

Early Learning and Child Care Executive Director's Meeting Minutes

Thursday May 2nd, 2019

In attendance: Tracy Cameron, Tracy Murray, Kim Cole, Valerie Chase, Melissa McLauchlan, Barb Tronzo, Lorrey Arial Bonilla,

Regrets: Dara Zelenovich

Item	Discussion	Next Steps	Timeline
Welcome and Round Table Introductions	Network participants were welcomed, and Directors introduced themselves and the organizations they represent.		
Review of Minutes from Last Meeting	Minutes from the last meeting were reviewed with no additions recommended.		
Business Arising			
Inspiring Leadership Institute	The institute outline was reviewed and Ed's were enthusiastic to have a chance to participate. Discussion around the best time to hold with ideas around the winter or spring. ED's were keen to consider an option for staying over night to support further relationship building.	Further information to be gathered by author and presented at an upcoming Network meeting when planned.	Fall
A Child's World Human Resources Portal	Kim provided an overview of A Child's World's online staff portal that was originally developed to support their organization's health and safety processes and information. Currently there is information housed on the portal related to a staff member's orientation, a monthly talk tips sheet, health and safety related training modules and survey questions. It will be modified in upcoming months to include a supply shift module and an area for staff timesheets and vacation accruals.	The portal was designed by Dunk and Associates. Any questions may be directed to Kim.	Ongoing
Mini Retreat's Portal through Facebook	Valerie Chase showcased the system that she uses as a communication tool for staff through setting up a Facebook page that is only accessed internally by staff. The site contains a variety of materials including; schedules, helpful reminders, notices and documents for staff to refer to for health and safety, their orientation, performance management or training. This was a no cost, innovative solution that allows for staff to communicate in one area.	Please direct any questions to Valere if you are interested in learning more about the facebook page system. She has also ensured all documents are accessible on a google drive page for staff to access.	Ongoing
Future Business Series Sessions	The group was interested in the following sessions being offered going forward; Transforming Toxic Teams: Repairing Challenging Negative Attitudes and Behaviours Respect in the Workplace- Training Staff on what constitutes harassment and staff's roles in contributing to a respectful working environment	Further information to be gathered from the presenters and shared amongst the Network as compiled.	Fall/Winter and Spring

	Train the Trainer seminars to empower Supervisors, Executive Directors and Managers in dealing with the changing and challenging climate in managing today's workforce.		
Kids Have Stress Too Workshop	Melissa shared information regarding the costs and plans associated with offering a Kids Have Stress Too workshop.	The consensus of the group was that there seems to be enough interest to hold the training and perhaps we could have a cancellation policy in place should we not be able to proceed. Lorrey to follow up with Melissa's contact.	Info to be shared once further discussions take place around desired timeline
Ideas for Administrative Focused Session on Grief	The grief session planned with Pathstone Mental Health was received positively and had over 80 educators in attendance. There is still an interest from the ED's in attendance to proceed with having an event that is open to Administrators and held during the day.	Further discussions to take place with Pathstone Mental Health around the components that would be desired for an Administrative Session that would help ED's and Supervisor's support Team members, children themselves and family members	Lorrey to follow up with Angel and Shari
Round Table Sharing	Lorrey shared the Complete Guide to Hiring and Retaining Early Childhood Educators produced through himama and will circulate the electronic link as well as a link of leadership related resources	Lorrey to send manual electronically as well as leadership resource link	With minutes
Prioritizing Meeting Topics for Next Meeting	Dara Zelenovich has agreed to offer a review of her staff portal at a future meeting	To Be Added to a future Meeting Agenda	
Next Meeting Date			