

**Claresholm Child Care Society
Regular Board Meeting Minutes
Wednesday September 21, 2011**

Present: Karrie Davis, Cheryl Cochlan, Crystal Cooper, Erin Whelan, Magan Braun

Regrets: Chrissy Giles, Julie Ling, Betty Figueth

- 1.0 **Call to Order:** 6:35 pm
- 2.0 **Approval of Agenda** –Karrie Davis
- 3.0 **Approval of the Minutes** – Cheryl Cochlan
- 4.0 **Business arising from the minutes** – Policies and procedures need to be reviewed this fall
- 5.0 **Correspondence** –
 - 5.1 **Letter from Jon Braun** – see letter – his concerns will be addressed when we review the policies and procedures. The daycare was unaware of the seriousness of a human bite.
 - 5.2 **FCSS funding – Kidz Zone** – deadline is October 14, 2011. Erin will pick up an application and it will be reviewed if we can apply
 - 5.3 **Letter from FCSS** – FCSS wants to borrow our music equipment that was bought by Mark Etkin when FCSS ran the afterschool program. We have two keyboards, electric drums, 4 guitars, and 2 amps. Questions from the board: How long would FCSS like to have it? What if the equipment is damaged? We are willing to donate 1 amp, 2 guitars, electric drums, and 1 keyboard. Motion made by Cheryl Cochlan that we donate 1 amp, 2 guitars, electric drums and 1 keyboard. Everyone was in favour and the motion passed. We will write a letter indicating that we will donate some equipment and request to have FCSS pick it up. Crystal suggested that we ask if the youth club would put on a show for Kidz Zone at some point.
- 6.0 **Reports**
 - 6.1 **Financial – Cheryl-** see report - Income statement June to August shows that we are recovering and that Kidz Zone is doing well. We are up \$2800 over the summer (not for the full year). Kidz Zone brought in \$25,000 over the summer. Kidz Zone still owes the daycare \$3900 right now. Kidz Zone is now holding its own and is full. Congrats to Erin and all her hard work.
 - 6.2 **Manager –Karrie-** Veronica started one course. Karrie starts two courses right away. Sandra is starting level 2. One child left this month and there are 30 kids in daycare. One more baby is starting in Jungle room. Pam MacKenzie was let go from the daycare as an employee. We have hired Kari Martin to replace Pam. Classrooms: Veronica is in the Jungle room, Tammy is in the monkey room, Kari is in the rainbow room, Amanda is in the fun room, and Sandra is in the sunshine room. Next week Karrie is starting paid planning time for the staff. Cheryl has received her level 1 and Chantel is almost done level one. Kari is also half way through her level 2. The daycare is lending staff to Kidz Zone as needed until they are fully staffed.
 - 6.3 **Kidz Zone -Erin** – Erin has applied for accreditation last Tuesday and she hasn't heard anything yet. She didn't qualify for the govt incentive since Michelle didn't put in the paperwork when Erin started at Kidz Zone. We will try to have our new employee apply

for the government funding incentive. This funding is for afterschool programs as an incentive for staying 1 year. Maria Wannop has been hired at Kidz Zone. She has her special needs assistant which may qualify as a ECE level 2. She will work 30 hours a week. She also works at curves. She will work 1-6 Mon Wed Fri and work full days Tues/Thurs. She said she will close daily if Erin wants it. She starts tomorrow for orientation. Kidz Zone has 40 kids that are registered. One of the windows is broken at Kids Zone and the air conditioner still does not work. Erin has talked to several people about this and not gotten any results. Crystal suggested Erin go to the town and take concerns to them. Erin will continue to seek out another part time employee over at Kidz Zone. We have seen a huge improvement in the program since Erin has taken over. Good job Erin!

- 6.4 Chairperson Report – Crystal** –Crystal suggested we get an information package for the teachers and invite them to an open house for Kidz Zone. We should invite town council, members of the community, and the school. Erin will plan to do the open house Thursday, October 20, 6-8 pm.

7.0 New Business

- 7.1 **Fundraiser** – “Celebrate” fundraiser — Karrie will get information from them tomorrow and start a campaign at the daycare
- 7.2 **Snow Removal** – the opening girls will shovel but we discussed what do do when we have large amounts of snow. We don’t want any staff to get injured. The suggestion of a snow blower was made and Karrie will talk to the playschool if they want to share the cost of it. Crystal also suggested Karrie approach the town about helping with big storms??
- 7.3 **Christmas Holidays** - The daycare will be closed December 26-30 and open January 2nd.
- 7.4 **Christmas Party** – To be planned for December 9 at the Golf course. Cheryl will look into planning this with Karrie’s help.
- 7.5 **Making sure we ID people we don’t know** – this situation was dealt with at the time and no longer an issue.
- 7.6 **Colin and Whitney Childcare** – After hearing concerns about Pam’s recent behaviour at the daycare the board decided to suspend care for her children. Karrie and Cheryl will send a letter stating that their care will be suspended effective October 1, 2011
- 7.7 **Air Quality Control** – A parent asked when the last time was that the daycare had the air quality tested. Crystal could not recall so Karrie will look back in the records/minutes to try and find that information.
- 7.8 **Air conditioners** – Two air conditioners have broken at the daycare. We need three for the daycare. The board approved that the daycare can purchase 3 new portable air conditioners with the casino money (that is the fund we purchased out of before).
- 7.9 **Carpet Cleaner** – Karrie will look into booking Leon’s Carpet cleaning over the Christmas break. She also mentioned that the daycare could use a portable one for when spills happen at the daycare. The board approved that the daycare can buy a spot cleaner.
- 7.10 **Addition to agenda:** We have several board members that joined at the AGM in February that have not attended or only attended one meeting this year. An email will be sent to those members reminding them of the commitment for being on the board. Crystal believes that our bylaw states that board members are present 50% of the time to remain on the board.

8.0 **Next meeting – Wednesday October 19, 2011**

9.0 Meeting adjourned 8:45pm