



Toddle Inn Day Care Society
"We care about children"



Board Meeting
Tuesday, March 23rd, 2010
6:45 p.m.

Meeting Minutes

Board Members Present:

Phuong Atton – President
Kim Wilson – Secretary
Tim Esplen - Voting Member
Laurie Ness – Voting Member

Board Members Absent:

Gary Shaw - Voting Member
Yvonne Shaw – Vice President

Staff Present:

Roxanne Jones – Manager
Kelly Bitz – Assistant Manager

Guests:

Christine Petovello - Parent

1. Call to Order

P. Atton called the Meeting to order at 6:55 p.m.

2. Approval of Minutes from February 23rd, 2010 Meeting

MOTION: T. Esplen

That the February 23rd, 2010 minutes are accepted as circulated. L. Ness 2nd CARRIED

3. Review Action Items from February 23rd, 2010

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

K. Wilson to update Advertising Poster

A Children's Fair/Family Fun Day was discussed, Y. Shaw is recommended to organize

Action Item 100323-01: Determine if Y. Shaw is willing to coordinate a Children's Fair/Family Fun Day

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 April meeting - *Ongoing*

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

It was suggested to have more Newsletters as they are of interest to parents

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 – *Complete*

There is no space currently available, may work in the future

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

There was no pricing information for Preschool in the parent package

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



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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. – *Ongoing*

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

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

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

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

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 – *Ongoing*

R. Jones to order 25 cases

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

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

L. Ness will organize the Yard Sale and will be held June 5, 2010

4. Directors Report

4.1 New shelves will be delivered Friday March 26th, 2010 at 11:00 am. R. Jones is looking for two volunteers to help move the old shelves outside. Steven Atton has agreed to help, one more volunteer may still be needed.

4.2 Accreditation for out of school care needs to be done before September

4.3 Shell declined our request for funding

4.4 Do we want to advertise in the Newsy Neighbour? Should we set up a budget for advertising

Action Item 100323-02: Looking for someone to coordinate advertising and related budget for the day care

4.5 Fee change in May – Is kindergarten staying the same? What is the rate for the Before & After School Program

Motion T. Esplen

To keep Kindergarten rates the same as 2009. L. Ness 2nd CARRIED

4.6 Staff Increases – no wage increases for Staff this year

Motion T. Esplen

To keep Staff Wages the same as 2009. L. Ness 2nd CARRIED

4.7 Insurance documents need to be signed and the payment plan decided upon

Motion K. Wilson

To pay for the entire Insurance amount upfront. L. Ness 2nd CARRIED

4.8 February financials show a loss of \$2019.17

4.9 Building assessment is \$331,580



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- 4.10 Permit for the sign has gone up to \$75.00 per year
 - 4.11 Order Chocolate – 25 cases
 - 4.12 Quote for Deck and Fence

Action Item 100323-03: P. Atton to look into a quote for the cost of replacing the deck and fence

- 4.13 Adopt the yard

Action Item 100323-04: C. Petovello to take over yard maintenance

5. Facility Enrolment/Capacity Figures

There are 37 children in the day care with still many of them part time/drop-in out of 56 full time spots

6. Financial Statement

7. Volunteer Policy

A copy of the proposed volunteer policy was provided to further discuss how to increase support for the day care from the parents using the services

K. Bitz to ask parents why they do not volunteer and/or attend board meetings to look into how to implement and manage this issue of lack of support from many parents

Action Item 100323-05: K. Bitz to conduct an informal survey on low parental support

Action Item 100323-06: K. Wilson provide a copy of the proposed volunteer policy for R. Jones to distribute to the parents (also include info in the newsletter)

The next board meeting will be expanded to a Parent Meeting on the Future of the Day Care

Action Item 100323-07: K. Wilson to provide advertising signs for the Parent Meeting

8. Casino (March 12 & 13, 2010)

9. Fundraising

9.1 Chocolate Sale – to be held end of March, will 25 cases

9.2 Yard Sale - to be held 1st weekend in June

9.3 Online Magazine Fundraiser – the Toddle Inn has been signed up for this

Action Item 100323-08: K. Wilson to include information on the Website and Newsletter

10. New Board Member

Motion T. Esplen

Nominates C. Petevello as Treasurer.

L. Ness 2nd

CARRIED

11. Review Current and Ongoing Action Items

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12. Next Meeting Date

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

13. Adjournment

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

President

Secretary/Recorder