

Niagara Child Care Sector Executive Meeting

Tuesday November 12, 2024 • 9:30 a.m. • Zoom

Present: Melissa McLauchlan, Micki Horton, Kim Cole, Pam McLean-Stubbs, Joy Hibbs, Lindsay Milligan, Lorrey Arial Bonilla, Sarah Maragoudakis, Jaime Barratt

Regrets: Candice Penny, Christina Clark, Helene Randle

Item	Discussion	Action	Who
Minute Recorder	• Julie Thompson, ECCDC		
1. Welcome & Intros			
2. Correspondence	• N/A		
3. Minutes Approval: September 24, 2024	• No changes		
4. Business Arising	<p>Potential live job fair follow-up</p> <ul style="list-style-type: none"> • Niagara College - Lindsay spoke with Angela Hayes who suggested it might be better for Melissa to speak with Kelly about switching the virtual job fair to in person. She felt it might be more engaging in person and could work better with schedules. • Brock University – Jaime likes this idea and students are still in the area at that time. <p>Emergency Preparedness Plan</p> <ul style="list-style-type: none"> • There was an incident where a school was evacuated with police and dogs in attendance and the child care centre next door was not notified. The Executive Director reached out to a colleague with some contact information, and the ED received a response from Constable Dave Gomez. When he read about the situation, he stated that it sounded like the SPEAR program. The SPEAR 	<ul style="list-style-type: none"> • Lindsay will share Kelly’s email address with Melissa. • Melissa will be reaching out regularly to keep apprised of progress, next steps. • Lindsay offered to reach out to her Associate Dean about 	

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	<p>program was established for schools. Constable Gomez copied SPEAR committee members on the situation and they recognize child care programs should be included in being notified. The committee is working on best practices for incorporating child care into the program. The ED offered NCCSE’s cooperation in any way to assist. Another committee member identified the importance of communication in these situations (media, operational).</p>	<p>contacting Niagara College’s security team.</p> <ul style="list-style-type: none"> • Kim will provide an update from her meeting tomorrow. 	
<p>5. New Business</p>	<p>DEI Grant</p> <ul style="list-style-type: none"> • A reminder was shared that the DEI Grant must be utilized by December. <p>Awards of Excellence</p> <ul style="list-style-type: none"> • The donated wine tastings will be used as NCCSE’s favours. • Business cards with NCCSE logo and QR code for website was mentioned. • Nominations have been received for NCCSE’s sponsored Administrators award. • Melissa hasn’t received Benchmark gift certificate for award winner yet. • Lorrey shared that currently we have 450-480 attending the celebration. We currently have 2 award categories which do not have nominees: Commitment to Continuous Professional Learning (sponsored by NR, 1 winner); and Eco-Friendly Practices (sponsored by NR, 1 centre winner). If any committee member thinks of someone who would be suitable for either of these awards, please reach out directly to Lorrey, Kelly, or Julie as the nomination deadline has passed. Lorrey also shared that this year’s event will include the Black Box Draw, and a new Wine Draw. 	<ul style="list-style-type: none"> • Melissa, Jaime, and Micki will stay on after the meeting to review nominations and choose winner. • Lindsay will check on Benchmark gift certificate. 	
<p>6. NCCSE Goals and Objectives Discussion</p>	<p>Scheduling Bulk Emails</p> <ul style="list-style-type: none"> • Remove “schedule regular and informative bulk emails”. To “schedule bulk emails as needed. 	<ul style="list-style-type: none"> • Julie will make this change. 	

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7. Connections to Sector	<p>Facebook & Instagram Update</p> <ul style="list-style-type: none"> • Pam is taking over our social media accounts and requested the NCCSE logo. • Pam shared some stats. Facebook has 130 followers, and Instagram has 53. Instagram doesn't provide stats until the account reaches 100 followers. • Pam posted for Remembrance Day on both accounts. • Some ideas shared for FB/Instagram posts: updated pictures (if desired) of committee members for a "reintroduction", AOE post, survey post, upcoming PD, updates from Public Health, College of ECEs, Ministry. Could possibly share ECCDC posts. Brock and Niagara College research projects posts. • Pam is going to try to post once/week. <p>Website stats (Lorrey)</p> <ul style="list-style-type: none"> • These will be reviewed again in January. 	<ul style="list-style-type: none"> • Julie will send logo to Pam. • If committee members wish to update photos, please send them to Pam and Julie. Pam will update on SM and Julie will have them updated on the website. • Jaime offered to help with posts for Brock. • Pam to share login information for FB and Instagram so we have them on file. 	
8. Round Table Updates	<ul style="list-style-type: none"> • Kim announced her retirement, commencing in July 2025 • A question was asked about policies around helmets when using bikes. It was shared that in Hamilton, there is a CSA regulation for helmets, but there were issues around them such as proper sizing and lice considerations so the bikes were removed. Another policy shared was that for big events with bikes, helmets are supplied by parents. • A committee member shared that there was a serious incident at the centre. She advised other committee members to follow their policies and gut instincts. • A committee member asked about policies around parent visitors/volunteers. There were various policies shared: some require police checks, some don't allow parent volunteers, some allow parent visitors to help their child transition, but they are not allowed to interact with the other children. 		

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9. Potential events & media opportunities	N/A		
10. Other			
11. Next meeting date(s)	<ul style="list-style-type: none"> • Tuesday January 21, 2025 from 9:30-11:30am (Zoom) • Tuesday March 25, 2025 from 9:30-11:30am (Zoom) • Tuesday May 27, 2025 from 9:30-11:30am (in person) • Tuesday September 23, 2025 from 9:30-11:30am (in person) • Tuesday November 11, 2025 from 9:30-11:30am (Zoom) 	Melissa will send meeting invites.	