

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

Regrets:

- | | |
|---------------------------|-------------------|
| Kim Bhathal (Parent) | Chair, Member |
| Dennis 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