



Toddle Inn Day Care Society
"We care about children"



Annual General Meeting
Tuesday, November 24th, 2009
6:30 p.m.

Meeting Minutes

Board Members Present:

Phuong Atton – President
Yvonne Shaw – Vice President
Kim Wilson – Secretary
Derek Csada – Treasurer
Jennifer Bartz-Viger – Voting Member

Board Members Absent:

Laurie Ness – Voting Member

Staff Present:

Roxanne Jones – Manager
Kelly Bitz – Assistant Manager

Guests Present:

Gary Shaw - Parent
Tim Esplen - Parent

1. Call to Order

P. Atton called the Meeting to order at 6:40 p.m.

2. Approval of November 24th 2009 Agenda

MOTION: Y. Shaw

That the November 24th 2009 Agenda is accepted as circulated.

CARRIED

3. L. Ness Was unable to attend the AGM

4. President's Report – A Year in Review

4.1 May 2008

- 4.1.1 A site visit was requested for the Accreditation process
- 4.1.2 2nd Annual toy sale was held on Saturday May 10th. Toy sale raised approximately \$802.00
- 4.1.3 May 31st a yard clean up was held

4.2 June 2008

- 4.2.1 P. Atton presented a cheque to the day care from her work (Vermilion Energy Trust) in the value of \$500
- 4.2.2 Resignation of S. Careless, Voting Member – Effective June 2nd, 2008

4.3 July 2008

- 4.3.1 L. Sims hosted a BBQ for staff, board members and parents
Action Item 091124 -01: Board to review ways to increase attendance at Day Care sponsored events.

4.4 August 2008

- 4.4.1 Nothing notable

4.5 September 2008

- 4.5.1 Site visit for Accreditation

4.6 October 2008

- 4.6.1 TIDC received Accreditation –October 1, 2008



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- 4.7 November 2008
- 4.7.1 Returning Members – Laurel Sims, Candace Warder, Phuong Atton, & Kim Wilson
 - 4.7.2 New Members – Jennifer Pinkett, Terry Riou, Agnieszka Barwacz Riou, Laurie Ness, & Beth Gifford
- 4.8 December 2008
- 4.8.1 Christmas Craft and Bake Sale was held Dec 6, 2008 at the Toddle Inn Day Care \$320 were raised.
 - 4.8.2 Daycare staff received gift cards at \$50.00/staff from fundraising account.
- 4.9 January 2009
- 4.9.1 \$3000.00 from the fundraising account of government grant funds used to purchase chairs and tables for the 3 & 5 rooms.
 - 4.9.2 The Toddle Inn adopted "The Ethical Fundraising and Financial Accountability Code" and "The Canadian Code for Volunteer Involvement".
 - 4.9.3 Albert Boesenkool, the owner of the day care building passed away.
 - 4.9.4 Motion passed to freeze staff wages and day care rates/fees as accreditation provided their wage increase and that staff wages are to be re-evaluated next year and to take staff performance and wage scale into account.
Action Item 091124 -02: Wages and Fees need to be discussed in early 2010
- 4.10 February 2009
- 4.10.1 Nothing notable
- 4.11 March 2009
- 4.11.1 TIDC became a member of Alberta's Promise
- 4.12 April 2009
- 4.12.1 Title of Director and Assistant Director changed to Manager and Assistant Manager and both are authorized to speak for the Day Care regarding the new business number (BN: 872180294 RP0001)
 - 4.12.2 L. Sims conducted Performance Review with R. Jones
 - 4.12.3 R. Jones ordered new equipment for summer - sandboxes and tricycles with the remaining playground funds
 - 4.12.4 L. Ness reported on bylaws – there is no restriction on community members joining the day care board
 - 4.12.5 Motion was passed that parents will continue to pay parent member fees based on the current fee schedule and community volunteers (non-parents) pay a fee of \$1.00
5. Financial Review of Year End Report
- 5.1 Richard Becker reviewed the accounts for year end
Action Item 091124 -03: Board to look into the need for an audit by a professional accountant
 - 5.2 2009 shows a net loss of \$3600
 - 5.3 **Motion:** D. Csada
To accept the financial statements as circulated.
Y. Shaw 2nd
- CARRIED



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6. Election of Board of Directors

P. Atton asked for nominations for all available positions

6.1 President

Y. Shaw nominated P. Atton as President D. Csada 2nd Carried

6.2 Vice President

J. Bartz-Viger nominated Y. Shaw as Vice President D. Csada 2nd Carried

6.3 Treasurer

6.4 Y. Shaw nominated D. Csada as Treasurer J. Bartz-Viger 2nd Carried

6.5 Secretary

Y. Shaw nominated K. Wilson as Secretary J. Bartz-Viger 2nd Carried

6.6 Voting Members

Y. Shaw nominated G. Shaw, T. Esplen, J. Bartz-Viger and L. Ness as Voting Members D. Csada 2nd Carried

Action Item 091124-04: K. Wilson to update Board of Directors List and distribute to Members.

7. Next Meeting Date

For 2010 the Board Meetings will be held on the Last Monday of the Month with the Action Planning Committee Meetings being held the Tuesday prior.

Action Item 091124-05: K. Wilson to send out schedule to all members.

Action Planning Committee Meeting: Tuesday, December 8th at Boston Pizza

Board Meeting: Monday, December 14th, 2009 at 6:30 p.m. at the Toddle Inn Day Care

8. Review of Policies

8.1 Notification of Licensing Officer

Motion T. Esplen

To accept the policy Notification of Licensing Officer. G. Shaw 2nd CARRIED

8.2 Child Abuse and Neglect

Motion Y. Shaw

To accept the policy Child Abuse and Neglect. G. Shaw 2nd CARRIED

8.3 Professional Development for Day Care Staff

Action Item 090824-08: P. Atton to review Professional Development for Day Care Staff policy

Action Item 091125-06: Board to review how staff are evaluated and how wage increases are implemented

8.4 Subsidized Child Care Rates for Child Care Staff



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8.5 **Action Item 090921-02:** P. Atton to review Subsidized Child Care Rates for Child Care Staff policy

8.6 Safety Requirements

Motion Y. Shaw

To accept the policy Safety Requirements. J. Bartz-Viger 2nd CARRIED

8.7 Medication

Motion Y. Shaw

8.8 To accept the policy Medication. G. Shaw 2nd CARRIED

8.9 Electronic Learning Tools

Motion Y. Shaw

8.10 To accept the policy Electronic Learning Tools

G. Shaw 2nd CARRIED

8.11 Meals and Snacks

Motion Y. Shaw

To accept the policy Child Abuse and Neglect. G. Shaw 2nd CARRIED

8.12 Day Care Outings with Transportation

Action Item 091125-07: R. Jones to amend the field trip policy for Day Care Outings with Transportation

8.13 Day Care Outings without Transportation

Action Item 091125-08: R. Jones to create a policy for Day Care Outings without Transportation

9. Upcoming Issues facing the Toddle Inn

9.1 Casino Volunteers – the key positions need to be filled in advance and criminal record checks need to be completed

9.2 Increasing Day Care Enrolment

Two options are to increase the number of Toddler Spaces where there is the most demand for care or to add Before and After School Care Spaces.

Motion Y. Shaw

R. Jones to apply for an amend variance to include before and after school care for school age children. T. Esplen 2nd CARRIED

9.3 Bad Debit at collections is \$2700

Action Item 091125-09: Board to revisit fee payment policy

9.4 The day care currently has \$51,000 in the bank, \$30,000 of this is casino funds that can now be used to pay staff wages and operating expenses. Due to enrolment being



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significantly below capacity this will cover 3 months of expenses after which the day care may have to close.

9.5 Staff Appreciation

Motion Y. Shaw

The day care will purchase \$50 in gift cards through fundscrip for staff Christmas gifts from the fundraising account. D. Csada 2nd CARRIED

10. Adjournment

P. Atton adjourns the meeting at 8:25 p.m.

President

Secretary/Recorder