



Toddle Inn Day Care Society
"We care about children"



Action Planning Committee Meeting
Tuesday September 15th, 2009
6:30 p.m.
Meeting Minutes

Committee Members Present:
Kim Wilson – Action Planning Chairperson
Phuong Atton – TIDC President

Committee Members Absent:

Staff Present:

Guests Present:

1. CALL TO ORDER

K. Wilson called the meeting to order at 6:30 p.m.

2. APPROVAL OF SEPTEMBER 15th, 2009 AGENDA

MOTION: P. Atton

That the September 15th, 2009 agenda is accepted as circulated.

CARRIED

3. FUNDRAISING

3.1 FUNDS RAISED IN 2009

- o Fundscrip \$172.15
- o Yard & Bake Sale \$527
- o Chocolate Almonds \$1301.05
- o Suncor Donation \$750
- o Individual Cash Donations \$735
- o Stuck On You Fundraiser \$??
- o Total Funds Earned \$3485.20

P. Atton suggests keeping track on money being raised and how it is being spent in order to better answer questions that have been asked while we are fundraising.

APC Item 090915-01: K. Wilson to develop a system to track fund raised and how they are spent.

3.2 ON-GOING FUNDRAISING

3.2.1 Stuck On You - Online orders can be made any time; parents can also mail the paper order forms in at any time. I have sent an email to find out about the commission on orders already sent.

3.2.2 Christmas Market - November 28, 2009, and two Tables have been booked. Set up is from 8am to 10am and the market runs from 10am to 5pm. My plan is to have one table for baking and one for crafts depending on the donations.

NBM Item 090915-01: K. Wilson to discuss Christmas Market

3.2.3 Fundscrip – two families participating

3.2.4 Husky Rebate Program – two families participating



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- 3.2.5 HBC Rewards Program – 170,300 points, 1 supporting member
 - 3.2.6 Individual Cash Donations – have had some good results with this
 - 3.2.7 Canadian Tire Money – people have been participating
 - 3.2.8 Mary Kay – no participation, likely to cancel this

3.3 NEW FUNDRAISING ACTIVITIES

3.3.1 SET GOAL FOR FUNDS RAISED IN 2009 – We hope to raise \$5000

3.3.2 NEW FUNDRAISING IDEAS

- Bottle Collection – is there a current recycling program in place at the day care? Bottles could be stored in an outdoor storage container and returned on an as needed basis this would allow parents to donate their bottles
- Discount Cards
- Spare Change Collection – run a month long spare change collection where each family is provided with a container to fill and return to the day care at the end of the month
- Halloween Candy
- CoCo Brooks Pizza
- Letter Campaign
- Co-op Community value book

NBM Item 090915-02: K. Wilson to discuss potential fundraising ideas.

3.3.3 OUTLINE FUNDRAISING CALENDAR OF EVENTS FOR FALL 2009

Right now the only scheduled fundraiser is the craft market. To expand this volunteer(s) are needed to run any additional fundraisers this year.

NBM Item 090915-03: K. Wilson to recruit volunteer(s) for running additional fundraiser(s) in 2009.

4. GRANTS

There are lots of opportunities to match our fundraising if we start applying for the money that's out there. There will need to be further discussions on how to take advantage of this source of money.

NBM Item 090915-04: K. Wilson to discuss the opportunity of grants and find a volunteer to determine the best way to move forward.

K. Wilson sent R. Jones information on the Nickle Foundation Grant – we may be eligible for funding from this source.

5. CASINO 2010

P. Atton reports that there is not much going on with the casino. Application will need to be submitted in January.

6. PARENT INVOLVEMENT

We have lots of easy programs but there is very little participation – maybe we need to have some sort of reward system for participation in our fundraising programs or a chance to win something. Donations for the 'prizes' would keep this realistic.



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NBM Item 090915-05: K. Wilson to discuss reward system.

One way to get parents more involved may be to display agenda items that directly affect them.

APC Item 090915-02: P. Atton will Post Agenda at Day Care

APC Item 090915-03: K. Wilson will create posters to display upcoming policy discussions

6.1 Board Recruitment

K. Wilson has created a TIDC Recruitment Package and accompanying letters for Parents, Staff and Community Representatives. This should be provided to all parents currently attending the day care and to all future parents in the parent pack.

ACP Item 090915-04: P. Atton to review Recruitment Package and accompanying letters

NBM Item 090915-06: K. Wilson to discuss Recruitment Package and accompanying letters at the next board meeting

6.2 Volunteer Policy

I have searched online for what other day cares are doing for volunteer and/or parent participation. Many are using a required number of hours and a fine for not meeting the requirement

ACP Item 090915-05: K. Wilson to draft a Volunteer Policy and alternative options

NBM Item 090915-07: K. Wilson to discuss Volunteer Policy at the next board meeting

6.3 Fee Payment Policy

I also looked into fee payment policies and many non-profit day cares have strict payment policies with fines. Also many require post-dated cheques and have Pre-Authorized Debits available

ACP Item 090915-06: P. Atton to draft a policy on Late Payments

NBM Item 090915-08: K. Wilson to discuss Late Payment Policy at the next board meeting

6.4 WEBSITE

Website fundraising once we have the website up and running
I need more input in what to put on the website

ACP Item 090915-07: P. Atton and K. Wilson to complete website design.

7. NEXT MEETING DATE

Tuesday, October 13th, 2009 at 6:30 p.m. at Boston Pizza.

8. ADJOURNMENT

K. Wilson adjourns the meeting at 8:15 p.m.