



**Board Meeting April 30, 2020  
Town Council Chambers and Conference Call  
Agenda 2.0**

- 1. Call to Order: 5:00 PM**  
**Meeting Protocol for call-ins**
- 2. Approval of agenda**
- 3. Approval of Minutes of April 16, 2020 (may not be available)**
- 4. Operations Update**
  - a. Status of operations (business continuity, federal staff wage compensation)
  - b. Child Care for Essential Workers – current status
  - c. Financial Update – March 31, 2020
  - d. Client communication updates
  - e. Recruitment/Training/Advertising
  - f. Office manager – job description/advertising
- 5. Business Arising**
  - a. Construction – Site meeting April 28/20
  - b. Utility Connections – Cell Service
  - c. Landscaping and outdoor playspace/designs and budget
  - d. Public relations
- 6. New and unfinished business**
  - a. Grants
  - b. LRSD transition agreement *& AD FOR C.D.*
  - c. Operating Budget 2020 (on hold)
  - d. Policy – Board Recruitment (on hold)
  - e. Vision and Mission (committee)
  - f. Annual General Meeting (TBD)
- 7. Round Table**
- 8. Date for next meeting – \_\_\_\_\_ , 2020**
- 9. Adjournment**



## Board Meeting April 30, 2020 Virtual Meeting

1. **Call to Order:** Don Anderberg call the meeting to order at 5:00 PM

**Board Members present:** Don Anderberg, Brian McGillivray, Scott Korbett, Brian Hammond, Ola Crook, Kathryn Sinnott, Judy Lane, Christi Gustavison.

**Absent with regret:** Lacey Poytress

**Staff present:** La Vonne Rideout, Wendy Catonio, Stephanie Smith, David Green, Dylan Bennett

**Absent with regret:** Laurie Wilgosh

2. **Approval of agenda** 031

**Motion / Korbett**

**That the agenda be approved as circulated  
Carried**

3. **Approval of Minutes of April 16, 2020**

**Motion / Crook** 032

**That the Minutes of the April 16 meeting be approved as circulated  
Carried**

4. **Operations Update**

- a. Status of operations (business continuity, federal staff wage compensation): Stephanie reported that they have two children presently but are expecting eight on Monday.

La Vonne reported that the Canyon Site will open on May 11 and that LRSD has hired a new director.

- b. Child Care for Essential Workers – current status: as above

- c. Financial Update – The March 31, 2020 financial report was sent out to the Board.

**Motion / McGillivray** 033

**That the financial statement to March 31, 2020 be received as information.**

**Carried**

- d. Client communication update: Stephanie reported that she is maintaining contact with her client base.
- e. Recruitment/Training/Advertising: La Vonne reported that 16 people responded to the recruitment/training survey.
- f. Office manager – job description/advertising: The Office Manager job description had been sent out to the Board but it was agreed that more time was required to assess the details of the description. Further, it was agreed that because time is critical with this item, it is to be discussed and finalized on May 14<sup>th</sup>.

#### **5. Business Arising**

- a. Construction – Site meeting April 28/20: Brian M. and La Vonne reported that construction is on schedule. Interior millwork is to start immediately and paving will take place during the last two weeks of May.

**Motion / Korbett** 034

**That the construction site meeting report be accepted as information**

**Carried**

- b. Utility Connections – Cell Service: The Canyon Site has no cell service. La Vonne reported that it will be necessary to install a cell booster.
- c. Landscaping and outdoor playspace/designs and budget: La Vonne reported that she has been working with the community grant writer to explore grant opportunities for these items. Options discussed included community sponsorship and raised garden beds.

**Motion / McGillivray** 035

**That the landscaping and outdoor playspace/designs and budget discussion be accepted as information.**

**Carried**

- d. Public relations: As the projects draw near to completion, it was agreed that a strong public relations strategy needs to be implemented. The new facilities should be publicized with enrollment rates. The idea of a community “walk-through” was discussed. Christi suggested that we use Facebook to publicize completions and timing. Don suggested that we begin to assemble the communications strategy over the next couple of weeks and bring forward a package for Board consideration at the next meeting. La Vonne will work with Marie to assemble the parts.

**6. New and unfinished business**

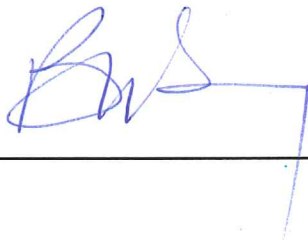
- a. Grants: David reported that the CFEP Grant (small funding stream for \$125,000.00) is still pending. David has been in contact with the CFEP office to provide additional information as requested. LaVonne continues to work with the community grant writer for various aspects of the projects. It was noted that Peridaie Energy has just launched its 2<sup>nd</sup> round of grant opportunities.
- b. LRSD transition agreement: David contacted Lisa Furukawa at LRSD to inquire about this agreement. Lisa indicated she would begin work on it.
- c. Operating Budget 2020 (on hold)
- d. Policy – Board Recruitment (on hold)
- e. Vision and Mission (committee work to be completed)
- f. Annual General Meeting (TBD)

- 7. **Round Table:** Scott inquired about current staffing levels. Stephanie provided the details (and will confirm further details at the next meeting).

**8. Date for next meeting – May 14th , 2020 5:00 PM**

**9. Adjournment: there being no further business, Judy Lane declared the meeting adjourned at 5:55 PM**

**Read and approved this 14th Day of May, 2020**



\_\_\_\_\_  
Director



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Director