

# Compass Early Learning and Care

## Board of Directors Meeting

Monday, June 17<sup>th</sup>, 2019 6:30 p.m.

Administration Office  
Peterborough, Ontario



### AGENDA

### I/D/A

### TIME

- |   |   |    |         |
|---|---|----|---------|
| <b>1. Call to Order by Chairperson</b> <i>(Kathy)</i>         | A | 1  | minute  |
| <b>2. Welcome and Introductions</b> <i>(Kathy)</i>            | A | 1  | minute  |
| <b>3. Review and Approval of Agenda</b> <i>(Kathy)</i>        | D | 1  | minute  |
| <b>4. Declaration of Conflict of Interest</b> <i>(Kathy)</i>  | A | 1  | minute  |
| <b>5. Review and Approval of Minutes</b> <i>(Kathy)</i>       | D | 5  | minutes |
| 5.1 Approve May 28 <sup>th</sup> , 2018 Minutes               |   |    |         |
| <b>6. Finance Report</b>                                      |   |    |         |
| 6.1 Finance Report <i>(Tammy)</i>                             | I | 10 | minutes |
| <b>7. Reports</b>   |   |    |         |
| 7.1 CEO Report – Strategic Plan Update <i>(Sheila)</i>        | I | 15 | minutes |
| 7.2 President’s Report <i>(Kathy)</i>                         | I | 5  | minutes |
| <b>8. Announcements and New Business</b>                      |   |    |         |
| 8.1 Board Member Skills Inventory                             | A | 1  | minute  |
| 8.2 By-Laws and Corporate Committee Structure                 | A | 1  | minute  |
| 8.3 Mandate for Authority                                     | A | 1  | minute  |
| <b>9. Date and Time of Next Meeting</b>                       |   |    |         |
| 9.1 September 16 <sup>th</sup> , 2019 @ Administrative Office |   |    |         |
| <b>10. Adjournment</b>  | D | 1  | minute  |

# Compass Early Learning & Care Board of Directors Meeting Minutes

Monday May 28<sup>th</sup>, 2019 6:30 p.m.

Administration Office  
Peterborough, Ontario



## Present

Board Members: Kathy Warner – President  
Sarah Stokes – Vice President  
Doug Lytle – Treasurer  
Jon Gillan – Secretary  
Stephanie Mazzocca – Director

Regrets: Karla Kielec – Director  
  
Cheryl Herder – Potential Director  
Amanda Gaudet – Potential Director

Staff: Sheila Olan-MacLean - CEO  
Tammy Phelan - Controller  
Rachel Heathcock – Administrative Assistant

- 
- 1.0 **Call to Order:** Kathy Warner called the meeting to order at 6:30 p.m.
  - 2.0 **Welcome and Introductions:** Kathy welcomed everyone to the meeting and introduced Cheryl Herder and Amanda Gaudet.
  - 3.0 **Review and Approval of Agenda: MOTION: To approve the agenda as presented. CARRIED.**
  - 4.0 **Declaration of Conflict of Interest:** No conflicts declared.
  - 5.0 **Review and Approval of Minutes**
    - 5.1 *April 1<sup>st</sup> Board Meeting Minutes* **MOTION: To approve the minutes of the April 1<sup>st</sup>, 2019 board meeting as presented. CARRIED.**
  - 6.0 **New Board Members:** Kathy shared more about our guests and their aspirations of joining the board.  
**MOTION: to appoint Cheryl Herder to the role of Director. CARRIED.**  
**MOTION: to appoint Amanda Gaudet to the role of Director. CARRIED.**
  - 7.0 **Finance Report**
    - 7.1 *Finance Report:* Tammy presented the Financial Reports.
    - 7.2 *Financial Statements:* March finals and April preliminary are presented  
**MOTION: To approve the March finals. CARRIED.**
  - 8.0 **Reports**
    - 8.1 *CEO Report:* Sheila presented her CEO report. **MOTION: To approve the Director and CEO Salaries as recommended by the CEO. CARRIED (see attached report)**
    - 8.2 *President's Report:* Kathy presented her President's Report.

**9.0 Announcements and New Business**

- 9.1 *Oath of Confidentiality:* They are to be signed and returned to Rachel by the end of the meeting or the beginning of the next.
- 9.2 *Conflict of Interest:* If there is any conflicts of interests to state for this year, please fill out and return.
- 9.3 *Board Member Information Forms:* If any member information has changed, please fill out and return.

**10.0 Date and Time of Next Meeting**

10.1 June 17<sup>th</sup>, 2019 6:30pm @ Compass ELC Admin

**11.0 Adjourned.** Meeting adjourned at 7:19pm

\_\_\_\_\_  
Kathy Warner, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jon Gillan, Secretary

\_\_\_\_\_  
Date



## CONTROLLER REPORT

### Financial Highlights – April 2019

- We had a MTD surplus of \$75,314
- YTD net income surplus of \$147,571 YTD
- Parent fees are up \$32K over budget this month and wages and benefits are also over budget by \$93K
- In the process of reviewing the individual programs, we determined that vacation time / Leave of Absence was not being accrued for from January to April.
- This monthly entry would increase the wage expense in the current period for the vacation time that is accruing. In the summer, when everyone uses up their vacation, it will offset additional wages that are being recorded so we are more in line with our budget.
- This amount from January to April is an additional increase to wages of approximately \$48K that will be booked on our April financials resulting in a net income of \$29,734
- The GOG income allocation has been booked conservatively and based on the 2018 allocations. The funding is expected to be very similar to last year and we should receive the new contracts in September.
- The budget review is based on changes to the municipal allocations and our first quarter results. Since we do not have the definite municipal allocations and we are not proposing changes to program budgets, we will not be bringing forward a revised budget at this time.

# Board Member Skills Inventory



June 2019

	Current Board Members								
Skills Knowledge & Experience	Kathy Warner	Sarah Stokes	Doug Lytle	Jon Gillan	Karla Kielec	Stephanie Mazzocca	Amanda Gaudet	Cheryl Herder	
<b>Geographic Representations</b>									
Peterborough									
City of Kawartha Lakes									
Durham Region									
<b>Knowledge/Experience</b>									
Consumers									
Financial Management									
Legal									
Human Resources									
Labour									
Facilities Management									
Political									
Business (Small/Corporate)									
Communications/Marketing									
Cultural Community									
Education									
Health									
Social Services									
Community									
Early Learning									