

**Regular Meeting of the Management Committee of UWSA Day Care Centre**  
**October 13, 2022 – 7:00 p.m.**  
*Via Zoom*

**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.



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We had a staff meeting September 13<sup>th</sup> and it was mostly professional development on portfolio writing. In addition, we had a staff meeting on October 13<sup>th</sup> 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

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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 27<sup>th</sup> 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.



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**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