

Claresholm Child Care Society

Meeting minutes

Regular Board Meeting Wednesday October 19, 2011

In attendance: Julie Ling, Karrie Davis, Crystal Cooper, Chrissy Giles, Cheryl Cochlan, Magan Braun

Regrets: Betty Figueth, Erin Whelen

- 1.0 **Call to order** – 6:35 pm by Crystal
- 2.0 **Approval of agenda** – Karrie Davis
- 3.0 **Approval of Minutes** – Cheryl Cochlan
- 4.0 **Business arising from the minutes** – none
- 5.0 **Correspondence**
 - 5.1 Heather Gernter – Heather will be resigning from the board and will forward a letter to Crystal
 - 5.2 Karine Wilhauk – Will be resigning at the end of this term (Feb 2012)
- 6.0 **Reports**
 - 6.1 **Financial** – See report – we will be in the positive once the subsidy money comes in. We have a few families one month behind but late payments are getting better. We will move the money back into the trust account (\$4400)
 - 6.2 **Manager Daycare-** Karrie – Amanda is starting her level 2, Veronica and Karrie are working on their level 2, Sandra is starting her level 2. We have three new kids starting this month and we will be full at 35 children. Kari Martin finished level 1 and her fist aid. Jeremy is not taking her level 2 and it has been 3 years. The board discussed this and Karrie will talk to Jeremy about taking her level 2 as it is required for licensing. Chantel and Cheryl both have their level 1 so they can cover for breaks.
 - 6.3 **Manager Kidz Zone** – Erin – not in attendance. See report she submitted. Cheryl will ask Erin about the table that she wants to sell to the daycare. No one is aware of this. Maria is working 30-40 hours per week and there are some family health issues going on that will affect her availability as she will be at medical appointments etc. We are very short staffed at Kidz Zone and Erin is working 12 hour days. Erin had 3 interviews and no one accepted the position. Karrie can't continue to send her staff there since the daycare is full and she needs her staff. The board discussed that Jeremy should fill in at Kidz Zone for PD days. Erin put forward some concerns about the Gertner children and signing in. They will be sent a letter regarding this issue as signing in and out is a licensing requirement. One of their children was also at Kidz zone until 6 pm. We cannot allow this as our Kidz Zone is only insured until 5:30. A letter will be sent out regarding this as well and the board decided we will charge \$15 for every 15 minutes a parent is late. The board requested that Erin repost the hours on the white board and send a reminder letter to parents about the hours. Children cannot be in childcare more than 8 hours.

6.4 **Chairperson** - The open house at Kidz Zone is scheduled for tomorrow night, Oct 20.

7.0 New Business:

7.1 Staffing at Kidz Zone – discussed that we will have Erin contact the one candidate that wanting 30 hours a week as we need staff over there. We will continue to interview.

7.2 January 2, should we close no school? – Daycare and Kid Zone will be closed Dec 22-30. We will re-open both programs for January 2.

7.3 Stove and vacuum on kijiji – both are advertised on kijiji – Magan was interested in the stove and it was discussed that she will make a \$50 donation to the daycare for the stove.

7.4 Christmas Party – Crystal has booked the party for December 9 at the Golf Course. Staff/board and spouses are invited. Cocktails will be from 6-7 and supper at 6:45. We will ask for numbers the week before the party. We will have a Chinese gift exchange of a maximum of \$10 at the party. The board discussed staff bonuses and the staff will receive Christmas bonuses.

7.5 Wireless internet – the daycare is requesting a modem so that they can get faster internet and then the girls can send assignments in from the laptop as well. Board approved for Cheryl to purchase a modem to do this.

7.6 Business Cards – approved

7.7 Service Charges on accounts – Cheryl spoke to Chrissy about this. Chrissy will look into it and correct any errors.

8.0 Next Meeting - Wednesday November 16,2011

9.0 Adjourned – 8:10pm