



Toddle Inn Day Care Society
"We care about children"



Board Meeting
Tuesday, April 27th, 2010
6:45 p.m.

Meeting Minutes

Board Members Present:

Phuong Atton – President
Yvonne Shaw – Vice President
Kim Wilson – Secretary

Tim Esplen - Voting Member
Laurie Ness – Voting Member

Staff Present:

Roxanne Jones – Manager
Kelly Bitz – Assistant Manager

Board Members Absent:

Christine Petovello - Treasurer
Gary Shaw - Voting Member

1. Call to Order

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

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

MOTION: L. Ness

That the February 23rd, 2010 minutes are accepted as circulated. T. Esplen 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*

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

Action Item 100427-01: June Meeting to be planned to review Strategic Planning

Action Item 090921-07: T. Esplen to look it to the grants available - *Ongoing*

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

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

Action Item 100427-02: Y. Shaw to take over Monthly Newsletters

Action Item 100427-03: K. Wilson to provide newsletter template to Y. Shaw

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

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

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

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: Y. Shaw to contact Frosted Impressions about a sign for the Ag Society. – *Ongoing*

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

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 – *Completed*



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

Action Item 100323-01: Hold a Children's Fair/Family Fun Day/Open House Fall 2010 – *Ongoing*

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

Action Item 100323-03: Need to look into a quote for the cost of replacing the deck and fence – *Ongoing*

Action Item 100323-04: Someone needs to take over yard maintenance – *Ongoing*

Look into High School Students to maintain yard

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

Parents show interest in attending meetings but then don't follow through

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) – *Complete*

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

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

4. Directors Report

4.1 March Financial Statement show a loss of -10,269.04. New shelves \$6918.74 and two mortgage payments in March as the February one came out March 1st, True loss around \$1500

4.2 Online Magazine cheque for \$48.63

4.3 We have 2.5 cases of chocolate almonds left to sell, could someone try to sell them at Wal-Mart or other suggestion. It was suggested to sell the remaining almonds at the Yard Sale. Payments are still outstanding from parents.

4.4 New fridge was purchased at a cost of \$607.00

4.5 Service Plan to disk

Action Item 100427-04: P. Atton to send Y. Shaw digital copy of the Service Plan

Action Item 100427-05: Y. Shaw to provide Service Plan on disk to R. Jones

4.6 Year End April 30th, 2010

4.7 Matching Grant for the Casino Funds

Action Item 100427-06: R. Jones or Y. Shaw to contact Laurel Sims for previous grant copy

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

The day care should have the Casino funds in May



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7. 2010 Fundraising

7.1 Chocolate Sale – still waiting for parents to pay, remaining boxes will be sold at the Yard Sale

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

Items will be divided into 3 Categories New, Priced and By Donation

Setup will be at 8:00 am with the Sale running from 9am to 2 pm

Letters to the parents have gone out and donations can be dropped off anytime or brought the day of the sale

Action Item 100427-07: R. Jones to place ad in the Strathmore Times for Yard Sale

Action Item 100427-08: K. Wilson to contact Town for ad on the website and Highway sign

Action Item 100427-09: Y. Shaw to look into free standing signs to put up the day of sale

Action Item 100427-10: L. Ness will provide the float

Action Item 100427-11: K. Wilson to provide cash box

Action Item 100427-12: L. Ness and K. Wilson to provide tables

7.3 Online Magazine Fundraiser Update – \$59.55 has been raised to date

8. Other

8.1 Resignation

8.1.1 Resignation of Treasurer – C. Petovello has left the day care

8.1.2 Resignation of President – P. Atton has resigned from the position of President

8.2 Call for Board Members

Motion Y. Shaw

Nominates T. Esplen as Treasurer.

K. Wilson 2nd

CARRIED

Y. Shaw to become Acting President

8.3 Volunteer Policy

There has been no input from Parents at the Day Care. The Policy was modified to read Parent Volunteer Guidelines. The policy will be effective June 1st, 2010

Motion T. Esplen

The Volunteer Policy will be accepted as amended and will be in effect as of June 1st, 2010. K. Wilson 2nd CARRIED

Action Item 100427-13: K. Wilson to amend draft volunteer policy and provide a digital copy to Y. Shaw

Action Item 100427-14: Y. Shaw to send out the volunteer policy and associated letter with the policy going into effect June 1st

Action Item 100427-15: R. Jones to rearrange bulletin board space for tracking Volunteer Credits

Action Item 100427-16: T. Esplen and Y. Shaw to create a tracking system



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9. Review Current and Ongoing Action Items

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10. Next Meeting Date

Board Meeting: Wednesday, May 19th, 2010 at 6:45 p.m. The Station

11. Adjournment

P. Atton adjourns the meeting at 8:40 p.m.

President

Secretary/Recorder