

Toddle Inn Day Care

Annual General Meeting
Monday, November 5th, 2007
6:30pm

Present:

Laurel Sims – Acting President
Phuong Atton – Treasurer
Suzie Careless – Voting Member
Kirsten Janes – Voting Member

Staff Present:

Roxanne Jones - Director
Kelly Bitz – Assistant Director

Guests Present:

Kim Wilson
Catherine Davidson
Candace Warder

1. Call to Order
L. Sims called the meeting to order at 6:34pm

2. Introduction of Board Members
P. Atton introduced all board members and their positions. In addition P. Atton introduced the Director and Assistant Director

2.1 Resignations
L. Sims spoke regarding board resignations that occurred this fiscal year. Noted that A. Elliott (president), W. McCaig (Voting Member), D. McCaig (Voting member) had all resigned

2.2 Thank you past board members
L. Sims thanked all the past board members for their contributions

3. Approval of November 5th, 2007 Agenda
MOTION: P. Atton
That the November 5th, 2007 agenda is accepted as
circulated. CARRIED

4. Adoption of 2006 AGM minutes
MOTION: K. Janes
That the 2006 AGM minutes are accepted as circulated.
CARRIED

5. Reports

5.1 Outline of the Year's Events

L. Sims distributed a list of events that occurred between April 2006 and March 2007 and spoke about the highlights. A copy of the handout is attached to the minutes.

5.2 Director's Report

R. Jones spoke regarding the following points:

1. One opening in the toddler room, five in the 3/4 room, and none in the baby and 5 room unless more staff is hired

2. Lyn has quit, Virginia has returned and Grace Peneyra will start on November 19th, 2007 to cover K. Bitz's vacation

3. Daycare is still not taking in enough fees to cover costs. The daycare is grossing \$27,000 in fees and wages alone are \$26,000/month. Year to date loss for the daycare is approximately \$8,000.00

4. R. Jones replied to the e-mail regarding the playground grant, as the situation is now critical. R. Jones communicated that if the daycare does not address the coding standards of the playground that the TIDC license might not be renewed.

It was discussed that on Saturday November 10th, 2007 a group of parents would go and help dismantle the large climber and rotor till the sand. S. Careless is looking into renting a rotor tiller. R. Jones noted that her husband Grant is will be come do the work for \$65/hour and the more assistance there is, the lower the cost will be to the daycare.

C. Davidson to call parents to enlist their help for the dismantling and rotor-tilling project.

P. Atton to create a volunteer sign up list to be posted for the project.

5. The Health and Safety report states that issues identified in the playground must be corrected immediately.

6. The accountant was paid from the fundraising accountant. The accountant noted in a letter that he did not want the daycare to "record this as an auditing engagement but as an accounting engagement in the minutes of your directors' meetings."

7. R. Jones filled out the application for property tax exemption and dropped off at the Town of Strathmore.

8. R. Jones stated that the Alberta childcare accreditation funding program audit was conducted on October 24, 2007 and was acceptable

9. A. Clamp's first invoice for accreditation was \$397.50. L. Sims noted that A. Clamp estimated 50 more hours are required to finish the process.

5.3 Financial Review of Year End Report

R. Jones stated that the year-end financial statements for 2006 show a loss of \$15,478.00

R. Jones noted that the October 2007 financial statements are not final as she does not have a copy of the bank statement as of yet. October shows a loss of \$1,036.83 and will be higher once the insurance and bank fees have been calculated.

5.4 Building Update

L. Sims spoke of the different options that the board has been looking into.

L. Sims told the meeting attendees that Trendsetter homes (Claude Gauvin) had been in contact with us regarding a new building. The cost would be approximately \$6000/month and there would be no subsidy. The location would be behind the Old Mill Pub and would most likely be ready by fall 2008.

There was some discussion regarding the location and the attendees felt that overall the location was not that great. L. Sims will contact C. Gauvin to see if we can have more time before we make a decision.

L. Sims spoke about the opportunity the daycare may have with the Town of Strathmore and a location in their low-income housing unit. It was noted that nothing had been finalized regarding the location or the timing. Also the Town was still waiting to learn if the province was going to support their project and provide financial assistance. The attendees discussed this opportunity and find it more viable than the Trendsetter option,

Board members voiced their concern of another daycare going into the low-income location if the Toddle Inn did not move into it.

L. Sims will keep board informed of new findings.

There was some discussion of perhaps purchasing our current building. L. Sims to discuss with owner Albert to see if there is anything we can work out. For example, could we put our casino earnings towards a down payment and then rent to own?

6. Upcoming Issues facing the TIDC

P. Atton reviewed issues facing the TIDC on a go forward basis. The following issues were highlighted and discussed:

- Building status not up to code for accreditation
 - Must get daycare painted and floor changed

P. Atton will get a quote on changing the flooring and ask which type of flooring is best with in-floor heating.

L. Sims is in contact with the Oilman's Association regarding a painting contractor.
 - Playground is out dated

K. Bitz and R. Jones noted that the wood is splintering and pretty much the entire playground needs to be replaced.
- Building lease/location
 - Looking into viable and economic facility for the future whether it is the current facility or new one.
 - How do we plan on raising funds for facility?
 - Will we be able to afford it?
 - Who will own the facility?
- Staffing
 - Cannot keep daycare staffed
 - Difficult to maintain competitive salary scale
 - What can we do to attract and retain staff?
- Minimal parent participation/volunteers
 - There is a lack of participation among parents on the board causing current parent volunteers to burn out
 - There are duties that are not in the job description of the staff that volunteers need to do, but how do we get parents to help?
 - How do we get parents to take ownership of THEIR daycare?
 - Update handbook to reflect mandatory volunteer hours from parents? Otherwise – penalty?

- Daycare running at a loss
 - How do we generate monthly revenue to exceed expenses?
 - What other ways can we raise money without raising fees?

P. Atton revealed details of the Christmas fundraiser that will occur in November and December. Financial goal of Christmas fundraiser is \$1200.

P. Atton has contacted an Arbonne consultant Jessica Massner to put together body scrub and lotion packages to be sold by parents. They will retail for \$25/package. TIDC will get 35% of the profits.

P. Atton noted that the TIDC will have a table at the Strathmore Craft Sale on November 24th. The Arbonne consultant and C. Davidson will be present and a portion of the total sales will be donated to TIDC. P. Atton will create a sign up list for items that the TIDC could sell at the craft sale. K. Bitz will donate some Avon products. The sale is from 10am to 5pm.

P. Atton discussed organizing "Pictures with Santa" in conjunction with a "Meet and Greet" for parents and new board members. C. Warder volunteered her husband and camera for the pictures. P. Atton volunteered a printer. P. Atton will donate ink and photo paper in exchange for a tax receipt. Date for this event has yet to be determined. Fundraising committee will determine date ASAP.

7. Call for Board Members

K. Janes called for board members

8. Nominations

K. Janes went around the table asking for volunteers for all available positions:

8.1 President – Laurel Sims elected as president

8.2 Vice President – Candace Warder elected as vice president

8.3 Treasurer – Phuong Atton elected as treasurer

8.4 Secretary – Catherine Davidson elected as secretary

8.5 Voting Members – Suzie Careless, Kirsten Janes and Kim Wilson as all elected as voting members

9. Next Meeting Dates - Monday December 3rd at 6:30 pm at TIDC

10. Other/Questions - Nothing discussed

11. Adjournment - 8:17pm

President

Secretary