



Toddle Inn Day Care Society
"We care about children"



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

Meeting Minutes

Board Members Present:

Yvonne Shaw – Acting President
Tim Esplen - Treasurer
Kim Wilson – Secretary

Laurie Ness - Voting Member
Gary Shaw – Voting Member

Staff Present:

Roxanne Jones – Manager

Kelly Bitz – Assistant Manager

1. Call to Order

Y. Shaw called the Meeting to order at 6:55 p.m.

2. Approval of Minutes from April 27th, 2010 Meeting

MOTION: T. Esplen

That the April 27th, 2010 minutes are accepted as circulated. L. Ness 2nd CARRIED

3. Review Action Items from April 27th, 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 090921-07: T. Esplen to look it to the grants available – *Ongoing*

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

Action Item 091214-05: Y. Shaw to coordinate signs for the front of the building – *Replaced with Action Item 100516-05*

Action Item 100223-02: T. Esplen and L. Ness to check into competitor rates – *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: P. Atton to contact Frosted Impressions about a sign for the Ag Society. – *Replaced with Action Item 100516-05*

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

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

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

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

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

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

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

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

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

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

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

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



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- Action Item 100427-10:** L. Ness will provide the float for Yard Sale – *Ongoing*
Action Item 100427-11: K. Wilson to provide cash box for Yard Sale – *Ongoing*
Action Item 100427-12: L. Ness and K. Wilson to provide tables for Yard Sale – *Ongoing*
Action Item 100427-13: K. Wilson to amend draft volunteer policy and provide a digital copy to Y. Shaw - *Complete*
Action Item 100427-14: Y. Shaw to send out the volunteer policy and associated letter with the policy going into effect June 1st – *Ongoing*
Action Item 100427-15: R. Jones to rearrange bulletin board space for tracking Volunteer Credits – *Ongoing*
Action Item 100427-16: T. Esplen and Y. Shaw to create a tracking system – *Ongoing*

4. Directors Report

- 4.1 April shows a loss of \$726.59 mostly because of the bad debt and a year end \$2617.08
- 4.2 Year end loss shows \$49259.34
- 4.3 R. Jones is gathering the information for the accountant and will be submitted once it is ready
- 4.4 Comparative income statements show fees down approximately \$44000
- 4.5 Thank you to Laurie Ness for the fridge
- 4.6 We have made \$799.50 on the chocolate almonds and there are 3 boxes left to sell at the yard sale
- 4.7 2010 Tax notice \$331580
- 4.8 Donner foundation grant form, will require 4 years of information
- 4.9 Letter of Resignation: R. Jones has given the board a resignation letter stating she will be unable to remain in her current position. R. Jones is willing to remain active with the day care in one of the following positions
 - An administrative position with focus on accounting, accreditation and auditing – current rate and will stay on as a staff member
 - Consultant - \$40 per hour
 - Community Member of the Board of Directors

R. Jones is will to stay on in current position while the board hires a new staff member and will provide training as needed for the new hire.

Motion T. Esplen

To create a new position Program Director to manage the day to day operations of the day care and interact with parents. L. Ness 2nd CARRIED

Action Item 100519-01: R. Jones to develop a new job description for the Program Director Position.

Action Item 100519-02: Board Members to decide how to move forward with R. Jones Resignation.

- 4.10 Discussion about the Alberta Ventures Modules and help offered by Kathleen Fair regarding the business plan etc.
- 4.11 Quote for Fence and Deck:



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- Replace fence in the baby play area & fix deck outside the baby and toddler rooms - \$1200 +GST
- Fence off the front yard - \$2500 +GST
- Rest of fence - \$8000 +GST

Will provide a discount if all 3 pieces quoted are completed.

Motion K. Wilson

To replace fence in the baby play area, fix deck outside the baby and toddler rooms (\$1200 +GST) and fence off the front yard (\$2500 +GST).

T. Esplen 2nd CARRIED

5. Facility Enrolment/Capacity Figures

There are 39 children (possibly 40) in the day care with still many of them part time/drop-in out of 56 full time spots. There are currently 34 families attending the day care.

Motion K. Wilson

To change the "Drop-in" designation to Casual T. Esplen 2nd CARRIED

6. Financial Statement

The day care should have the Casino funds in May

7. 2010 Fundraising

7.1 Yard Sale - to be held June 5, 2010

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

Action Item 100519-03: K. Bitz to provide balloons for Yard Sale Sign(s)

7.2 Online Magazine Fundraiser Update – \$85.28 has been raised to date with 4 supporters

7.3 Fundscrip: \$988.36 has been raised to date with an average of 1 to 3 supporters per month

7.4 Student Union Packs – L. Ness to look into the STUP fundraising once the yard sale is complete

Action Item 100519-04: L. Ness to look into STUP Fundraising.

8. Other

8.1 Review of Policies:

8.1.1 Emergency Plan

Motion T. Esplen

To accept the policy Emergency Plan as amended. L. Ness 2nd CARRIED

8.1.2 Smoking

Motion T. Esplen

To accept the policy Smoking. L. Ness 2nd CARRIED

8.1.3 Confidentiality

Motion T. Esplen

To accept the policy Confidentiality. L. Ness 2nd CARRIED

8.1.4 Record Keeping



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Motion T. Esplen

To accept the policy Record Keeping. L. Ness 2nd CARRIED

8.1.5 Sick Child and Communicable Disease

Motion T. Esplen

To accept the policy Sick Child and Communicable Disease. L. Ness 2nd
CARRIED

8.2 Strategic Planning: Meeting to be held in June

8.3 Advertising: Signs to Advertise the Day Care: Maintaining the current message on the magnetic sign is required. Permanent sign to be replaced with an updated sign. Sign to use for advertising through the Ag society is needed.

Action Item 100516-05: Y. Shaw to oversee Outdoor signs for the day care

Action Item 100519-06: K. Wilson to provide Y. Shaw with Contact information for Frosted Impressions

8.4 Competitor Rates: For a toddler the rates are likely full time \$600 and part time \$450 (it was difficult to get a price and number of days considered to be part time)

8.5 Yard Maintenance: K. Bitz to look into the cost of a general yard cleanup for the front Lawn

Action Item 100519-07: K. Bitz to look into the price of a general yard clean up

8.6 Website

8.6.1 E-mail: there are 15 e-mail addresses available for use
_____@toddleinndaycare.com

Two have been setup K. Wilson is using tidcboard01@toddleinndaycare.com

T. Esplen has tidcvolunteer@toddleinndaycare.com

8.6.2 Staff and Board Member Bios: Staff and Board Members have been asked to provide a write up about their experience with the day care, focusing on why they support the day care for the website.

Action Item 100519-08: Board Members & Staff to provide a write up for the website

8.7 Staff Room: K. Bitz recommends the day care purchasing an outdoor shed to be used as storage of materials currently being stored in the room off of the 5 room in order for a staff room to be set up.

Action Item 100519-09: T. Esplen to look into the cost of sheds



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9. Review Current and Ongoing Action Items

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10. Next Meeting Dates

Strategic Planning Meeting: Monday, June 14th, 2010 at 6:45 p.m. The Station

Board Meeting: Tuesday, July 20th, 2010 at 6:45 p.m. The Station

11. Adjournment

Y. Shaw adjourns the meeting at 8:30 p.m.

President

Secretary/Recorder