is an Early Learning Child Care Centre with 128 children (96 preschool, 32 infants) in the daycare and 33 full time staff (19 ECEs, 14 CCAs) of which 84% of the staff are trained. Enrollment for 2020-2021 was less due to COVID, but now they are open to full capacity and extra staff hired this year.

At the daycare they expect all staff to complete 24 hours of Professional Development each year. The staff have First Aid, CPR, URIS training annually.

Ioulia also acknowledged staff milestones at the daycare: Antu has been with the daycare for 10 years and Sayda 25 years.

Program

The daycare uses an Emergent curriculum at the centre and the staff communicate with the parents through the HiMama App.

This year there were no family gatherings or field trips due to COVID-19. Instead, the daycare had people come in to perform, all of them were fully vaccinated and maintain social distancing.

There are weekly programs at the daycare such as the music program (Margo – music teacher), Guitar Garry (only comes to our centre), and Rock'n'roll Rhoda. There are regular Yoga classes, these become weekly in the summer, however, they happen periodically during the school year because the instructor is a speech pathologist in the school system. Next year the yoga teacher will retire and then she can teach yoga at the center and also help with speech language in the daycare. We have Indigenous Education with Tara who is a parent of the daycare and on the management committee. This occurs whenever she is available as she is a busy student who is also working. Tara has trained the staff so they can educate the children while she is not there.

The daycare also has special visitors who come to the daycare. We have Mad Science who come once a month, this is the same instructor who knows the children which is great. We have Foam parties in the Summer, creative movement taught by one of the parent who is a Ballerina, and we offer Forest School in the Summer- Early Fall once a week.

This year we received a federal government grant (Summer Grant) that funded 4 summer students for 8 week. As well, we received the Summer Camp Grant from the Winnipeg Foundation and another grant.

Future plans for the daycare is renovating the green space. Ioulia has met with someone from Physical Plant to discuss options for this.

UWSA Day Care Annual General Meeting (AGM) of the Management Committee
Minutes – via Zoom
October 21, 2021 – 6:00 p.m.

Starting in September, we started the theme “Travel Around the World.” The daycare invited special visitors (Tibet, Coffee man, Japanese Drummers, Yuki’s dad to discuss Japanese culture), the children tried different foods, they learned about different cultures, etc... Ioulia invited the parents at the AGM to talk with her if they would like to present their culture to the children.

8.0 Finance Report

MOTION: Financial statement as of March 31, 2020 – presented by Simon Hall (Auditor)

Simon did the audit for the UWSA Daycare. He went through the report with the group who attended the AGM.

Page 1 and 2 showed the product of the report and discussed the three levels of opinion he can give. He said he gave a clear opinion and has a lot of confidence in the fairness and accuracy of these statements. Page 3 gave an overview of the organization, its surplus for the last 10 years, and little liabilities. It showed that the organization pay its bills quickly, there is a surplus over \$600,000, this is very good for a not-for-profit. Page 4 showed how the daycare got to its strong position of a surplus of ~\$260,000.

Page 5 is the statement of operations and a view of the organizations revenues and expenses for the year. The Provincial Operating grant is basically the same as the previous year, the parent fees were reduced by ~40% from the previous year which makes sense due to COVID-19, and this in decrease in revenue made the daycare eligible for the wage subsidy. The UWSA Daycare is close to where they were last year. Expenses, salaries and benefits went down by 20% as a result of fewer kids in the center and this lead to less staff. There was an increase in programming costs this year because the daycare had to do double the shows to accommodate different cohorts. The daycare spent \$1.6 million this year compared to \$2 million last year and has a surplus of \$260,000 this year.

Page 6 at the bottom showed the cash balance of \$0. This is because the daycare is a department of the UWSA and does not have its own bank account. The daycare has a receivable from the UWSA and not cash. From page 7 onward Simon went through the notes about the financial statements with the group.

In summary, Simon said that the records were in great shape and Ioulia and Tom do a fantastic job putting everything together. As well, he commented that they always answer any questions he has about the finances and it is a pleasure working with them. He finished by saying that the financial position of the daycare is very strong and the opinion he can give is the strongest he can provide.

Moved: Annie/Justin

UWSA Day Care Annual General Meeting (AGM) of the Management Committee
Minutes – via Zoom
October 21, 2021 – 6:00 p.m.

Motion carried

Kim called for a motion to keep Simon as the auditor for the following year.

Motion: Tammy Prinsloo motioned and Natasha Hollett second

Motion Approved (100% in favor, vote via Zoom poll)

9.0 Elections

MOTION

Several new members would like to join the UWSA Daycare Management Committee:

- Faizan Khan
- Nadine Vroom
- Tammy Prinsloo
- Cindy Doyle
- Desirae Mercer

There was a vote via Zoom and all were in favor of adding the new members to the committee.

Moved: Annie/Justin

Motion carried

10.0 New Business

Nothing to report except that Ioulia made an announcement regarding the renovation of the green space. If a parent would like to be on the committee please come see her.


11.0 Adjournment

Meeting adjourned at 6:49pm

Moved: Annie/Natasha

Motion carried

MOTION



UWSA Daycare AGM 2021

—

Director's Report* October 21, 2021

1


Enrollment for 2020-21

- Due COVID we had limited capacity during 2020-21 financial year.
- April 2020 – June 2020 we had maximum 16 children.
- June 2020 – September 2020 we had maximum 72 children.
- September 2020 – March 2021 maximum 104 children.
- Center was divided in several cohorts with limited number of children.
- We had several extra staff in the center to accommodate self isolation and sick time.

3

UWSA Daycare








- Established January 1, 1974
- Nonprofit organization providing high quality, inclusive childcare for children of students, faculty and staff, and community members (50%, 25%, 25%)
- Government regulated, accounted to Early Learning Child Care (ELCC)
- License for 96 pre-school children (2-6 years old) and 32 infants (3 months – 2 years)
- 33 full time staff



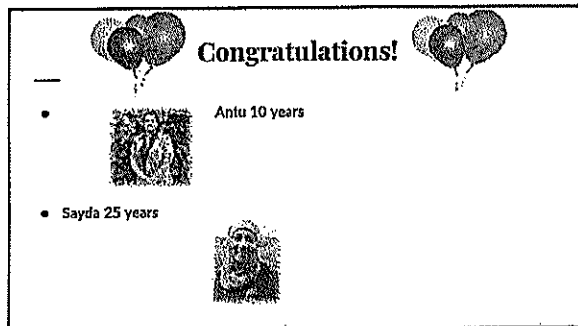
2

UWSA Daycare Staff

- 33 staff (19 ECEs and 14 CCAs)
- 84% trained staff
- Director, 2 supervisors, cook, Early Childhood Educators (ECE), Child Care Assistants (CCA), Inclusion Staff, Substitutes
- All staff complete 24 hours of professional development yearly
- All staff have valid First Aid and CPR certificate
- All staff complete URIS training yearly
- All staff are members of Manitoba Child Care Association (MCCA)

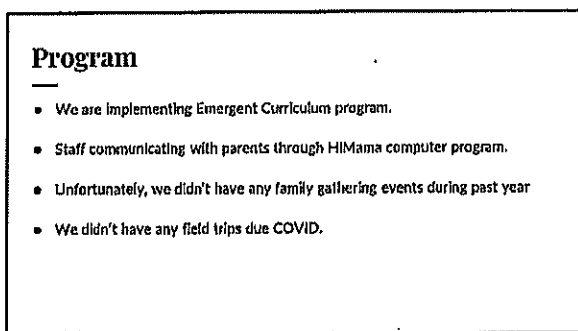
4



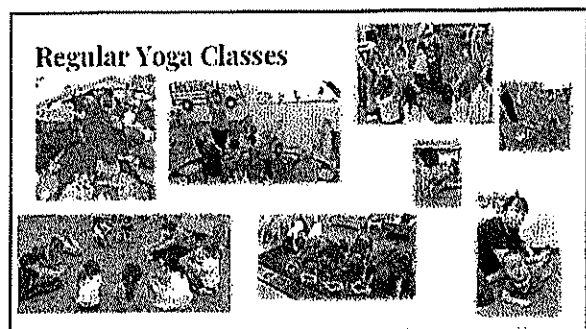
5



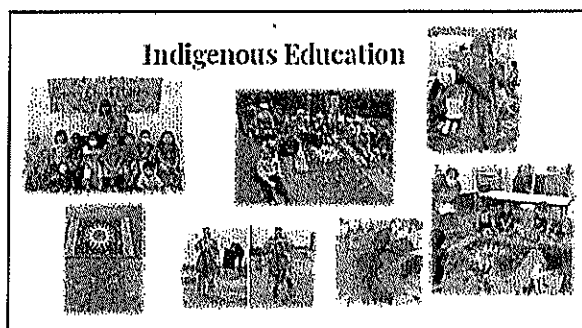
7



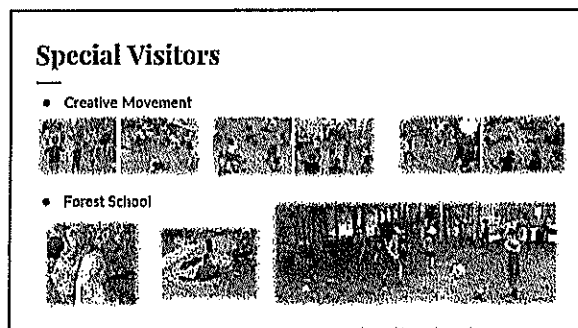
6



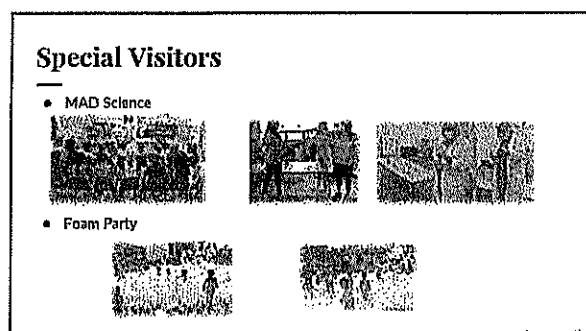
8



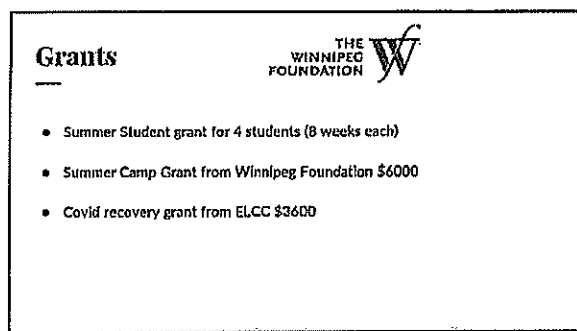
9



11



10

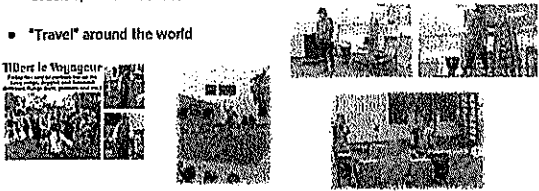


12

Future Plans

- Green Space Renovation
- "Travel" around the world

Tiber le Voyageur
Tiber le Voyageur est un projet de voyage autour du monde.



13

Thank you!

14

Regular Meeting of the Management Committee of UWSA Day Care Centre
January 12, 2023 – 7:00p.m.
Via Zoom

In Attendance:

Ioulia Berdnikova - Executive Director, UWSA Day Care Centre

Kim Paz - Member/Chair

Justin Friesen – Member/Vice Chair, Acting Secretary

Taylor Homenick – Member

Dennis Ng – Member/Treasurer

Annie Laser – Member

Desirae Mercer – Member

Guests:

Andrew Reimer

Josh Hofmeister

James Pullar

Vanessa Wideman

Regrets:

Amy Desroches – Member

Cindy Doyle – Member

Natasha Hollett - Member/Secretary

Tami Prinslo - Member

Nadine Vroom – Member

*Approved
March 16, 2023.
1st Chelsea
2nd Jen.*

1.0 Call the Meeting to Order

Vice-Chair called the meeting to order at 7:05 PM.

1.2 Introductions from New/Potential Members

2.0 Agenda and Minutes Approval

2.1 Motion to approve the agenda, January 12, 2023

2.2 Motion to approve the November 10, 2022 minutes

Moved: Annie/Kim [carried by consensus]

3.0 Reports

3.1 Executive Director's Report (Ioulia)

Enrollment

Daycare 100% enrollment, licensed for 144 children now with our new 16 spaces.

Staff / Students

We have 79% of trained staff; typical target is about 80%. Carole retired after 27 years of service. Two new CCAs hired. Staff meeting January 10 to discuss new pay system & training for accessing paystubs. Winter party for staff at Pine Ridge Hollow. Six students from MITT and RRC. Upcoming professional development related to Indigenous Education.

Regular Meeting of the Management Committee of UWSA Day Care Centre
January 12, 2023 – 7:00p.m.
Via Zoom

Licensing

We have our full license. Had a recent fire inspection visit, have installed some new battery-operated fire alarms in areas of the older building that lacked them.

Programing

Upcoming programming related to Lunar New Year and Festival du Voyageur. Continuing with weekly indigenous education, music, and yoga. Speech & Language Pathology services covering ~12 children (with Cathy). Second Toybox family night in December with about 30 families participating. Hannukah with games & latkes. Winter gathering for preschool & infant rooms – games, songs, photo booth.

Health and Safety

December 21 health and safety meeting. WHMIS training will be required for new staff. Had successful fire drill in December.

Motion to accept report: Desire/Annie, carried by consensus.

3.2 Financial Update

Financial update is from November, 2022, because last month's update was not available.

Motion to accept report: Taylor/Annie, carried by consensus.

4.0 New Business

4.1 AGM

Tentatively scheduled for Wednesday, March 15, 2023, at 5:45pm. Subject to availability of auditor's report, which is still with UWSA.

4.2 Greenspace update

We have received ~\$325,000 grant from Federal Government with ~\$270,000 allocated for greenspace, along with a commitment for \$100,000 from daycare's capital reserves. Another grant for \$100,000 is in progress. We have conceptual plans and a budget quote. Likely this will have to be completed in stages.

4.3 Team leaders positions

Magdi (preschool supervisor) will be reducing her hours. Going forward she will focus on office elements and paperwork.

Motion: BIR that two Team Leader positions (Preschool 1-2-3 & Preschool 4-5-6) be created who will cover the supervisor floor duties, beginning April 1, 2023.

Justin/Desirae, motion carried.

4.4 Budget ideas/recommendations

Regular Meeting of the Management Committee of UWSA Day Care Centre
January 12, 2023 – 7:00p.m.
Via Zoom

Proposed increase in snack budget to account for increases in grocery fees. Recommend continuing Speech & Language Pathology services, which have been well-received and utilized. Wage increases to be discussed.

5.0 In-Camera

No items.

6.0 Next Meeting Date and Adjournment

6.1 Next Meeting Date: March 9, 2023 @ 7:00pm. Magdi will provide an email update in lieu of our February 9 meeting because Ioulia is away.

6.2 Adjournment

Meeting adjourned at 9:04pm by consensus.

Regular Meeting of the Management Committee of UWSA Day Care Centre
March 16, 2023 – 7:00p.m.
Via Zoom

In Attendance:

Ioulia Berdnikova - Executive Director, UWSA Day Care Centre
Justin Friesen – Member/ Acting Chair
Dennis Ng – Member/Treasurer
Annie Laser – Member/Acting Secretary
Brandon Deamel – member
Chelsea Drane – Member
Cindy Doyle – Member
Taylor Homenick – Member
Jennifer Jeffrey - Member
Robyn Liddle – Member
Erin Panchuk- Member
James Pullar - Member
Donald Tang – Member
Nadine Vroom – Member
Vanessa Weideman - Member
Ted Turner – UWSA Manager for Special Projects

Regrets:

Kim Paz - Member/Chair
Desirae Mercer – Member

Approved
April 13, 2023
1st Dennis
2nd Vanessa

1.0 Start Meeting

1.1 Call Meeting to Order

1.2 Introductions

2.0 Elections chair, vice chair, treasure and secretary

No new Nominations

Slate of Past Candidates to continue in same role approved unanimously

3.0 Agenda and Minutes Approval

3.1 March 16, 2022 Agenda

Motion to approve agenda Moved by Robyn/ Chelsey, carried by consensus

3.2 January 12, 2023 Minutes

Motion to approve the Jan 12 minutes Moved by Chelsea/Annie, carried by consensus

Regular Meeting of the Management Committee of UWSA Day Care Centre

March 16, 2023 – 7:00p.m.

Via Zoom

4.0 Reports

4.1 Daycare's Director report

Enrollment

According our last facility report, daycare center has 102.64% utilization rate.

Staff

- We have 80% trained staff. Minimum requirement for the full license 66.66 %
- We hired two ECEs. Santana for Preschool room. She will replace Samantha from April 3, 2023. Ivy Lyn replaced Iuliana in the infant room. Both staff had several years of experience working in other centers. Samantha's last day will be March 31. Staff planned a baby shower for her on March 23. Falilat supposed to return in April.
- We had a staff meeting March 7, 2023. We discussed: activities for the children, household items, current ELCC announcements. Then each cohort had a follow up meeting.
- We had several students from RRC and U of W complete assignments in the centre. Most assignments involved observations of the children. Students can't take pictures of the children or use real names. Also, they can't stay alone with the children and help them in bathrooms/change diapers.
- Professional development day (part of 24 hours Indigenous education) is planned for April 22, 2023. I am working with National Centre for Truth and Reconciliation to arrange it.
- Staff had a special lunch to celebrate International Woman Day on March 8. I ordered Deluca's pasta for lunch.

Licensing

- We had a health inspector's inspection. There was just one item not in compliance. We didn't have a locked medication box in a fridge in Infant 1,2 room. I purchased a box and submitted compliance report to the coordinator.
- Last Fire inspector's report still has outstanding items and I am working with physical plant to resolve it.

Health and Safety meeting

- We will have it within next 2 weeks. We have meetings every 3 months.

Program

- Our program is running smoothly.
- Highlights of the program:
 - TiBert presented on March 1 to celebrate festival Du Voyageur.
 - Indigenous education once a week
 - We continue with weekly music and yoga program.

Regular Meeting of the Management Committee of UWSA Day Care Centre
March 16, 2023 – 7:00p.m.

Via Zoom

- Speech and Language program covers 12 children and Cathy is a great resource for the staff in the center and parents.
- We had the most successful I Love to Read month. Many parents came to share stories with the children.
- We had a Family night for Pre-school 4,5,6 on March 10: children baked treats, we had drummers to present, ToyBox activity bags and a good time.
- We planned the same gathering for PS1,2,3 on March 24.
- We started to celebrate St.Patrick's day with games and special snack (mashed potatoes with leak and cabbage).
- Tomorrow PS 4,5,6 will go on a field trip to MTYP.

Report accepted for information.

4.2 Financial update

Dennis - No new information to report

Ioulia – Auditing is ongoing, \$10/day being implemented beginning of April, New grants include Federal Grant – Enabling Accessibility Fund to be used for inclusion, sensory improvements, and Three Grants from Province where amount received is based on number of funded spaces:

- Equality Early Learning and Environment Grant approx. 126,000
- Enhancing Diversity and Inclusion Grant approx. 72,000
- Innovative Recruitment and Retention Grant approx. 28,800

5.0 New Business

5.1 Team Leader position update

Interviews forthcoming

5.2 Team Leader Job description

Updates to description discussed.

5.3 Green space project update

Close to finalizing design, tenders are forthcoming, construction predicted to start spring 2023 and finish in early autumn 2023

5.4 Budget

Proposed budget 2023-24 was discussed.

Ioulia/Dennis answered member questions about budget allocation.

Motion to approve budget moved by Annie/Jennifer, carried unanimously.

6.0 In-Camera – session of management committee members only, Ioulia not present.

Regular Meeting of the Management Committee of UWSA Day Care Centre
March 16, 2023 – 7:00p.m.
Via Zoom

Motion to move in Camera moved by Dennis/Cindy, carried by consensus

Motion to move out of In-Camera by Cindy/James, carried by consensus

7.0 Next Meeting Date and Adjournment

7.1 Next Meeting Date: To be determined by a scheduling poll that Justin will distribute via email.

7.2 Adjournment Robyn/Cindy, carried by consensus 8:44pm

	Budget 2022-23 (updated mid year due to increase in operating grant)	Budget 2023-24 (with 3% wage increase)	Comments
Revenue			
Requesting Operating Grant	\$903,376.00	\$949,408.00	
Total Revenue	\$1,810,622.20	\$2,221,074.00	
Expenditures			
Salaries and Benefits	\$1,595,843.00	\$1,727,750.00	
Program	\$66,000.00	\$373,637.00	
Office and Building	\$31,000.00	\$37,000.00	
Administrative	\$49,775.00	\$82,575.00	
Other			
Total Expenditure	\$1,742,618.00	\$2,220,962.00	
Annual Surplus (Deficit)	\$68,004.20	\$112.00	
Revenue			
1 Fees	\$765,811.20	\$852,006.00	we add 16 pre-school spaces
		\$372,960.00	from parents base on \$10 a day
2 Start Up Grant		\$479,046.00	from government to subsidize \$10
			Might be very different depends on # of children with additional support needs
3 Children with disabilities	\$28,728.00	\$28,728.00	
4 Fundraising	\$8,000.00	\$8,000.00	
5 Donations			
6 Interest and Investments			
7 Other	\$104,707.00	\$109,495.00	
8 Operating Grant	\$903,376.00	\$949,408.00	
9 Grants		\$46,637.00	Federal grant (enabling accessibility fund)
		\$28,800.00	Innovative Recruitment and retention grant \$200x144=28800.00
		\$72,000.00	Enhancing Diversity and Inclusion Grant \$500x144=\$72,000.00
		\$126,000.00	Quality Early Learning and Environments grant \$875x144=\$126,000.00
Building fund			
Total Revenue	\$1,810,622.20	\$2,221,074.00	
1 Fees			
259 days x \$30 x 32 children	248,640.00	248,640.00	base on full enrollment
259 daysx\$20.80x36 children	517,171.20	603,366.00	base on full enrollment
	765,811.20	852,006.00	
7 Revenue Other			
Student Levy (UWSA Grant)	\$32,000.00	\$32,000.00	based on this year

259 days x\$30 x 32 children
259 daysx\$20.80x112children

Pension		\$52,707.00	\$57,495.00	4% from the wage
Registration fee \$50 x 50 chili x70		\$4,000.00	\$4,000.00	
Wage replacement grant		\$16,000.00	\$16,000.00	50c a day
Snack fee (.50 per day)		\$104,707.00	\$109,495.00	
Total Revenue Other				
8 Operating Grant				
\$13676x32		\$439,224.00	\$437,632.00	
\$5531x96		\$484,152.00	\$511,776.00	
Total		\$903,376.00	\$949,408.00	
Staff Salaries and Benefits		\$1,576,259.24	\$1,727,750.00	
Program Expenditures				
16 Children's Activity Supplies		\$15,000.00	\$17,000.00	
17 Children's Program				
a. Equipment and Furniture		\$1,000.00	\$1,000.00	
b. Equipment Repairs		\$20,000.00	\$40,000.00	
18 Food				
Snack 1.20 per child/day		\$10,000.00	\$16,000.00	
19 Kitchen, Cleaning and Laundry Supplies		\$20,000.00	\$55,000.00	
20 Special Events/Outings				Federal grant (enabling accessibility)
21 Other			\$46,637.00	(fund)
			\$72,000.00	Enhancing Diversity and Inclusion
				Grant \$500x144=\$72,000.00
				Quality Early Learning and
				Environments grant
Total Program		\$66,000.00	\$126,000.00	\$875x144=\$126,000.00
			\$373,637.00	
Office and Building Expenditures				
22 a Rent		\$30,000.00	\$30,000.00	
b Mortgage				
c Utilities				
d Taxes				
23 Contract Cleaning Services			\$6,000.00	Couches in a hall
24 Equipment and Furniture			\$1,000.00	
25 Repairs and Maintenance		\$1,000.00		
26 Leasehold Improvement				
27 Other				
Total Office and Building		\$31,000.00	\$37,000.00	
Administrative Expenditures				
28 Accounting/Payroll Fees				
29 Advertising				
30 Annual Meeting		\$300.00	\$300.00	
31 Annual Return				

\$13676x32= \$437632

\$5531x96=\$511776

32 Association Dues and Memberships		\$225.00	\$225.00	
33 Audit Fee		\$2,500.00	\$7,500.00	One-time increased expenses.
34 Computer Software and Supplies		\$6,000.00	\$6,000.00	
35 Financial Service Charges		\$9,000.00	\$8,000.00	
36 Insurance		\$6,000.00	\$6,000.00	
37 Internet				
38 Postage, Office Supplies		\$2,000.00	\$2,000.00	
39 Staff Training/ Conferences		\$5,000.00	\$5,000.00	
40 Telephone				
41 Travel - Employees (Sept 1- March 31)				
41 Travel - Children				
42 Other				
Fire Inspection		\$250.00	\$250.00	
ECE week / Staff Appreciation		\$18,500.00	\$18,500.00	\$10500 Wellness Fund; \$8000 ECE Appreciation
			\$28,800.00	Innovative Recruitment and retention grant \$200x144=28800.00
Total Administration		\$49,775.00	\$82,575.00	

Regular Meeting of the Management Committee of UWSA Day Care Center
May 11, 2023 -4:30 om in person/ZOOM

In Attendance:

- | | |
|--|--------------------|
| 1. Justin Friesen (Parent) | Vice Chair, Member |
| justinfr@gmail.com | |
| 2. Robyn Liddle (Parent) | Member |
| robynclisby@hotmail.com | |
| 3. Annie Laser (Parent) | Member |
| annie.laser@gmail.com | |
| 4. Vanessa Wiedeman (Parent) | Member |
| wiedemanvanessa@gmail.com | |
| 5. Donald Tang (Parent) | Member |
| donalddtang@hotmail.com | |
| 6. Erin Panchuk (Parent) | Member |
| erinholman@gmail.com | |
| 7. Brandon Deamel (Parent) | Member |
| bdeamel@gmail.com | |
| 8. Nadine Vroom (Parent) | Member |
| n.b.vroom@gmail.com | |
| 9. Taylor Homenick (Parent) | Member |
| taylor.homenick@gmail.com | |
| 10. Joshua Hofmeister (Parent) | Member |
| jtmhofmeister@gmail.com | |
| 11. Ted Turner | UWSA Rep |

Regrets:

- | | |
|---------------------------|-------------------|
| Kim Bhathal (Parent) | Chair, Member |
| Denise Ng (Parent) | Treasure, Member |
| Cindy Doyle (Parent) | Secretary, Member |
| Amber Balan (Parent) | Member |
| James Pullar (Parent) | Member |
| Jennifer Jeffrey (Parent) | Member |
| Desirae Mercer (Parent) | Member |
| Chelsea Drane (Parent) | Member |

1.0 Start Meeting

1.1 Call meeting to order at order at 4:34 pm

1.2 Introductions- was removed as this was an error on the agenda which was copied and pasted from the previous meeting.

2.0 Elections chair, vice chair, treasure, and secretary was also removed due to error of copy and pasting from previous meeting.

Motion to approve agenda moved by Nadine and Donald, carried by consensus

3.0 Agenda and Minutes Approval

3.1 May 11, 2023 Agenda - motion to approve minutes by Donald and Robyn, carried by consensus

3.2 April 13, 2023 Minutes – motion to approve agenda by Brandon and Robyn, carried by consensus

4.0 Reports

4.1 Daycare Director's report- Ioulia's Notes (May 2023)

- **Enrollment**
 - Our center is full. Capacity: 105.21%
 - Waitlist over 400 children and we are adding few children daily.
- **Staff**
 - There are no changes in staff.
 - ECE week went very well. Staff got a lot of treats, lunch from the Greek Market, we went to Celebrations and some staff went bowling with MCCA. Staff always received personalized cookies and re-usable tote from Indigenous store.
 - We **didn't** receive summer student grant. I am working on hire 3 CCAs for few weeks in the summer to cover large amount of vacation time. I hope to keep one of a new hired staff for the upcoming mat leave.
 - On April 22 we had a professional development day (part of 24 hours indigenous education). The program included:
 - 9:00am-12:00pm
 - What is reconciliation?
 - Calls to action – relevant sections on child welfare, education
 - What is allyship?
 - Exploring reconciliACTION
 - 1:00pm-3:00pm
 - Resilience and healing in communities and why this is important!
 - How to talk about residential schools or other difficult topics (age 0-4+)
- We had a staff meeting on May 9. It started with pipe ceremony. We had several special visitors who answered many questions regards indigenous education in the center and indigenous culture. I hope that we will be able to bring an elder in the center for one morning, every second week. This program will cost us \$250 x 26 = \$6500 a year.
- **Budget**
 - I submitted our budget to ELCC and it was approved.

- **Program**
 - Our program is running smooth.
 - Highlights of the program:
 - We continue with weekly music (Margo, Dee and Guitar Garry) and yoga program.
 - Speech and Language program covers 14 children.
 - Children had Zumba class
 - With weather getting nice, we are spending a lot of time outside.
 - We started to plan summer activities.
 - Children are getting ready for Mother's Day
- **Housekeeping items**
 - We still need to do painting in few rooms
 - Countertops are falling apart (kitchen and few other small ones are in a rough shape)
 - Blinds are ordered and hopefully will be in within next two weeks.
- **Grants**
 - Start up grant for 16 new spaces \$7,200.00
 - I purchased a bookshelf, art drying shelf, kitchen set with few small item for PS 6. Those items were approved by our coordinator. We received all items. I paid invoices and submitted them to ELCC. Coordinator signed the request and forwarded it to financial department for payment.
 - Enabling Accessibility Fund Federal government grant
 - Amount \$46,637.00. Money is in UWSA's account.
 - Activities: the project consists of construction multi-sensory station, purchasing 10 iPads and 10 accessible software applications.
 - I contacted Federal government about the grant and now have a very clear picture how we are going to implement it.
 - I purchased our first iPad with 2 years warranty with a case and Proloquo2Go App. We are learning how to use it prior purchasing another 9 iPads. I am arranging a training session for the staff with Open Access Resource Centre. Training will cost \$260.
 - 1 iPad cost \$987.43.
 - I also ordered a closed Storage Cabinet for \$1268.00 from Accent Environment. The cabinet will be installed in a sensory room to store some sensory equipment.
 - Innovation Recruitment and retention
 - Amount \$28800. Money is in UWSA's account.
 - I didn't spend any money because I am looking for more information from ELCC.
 - Enhancing Diversity and inclusion 2023
 - Amount \$72000.00. Money is in UWSA's account.
 - I didn't spend any money from it.

- Quality Early Learning and Environments grant
 - Amount \$126000.00. Money is in UWSA's account.
 - I spent \$6242.33 on toys for Infants and PS 5 room.
 - I ordered couches and a small book case from Accent Environments for the front lobby. The cost is \$5768.96
 - Also, I ordered some furniture for PS 5 and 6 (shelves). There are 2 outstanding invoices for \$3127.25 and \$2059.51. I will pay them after we receive the furniture.
 - Blinds \$1456.00. I will pay it after installment.
 - In total we still have \$107345.95
- Summer camp grant
 - Amount \$9000.00 from Winnipeg Foundation
 - We will receive money through University Foundation
- **Other Update**
 - We received first invoice from UWSA for accounting services provided by Tom Brown. For April it was \$836.26.
 - We received parent fee revenue supplement (infants) for the period of April 2 – June \$38,400.00 and parent fee revenue supplement (pre-school) for the period of April 2 – June \$72,576.00

4.2 Question regarding how the percentage of trained staff is figured out. Ioulia explained.

4.3 Discussion around purchasing new countertops. Motion to approve purchase of countertops, approved by Annie and Brandon carried by consensus.

4.4 Discussion around painting and if it was required to use the University painter or if we could look elsewhere. Ioulia explained we could use the University painter but would need to be done promptly.

4.5 Discussion around other programs "Board Maker" and "Symbol Sticks".

4.6 Financial Report. Accept the report as information as Denise sent regrets.

- We have now received an updated financial statement until the end of February, so we are still a couple of months behind. February's statement showed an approximately \$8,000 surplus, which brought the year-to-date surplus over \$116,000, with only one month (March) remaining until the year end. We are likely to end the year with a healthy surplus. There were no unusual items in February's statement. In addition, following our suggestion, the UWSA is now invoicing the daycare monthly for the accounting services provided, which will likely begin showing up on the April statement. This is an affordable expense given our healthy financial situation.

5.0 New Business

5.1 Green Space. Ted and Ioulia shared update on the status. Reported that the tenders have come back significantly over expected budget. Work underway to reign in costs where possible. UWSA Day Care currently has a healthy financial surplus.

Motion made to approve putting \$200,000 towards the Green Space project approved by Robyn and Annie carried by consensus.

5.2 Sick Policy. Minor update requested to edit one paragraph placement. Brandon and Robyn adopted.

6.0 In-Camera

7.0 Next Meeting Date and Adjournment

7.1 Next Meeting Date: June 08, 2023 at 4:30 pm

7.2 Adjournment, carried by consensus at 5:13 pm

In Attendance:

Ioulia Berdnikova - Executive Director, UWSA Day Care Centre
Kim Paz - Member/Chair
Tami Prinslo - Member
Amy Desroches – Member
Natasha Hollett - Member/Secretary
Annie Laser – Member
Cindy Doyle – Member
Nadine Vroom – Member

Regrets:

Justin Friesen – Member/Vice Chair
Taylor Homenick – Member
Dennis Ng – Member/Treasurer

1.0 Call the Meeting to Order

The Chair called the meeting to order at 7:11 PM.

2.0 Agenda and Minutes Approval

2.1 Motion to approve the agenda, November 10, 2022

2.2 Motion to approve the October 13, 2022 minutes

Moved: Amy/Tami carried by consensus

3.0 Reports

3.1 Executive Director's Report

Ioulia presented.

Enrollment

The daycare center is at a 110% utilization rate. We are in the process of licensing an additional 16 pre-school spaces in the APC. It will change the center's numbers to 144 spaces (32 infants and 112 pre-school spaces). The Coordinator did her initial visit on October 31 and I submitted all paperwork on Friday, November 4th. The Coordinator will come for her final observation at the end of November. This process will lower the utilization rate closer to 100%.

At the beginning additional spaces will be not funded. It means we will not receive an operating grant for those space (\$5,331 x 16 = \$85,296). The coordinator will put the daycare on a wait list to get those spaces funded.

Staff / Students

We have 84.62% of trained staff. We completed the Indigenous Insights program on October 22. It was a very educational program and a nice team building event. We got some ideas what

we want to do next and I am working with Sarah DeLaronde on our next PD session. We had a staff meeting on November 8 (cohorts' meetings). We will have a First Aid/CPR training on November 15 for sixteen staff. We have 3 staff on workers compensation, all three injuries happened during the past month.

Health and Safety

All minor issues were fixed. The larger issues like painting two rooms (partial), counter tops in the kitchen and a bathroom, and blinds repair are still outstanding. Previously, we fixed issues ourselves, but I was told to pass request to the university. I will keep you posted about it.

Licensing

All licensing issues were fixed, and we were issued a regular license. During licensing of the new spaces our coordinator pointed out that we are missing a mixed age statement for the pre-school room. We drafted one and it was approved by our coordinator. A plan has been submitted to the higher ELCC management for approval. We shall receive an email, upon it's approval. We had a practice fire drill on November 9, 2022.

Program

Our program is running smooth. The highlights of the program are Indigenous education, music and yoga which is once a week. A cooking club on Wednesdays for the older children. They are going to cook food from around the world (pansit, fried rice, pizza, some baking....). We celebrated Diwali on October 24. The children learned about the celebration of lights, about traditional outfits from India, Pakistan and Sri-Lanka. They did some fun art activities. The children ate rice pudding for their afternoon snack and the staff had samosas. Halloween was a great success. The children had a lot of fun trick or treating around campus. They also enjoyed many special activities organized by the university's staff and faculty members. The children had some Remembrance Day activities. We held a TOY BOX family night in the center. It was an educational and fun family event. We are planning to have a second event on December 15, 2022.

COVID

We had several positive cases during the past months within staff and children. We continue with daily sanitizing of the center and providing masks to the parents and staff. Mask wearing is optional.

3.2 Financial Update

We were not given the financial statement for this month so there is no update.

Motion to accept report: Natasha/Cindy

Motion carried by consensus.

4.0 New Business

4.1 Enhanced Safety Plan

Ioulia will bring this to the management committee. It was already approved by the coordinator and the ELCC.

4.2 AGM

The AGM is scheduled for November 29th.

4.3 Winter holidays celebration

The holiday party has been booked for the staff at Pine Ridge in Birds Hill park. We are also buying the gifts for the staff from the Indigenous store in Polo Park. We are supporting local and staying with the idea of Indigenous culture.

5.0 In-Camera

There is nothing to report this month.

6.0 Next Meeting Date and Adjournment

6.1 Next Meeting Date: December 8, 2022 @ 7:00pm

The December 8th DMC meeting will be rescheduled to early in January 2023. Due to the delay of the October AGM because of the lack of a financial statement, the meeting is now scheduled for November 29th. During the AGM there will be an election of new DMC members and they will need to be given a few weeks notice of the upcoming meeting. After the AGM a date will be decided for the next DMC meeting.

6.2 Adjournment

Meeting adjourned at 8:50pm

Moved: Natasha/Cindy

Motion carried by consensus

In Attendance:

Ioulia Berdnikova - Executive Director, UWSA Day Care Centre

Kim Paz - Member/Chair

Taylor Homenick – Member

Dennis Ng – Member/Treasurer

Tami Prinslo - Member

Amy Desroches – Member

Natasha Hollett - Member/Secretary

Annie Laser – Member

Tom Sidebottom -

Cindy Doyle – Member

Nadine Vroom – Member

Regrets:

Robyn Liddle – Member

Justin Friesen – Member/Vice Chair

Desirae Mercer – Member

1.0 Call the Meeting to Order

The Chair called the meeting to order at 7:01PM.

2.0 Agenda and Minutes Approval

2.1 Motion to approve the agenda October 13, 2022

2.2 Motion to approve the September 8 2022 minutes

Moved: Amy/Natasha carried by consensus

3.0 Reports

3.1 Executive Director's Report

Ioulia presented.

Enrollment

The daycare center is at 110% utilization rate. All new children who started daycare in September are siblings of the children in the center or children of UW students (mostly PACE program).

Staff / Students

We hired Aileen (ECE III) back. She is working in Pre-school room 1. One staff is on medical leave for 3 weeks, and then she will leave the country and will return in the spring. We knew about it and it did not disrupt the program. We hired Rita (CCA) for 4.5 hours a day to relieve staff for lunches in PS 4, 5, 6.

We had a staff meeting September 13th and it was mostly professional development on portfolio writing. In addition, we had a staff meeting on October 13th where we discussed the program and had an EPI-PEN training and a puffer training. We will have a First Aid/CPR training in November and more staff want to take it than we anticipated. This is due to the review of the use of the defibrillator.

All staff will complete 7 hours of professional development on October 22. We will take an Indigenous Insights course and it will be facilitated by the University of Winnipeg. The Daycare will provide lunch to the staff on that day from Diversity foods. For that day, the staff will get a choice to bank time or to receive pay - the staff work 37.5 hours per week and this will be 9.25 hours pay/bank.

Health and Safety

We restarted our regular meetings. Members of the committee will complete checklists during the week of October 11- 14 and we will hold a meeting on October 17. After the meeting, all daycare's staff will participate in a Fire safety training including fire extinguisher training (October is a Fire Safety month). The next Health and Safety meeting will be before Christmas break. This way we will have four meetings in a year.

All members of the Health and Safety Committee have completed the WHIMIS course, and Workplace Safety and Health Committees for Manitoba-Legislated Workplaces course.

Licensing

Our coordinator visited the center on September 26. There are a few minor issues we need to fix:

- one staff did not have their current First aid and CPR. She completed it October 8.
- One staff's record was missing on the government website. Ioulia updated it the same day
- One staff was not clear on how to use a fire extinguisher. Magdi reviewed it with each staff and Ioulia arranged a hands-on training;
- One child does not have Manitoba health numbers. I discussed it with the family and it is above our control (child is a year old and still waiting on a birth certificate);
- When the coordinator got to the center, she was let in the building and was not asked for ID. We talk to the staff and I am planning to talk to the university about better entrance control.
- Coordinator offered to look into applying for more license spaces. We discussed an opportunity. She will do another visit the last week of October to follow up and inspect APC. Adding more spaces we will give us more flexibility, and in future we can receive an additional operating grant for those spaces (over \$60,000.00)

The Fire Inspector Visited the daycare. We did not have a visit from the fire inspector in 2022. I contacted the city and the fire inspector visited the center on October 12. There were a few issues identified. We have two weeks to fix them. I forwarded the report to the university. Most

issues are with labeling the fire panel and sprinkler system. Also, we need to remove some postings from the hall and re-spray with fire retardant the fabric that is hanging by the ceiling and on the wall. We have the spray.

Program

Our program is running very smooth. We have Indigenous education once a week and we also had a Truth and Reconciliation week in September. The Speech and Language sessions have been very successful and Cathy has issued the first reports to the parents of children who participated. We had Thanksgiving activities and our traditional turkey lunch (we accommodated all dietary restrictions) and we continue to have the weekly music and yoga program.

COVID

There are no current active cases in the daycare (that we know). We continue with daily sanitizing and providing masks to parents and staff, but it is optional to wear it.

Motion to accept report: Taylor/Tami

Motion carried by consensus.

4.0 Financial Update

Dennis gave the report.

Everything looks normal pertaining to the revenue. The lump sum subsidy parent fees that increased the parent fee amount in our revenue section are being clawed back so the parent fees are lower now (~\$10,000 - ~\$15,000/month). This does not affect the overall budgeting though as we had a big surplus. There was a jump in the grants/donations section, \$50,000, this was due to the summer activity grant and another grant (furniture) that was just transferred to the daycare's account. We have a ~\$250,000 surplus for the year, but the lower parent fee will decrease this surplus a bit.

Motion to accept report: Nadine/Cindy

Motion carried by consensus.

5.0 New Business

5.1 AGM

The AGM is tentatively scheduled for Oct 27th 2022, we are still waiting on the financial report before the date can be confirmed. The AGM will be a hybrid format, in-person and zoom. There will be pizza provided and there will be entertainment provided for the children of the parents who are attending.

5.2 Wait list Policy

Ioulia asked the DMC what they would like to see on the wait list policy? The committee discussed briefly some ideas and will discuss further at the next meeting. A few things Ioulia wants in the policy is that the children who attend the daycare are at a ratio of 50% Students, 25% Faculty/Staff, 25% Community. Also, priority will be given to parents with children already in the center.

6.0 In-Camera

There is nothing to report this month.

7.0 Next Meeting Date and Adjournment

7.1 Next Meeting Date: November 10, 2022 @ 7:00pm

7.2 Adjournment

Meeting adjourned at 7:51pm

Moved: Dennis/Amy

Motion carried by consensus

In Attendance:

Ioulia Berdnikova - Executive Director, UWSA Day Care Centre
Kim Paz - Member/Chair
Cindy Doyle – Member
Justin Friesen – Member/Vice Chair [Acting secretary]
Taylor Homenick – Member
Annie Laser – Member
Robyn Liddle – Member
Desirae Mercer – Member
Dennis Ng – Member/Treasurer
Tami Prinslo - Member
Nadine Vroom – Member
Wade Carriere – University of Winnipeg Director of Security & Risk
Tom Sidebottom – UWSA Chief Operating Officer

Regrets:

Amy Desroches – Member
Natasha Hollett - Member/Secretary
Faizan Kahn – Member
Tara Myran – Member

1.0 Call the Meeting to Order

The Chair called the meeting to order at 7:01PM.
Introductions

2.0 Agenda and Minutes Approval**2.1 Motion to approve the agenda June 9, 2022**

Moved: Justin/Cindy, carried by consensus

2.2 Motion to approve the May 10, 2022 minutes

Moved: Tami/Cindy, carried by consensus

3.0 Daycare Safety Questions (Wade Carriere, UW Director of Security & Risk)

Wade invited to present & take questions on daycare security. Will review daycare evacuation plan. University has been taking steps such as security at pickup/dropoff times, reviewing camera placement, and replacing glass with break-resistant materials. Incidents have been generally limited to off hours, e.g., vandalism, attempted break-ins. Some questions from board about guard placement, duties, patrols, and responses. Other plans include replacing blue (emergency) phones around campus and creating silent alert option on campus computers. Wade recommended parents can download the UW Safe App, which is available to everybody. Question about who to contact in case of incident – it was suggested alert both daycare staff and security. WPS is also an option but depending on incident priority UW security may

respond more quickly. Wade urged committee members/parents/staff to contact him with any concerns they might have.

4.0 Reports

4.1 Executive Director's Report
Ioulia presented.

Enrollment

The daycare is licensed for 96 pre-school children and 32 infants. All spots are full and waitlist is 172 children. Some parents are withdrawing for summer and being temporarily replaced with siblings age 6-7 who need summer care.

Staff / Students

We have 88 % of staff who are ECE trained. Four summer students have started, two more are starting July 4. Some staff changes.

Program

We continue with activities such as Guitar Garry, music with Margo, yoga with Cathy, Zumba and Music with Dee. Weekly Forest School Program. We are playing outside more. Staff planning many activities in the rooms. Children are getting ready for Father's Day breakfast (June 17). We are getting ready to celebrate National Indigenous Peoples Day. We have many activities planned, so we decided to divide celebration for 2 days (June 20 and 21). We are planning Family Fun Day on June 30. We will have many children's games, photo booth, food, and Guitar Gary. We are continuing with Friday's fundraising lunches. We have received highest ever summer funding from the Winnipeg Foundation for field trips and other programming.

COVID

We will wear masks until the end of June to be in line with the University's rules. We have PPE as needed. We are continuing to clean and sanitize the environment on a regular basis. Two COVID cases in PS2 room.

Green Space

University has set up Community Engagement Sessions: June 16 (5-7pm) and June 30 (5-6:30pm). Plan is to break ground in August.

Other

UWSA & UofW are working on Capital Building Fund proposal application for the daycare building expansion. Looking to add 18 preschool and 24 infant spaces. Tom reported the expansion will cost an estimated \$1.5M, UWSA executive is supportive.

Motion to accept report: Tami/Taylor

Motion carried by consensus.

4.2 Financial Update (Dennis)

There was no financial update last month since the financial statement was unavailable. So this update covers both April and May. We are currently running a \$165,000 surplus after two months (\$56,000 surplus for May), Expenses are about \$10,000 under budget, with May rent (\$2,500) still to be paid. Revenues are more than \$150,000 more than budgeted, due to parent fees and grants.

Parent fees are very high due to the subsidy being paid to the daycare in advance. ELCC will recalculate the subsidy in August / September, and things will even out eventually. Grants / donations include 2 ELCC initiatives: pension support and wage bridge grant. Pension will be paid to the staff in full. Wage bridge grant to be discussed. Food expense is offset by additional fundraising. Repairs and Maintenance Programming: some damaged walls were repainted. We may show large deficits in future months as the parent fees even out and the grants are paid to staff.

Motion to accept report: Robyn/Tami

Motion carried by consensus.

Ioulia noted that the government has advanced the Daycare about \$300k in subsidy payments based on future increases in parental eligibility. This could be increased or clawed back (i.e., reduced future subsidy) based on final determination of which parents will qualify.

5.0 New Business

5.1 Retirement Enhancement Benefit and Wage Bridge Benefit

Ioulia received \$9k in government funding to cover any wage gaps between ELCC-recommended and actual salaries. Almost all of our staff already receive above the recommended amounts, so based on Tom's recommendation Ioulia will get confirmation in writing about how money can be used.

Motion to put this forward to next meeting: Justin/Cindy

Motion carried by consensus.

6.0 Closed Session

Nothing to report

7.0 Next Meeting Date and Adjournment

7.1 Next Meeting Date: September 8, time & place TBD. Justin will circulate a poll to decide whether to keep 7pm meeting time or return to 4pm.

7.2 Adjournment

Meeting adjourned at 8:15PM

Moved: Justin

Motion carried by consensus

Regular Meeting of the Management Committee of UWSA Day Care Centre
June 9, 2022 – 7:00 p.m.
Via Zoom

In Attendance:

Ioulia Berdnikova - Executive Director, UWSA Day Care Centre
Kim Paz - Member/Chair
Cindy Doyle – Member
Justin Friesen – Member/Vice Chair [Acting secretary]
Taylor Homenick – Member
Annie Laser – Member
Robyn Liddle – Member
Desirae Mercer – Member
Dennis Ng – Member/Treasurer
Tami Prinslo - Member
Nadine Vroom – Member
Wade Carriere – University of Winnipeg Director of Security & Risk
Tom Sidebottom – UWSA Chief Operating Officer

Regrets:

Amy Desroches – Member
Natasha Hollett - Member/Secretary
Faizan Kahn – Member
Tara Myran – Member

1.0 Call the Meeting to Order

The Chair called the meeting to order at 7:01PM.
Introductions

2.0 Agenda and Minutes Approval

2.1 Motion to approve the agenda June 9, 2022

Moved: Justin/Cindy, carried by consensus

2.2 Motion to approve the May 10, 2022 minutes

Moved: Tami/Cindy, carried by consensus

3.0 Daycare Safety Questions (Wade Carriere, UW Director of Security & Risk)

Wade invited to present & take questions on daycare security. Will review daycare evacuation plan. University has been taking steps such as security at pickup/dropoff times, reviewing camera placement, and replacing glass with break-resistant materials. Incidents have been generally limited to off hours, e.g., vandalism, attempted break-ins. Some questions from board about guard placement, duties, patrols, and responses. Other plans include replacing blue (emergency) phones around campus and creating silent alert option on campus computers. Wade recommended parents can download the UW Safe App, which is available to everybody. Question about who to contact in case of incident – it was suggested alert both daycare staff and security. WPS is also an option but depending on incident priority UW security may

Regular Meeting of the Management Committee of UWSA Day Care Centre
June 9, 2022 – 7:00 p.m.
Via Zoom

respond more quickly. Wade urged committee members/parents/staff to contact him with any concerns they might have.

4.0 Reports

4.1 Executive Director's Report
Ioulia presented.

Enrollment

The daycare is licensed for 96 pre-school children and 32 infants. All spots are full and waitlist is 172 children. Some parents are withdrawing for summer and being temporarily replaced with siblings age 6-7 who need summer care.

Staff / Students

We have 88 % of staff who are ECE trained. Four summer students have started, two more are starting July 4. Some staff changes.

Program

We continue with activities such as Guitar Garry, music with Margo, yoga with Cathy, Zumba and Music with Dee. Weekly Forest School Program. We are playing outside more. Staff planning many activities in the rooms. Children are getting ready for Father's Day breakfast (June 17). We are getting ready to celebrate National Indigenous Peoples Day. We have many activities planned, so we decided to divide celebration for 2 days (June 20 and 21). We are planning Family Fun Day on June 30. We will have many children's games, photo booth, food, and Guitar Gary. We are continuing with Friday's fundraising lunches. We have received highest ever summer funding from the Winnipeg Foundation for field trips and other programming.

COVID

We will wear masks until the end of June to be in line with the University's rules. We have PPE as needed. We are continuing to clean and sanitize the environment on a regular basis. Two COVID cases in PS2 room.

Green Space

University has set up Community Engagement Sessions: June 16 (5-7pm) and June 30 (5-6:30pm). Plan is to break ground in August.

Other

UWSA & UofW are working on Capital Building Fund proposal application for the daycare building expansion. Looking to add 18 preschool and 24 infant spaces. Tom reported the expansion will cost an estimated \$1.5M, UWSA executive is supportive.

Motion to accept report: Tami/Taylor

Motion carried by consensus.

Regular Meeting of the Management Committee of UWSA Day Care Centre
June 9, 2022 – 7:00 p.m.
Via Zoom

4.2 Financial Update (Dennis)

There was no financial update last month since the financial statement was unavailable. So this update covers both April and May. We are currently running a \$165,000 surplus after two months (\$56,000 surplus for May), Expenses are about \$10,000 under budget, with May rent (\$2,500) still to be paid. Revenues are more than \$150,000 more than budgeted, due to parent fees and grants.

Parent fees are very high due to the subsidy being paid to the daycare in advance. ELCC will recalculate the subsidy in August / September, and things will even out eventually. Grants / donations include 2 ELCC initiatives: pension support and wage bridge grant. Pension will be paid to the staff in full. Wage bridge grant to be discussed. Food expense is offset by additional fundraising. Repairs and Maintenance Programming: some damaged walls were repainted. We may show large deficits in future months as the parent fees even out and the grants are paid to staff.

Motion to accept report: Robyn/Tami

Motion carried by consensus.

Ioulia noted that the government has advanced the Daycare about \$300k in subsidy payments based on future increases in parental eligibility. This could be increased or clawed back (i.e., reduced future subsidy) based on final determination of which parents will qualify.

5.0 New Business

5.1 Retirement Enhancement Benefit and Wage Bridge Benefit

Ioulia received \$9k in government funding to cover any wage gaps between ELCC-recommended and actual salaries. Almost all of our staff already receive above the recommended amounts, so based on Tom's recommendation Ioulia will get confirmation in writing about how money can be used.

Motion to put this forward to next meeting: Justin/Cindy

Motion carried by consensus.

6.0 Closed Session

Nothing to report

7.0 Next Meeting Date and Adjournment

7.1 Next Meeting Date: September 8, time & place TBD. Justin will circulate a poll to decide whether to keep 7pm meeting time or return to 4pm.

7.2 Adjournment

Regular Meeting of the Management Committee of UWSA Day Care Centre
June 9, 2022 – 7:00 p.m.
Via Zoom

Meeting adjourned at 8:15PM

Moved: Justin

Motion carried by consensus