



Toddle Inn Day Care Society
"We care about children"



Board Meeting
Monday, February 23rd, 2010
6:30 p.m.

Meeting Minutes

Board Members Present:

Phuong Atton – President
Yvonne Shaw – Vice President
Derek Csada – Treasurer

Kim Wilson – Secretary
Tim Esplen - Voting Member

Staff Present:

Roxanne Jones – Manager
Kelly Bitz – Assistant Manager

Board Members Absent:

Gary Shaw - Voting Member
Laurie Ness – Voting Member

1. Call to Order

P. Atton called the Meeting to order at 6:37 p.m.

2. Approval of Minutes from January 25th, 2010 Meeting

MOTION: T. Esplen

That the December 14th, 2009 minutes are accepted as circulated. D. Csada 2nd CARRIED

3. Review Action Items from January 25th, 2010

Action Item 090921-01: Board members to look into how to attract more families to the day care – *Ongoing*

Update: K. Wilson suggested starting a preschool/playschool program to bring in more children and potential board members. K. Wilson also provided a list of suggestions to keeping enrolment up.

Action Item 100223-01: R. Jones to look into possibility of implementing a preschool/playschool program

Action Item 100223-02: T. Esplen to check into competitor rates

Action Item 100223-03: R. Jones to start advertising Summer Programs for school age children

Action Item 090921-05: Board members to review Strategic Planning document – *Ongoing*

Action Item 090921-07: P. Atton to look it to the grants available - *Ongoing*

Update: P. Atton has applied for multiple grants

Action Item 090921-10: Board Members to review volunteer policy and discuss at future meeting - *Ongoing*

Update: This will be discussed at the March 2010 meeting

Action Item 091019-04: K. Wilson to update website and take pictures for the website – *Ongoing/Complete*

Update: K. Wilson has replaced the photos of the day care on the website with updated photos showing the new flooring.

Action Item 091214-05: P. Atton to coordinate signs for the front of the building – *Ongoing*

Update: P. Atton to update the sign in front of the day care. The other new permanent sign is still in the design stage.



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Action Item 100125-01: R. Jones to ask for 6 Months of interest only payments - *Complete*

Update: R. Jones indicated that the day care was turned down based on the current length of the TIDC holding the mortgage

Action Item 100125-02: D. Csada and R. Jones to look into mortgage terms - *Complete*

Update: R. Jones indicated that the mortgage terms would remain the same.

Action Item 100125-03: P. Atton to send letter to current parents with new Fee Payment Policies - *Complete*

4. Directors Report

4.1 Propose Fee Increase for Part Time Rates May 1st

4.2 8-13 Days per Month up to \$628 for 0-19 Months

4.3 8-13 Days per Month up to \$546 for all other ages

4.4 Kindergarten Rates up to \$546

4.5 We may want to make a slight difference to these rates as they match the maximum subsidy paid for these age groups

Motion D. Csada

To Increase rates as of May 1st, 2010 as follows 8-13 days 19 months \$625, 8-13 days over 19 months \$545 and Kindergarten \$545. Y.Shaw 2nd CARRIED

4.6 January shows a %1187.65 income – this is because of staff cut backs and paying interest only for December and January. We have to pay the Mortgage again in February \$1900.00

4.7 We have to sign and return the mortgage documents. P. Atton and D. Csada have signed

4.8 Completed and filed the Playground grant funding.

Action Item 100223-04: Y. Shaw to look into reapplying for the playground grant and any other Community Facility Enhancement grants the TIDC qualifies for.

4.9 Spent the quality enhancement funding on new shelves with wheels – coming soon

4.10 Numbers: lost two in march and gained one new one

4.11 Advertising Issues: Newsy Neighbour, Signs Etc. There has been no response to the sign outside the day care. The day care can provide a large signs and pay \$500 per year to advertise along the Strathmore Ag Society - Y. Shaw has the contact info.

Action Item 100223-05: P. Atton to contact Frosted Impressions about a sign for the Ag Society.

5. Facility Enrolment/Capacity Figures

There are 31 children in the day care with still many of them part time/drop-in

6. Casino – March 12 & 13, 2010

The day care is still waiting for the License



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Action Item 100223-06: R. Jones to confirm application was received and when the license will arrive

Volunteers are still needed or the day care will lose this opportunity – 1 person per day are still needed for non-key positions

Action Item 100223-07: P. Atton to contact Volunteers

7. Fundraising

7.1 R. Jones provided an online fundraiser

Action Item 100223-08: P. Atton to sign TIDC up for online fundraising program

7.2 Chocolate Sale – to be held mid March, will order less cases this year. Plan to sell the chocolates at Co-op and walmart to increase sales

Action Item 100223-09: R. Jones to look into other Chocolate options besides the almonds and provide info to the board. Board to make a decision on what should be ordered

7.3 Springfest is held in the downtown area every spring by the Chamber of Commerce

Action Item 100223-10: P. Atton to talk to Aztec Real Estate about donating the cost of the Table for the Springfest

7.4 Yard Sale

Action Item 100223-11: Determine if L. Ness is still willing to coordinate the 2010 Yard Sale, will need to choose a date

8. Other

8.1 Resignation of Treasurer D. Csada

9. Review Current and Ongoing Action Items

Action Item 090921-01: Board members to look into how to attract more families to the day care – *Ongoing*

Action Item 090921-05: Board members to review Strategic Planning document – *Ongoing*

Action Item 090921-07: P. Atton to look it to the grants available - *Ongoing*

Action Item 090921-10: Board Members to review volunteer policy and discuss at March meeting - *Ongoing*

Action Item 091019-03: K. Wilson to keep website up to date – *Ongoing*

Action Item 091214-05: P. Atton to coordinate signs for the front of the building – *Ongoing*

Action Item 100223-01: R. Jones to look into possibility of implementing a preschool/playschool program – *New*

Action Item 100223-02: T. Esplen to check into competitor rates – *New*

Action Item 100223-03: R. Jones to start advertising Summer Programs for school age children – *New*

Action Item 100223-04: Y. Shaw to look into reapplying for the playground grant and any other Community Facility Enhancement grants the TIDC qualifies for. – *New*

Action Item 100223-05: P. Atton to contact Frosted Impressions about a sign for the Ag Society. – *New*

Action Item 100223-06: R. Jones to confirm Casino application was received and when will the license arrive – *New*

Action Item 100223-07: P. Atton to contact Casino Volunteers – *New*



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Action Item 100223-08: P. Atton to sign TIDC up for online fundraising program – *New*

Action Item 100223-09: R. Jones to look into other Chocolate options and provide info to the board. Board to make a decision on what should be ordered – *New*

Action Item 100223-10: P. Atton to talk to Aztec Real Estate about donating the cost of the Table for the springfest – *New*

Action Item 100223-11: Determine if L. Ness is still willing to coordinate the 2010 Yard Sale, will need to choose a date – *New*

10. Next Meeting Date

Board Meeting: Tuesday, March 23rd, 2010 at 6:45 p.m. The Station or the Day Care

11. Adjournment

P. Atton adjourns the meeting at 7:56 p.m.

President

Secretary/Recorder