

KEMPTVILLE AREA FAMILY RESOURCE CENTRE

Board of Directors Meeting Minutes

January 8, 2019

Present: Cathy Ashby, Lauren Hare, Julie Anderson, Carrie Van Allen, Lynne Horning, Tara Newton

1. Welcome: Meeting officially started at 7:01pm
2. Approval of Agenda: addition of “committees” under New Business (5e)
Motion moved by Lauren Hare, seconded by Lynne Horning, and all approved.

3. Approval of Minutes: The board will revisit minutes at next meeting

4. Business Arising: Donna Bourbonnais on leave until further notice.

- a. Voting in of Officers: delayed until now due to no quorum.

Chair: Cathy Ashby
 Vice Chair: Lynne Horning
 Treasurer: Tara Newton
 Secretary: Lauren Hare
 Community Member: Julie Anderson
 Community Member: Donna Bourbonnais
 Community Member: Tara Dubreil

Motion moved by Julie Anderson, seconded by Tara Newton, and all approved.

5. New Business:

- a. Budget approval: Proposed 2019 budget was handed out to all board members. Carrie increased the amounts allocated to food (increase in grocery costs), maintenance and repairs (noting the possibility of needing a new dishwasher, as well as a new washer and dryer), and RECE memberships (fees increases from \$150 to \$160) in the budget.

Motion moved by Julie Anderson, seconded by Tara Newton, all approved with a 1% increase to child care fees, 2.6% increase to wages, and the addition of the amortization costs.

- i. Child Care Fees: Carrie proposed a 1%, fee increase.

	Full Time	4 Days	3 Days	2 Days	1 Day
Infant	\$1119	\$896	\$672	\$448	\$224
Toddler	\$908	\$752	\$564	\$376	\$188
Preschool	\$823	\$688	\$516	\$344	\$172
Kindergarten	\$471	Summer Care \$750 Before OR After \$300 Week on Week Off \$300			
School Age	\$404	Summer Care \$650 Before OR After \$275 Week on Week Off \$275			

Motion moved by Tara Newton, seconded by Lynne Horning, and all approved effective March 2019

- ii. Wages: Carrie presented grids showing a 1%, 2% and 3% increase to salaries. Cost of living for 2019 is 2.67%

Motion moved by Julie Anderson, seconded by Tara Newton, and all approved with a 2.67% cost of living increase for wages retroactive to January 1, 2019.

- b. Kemptville Public School: KPS was listed for sale in December 2018. New owner has contacted Carrie to see if KAFRC would be interested in leasing the building at \$25 000 per month. Carrie and Sonya went for a tour on January 8, 2019. The building needs a good cleaning, and fresh paint. The building inspectors were also there at the time. Possible new roof needed. No A/C in building.

Carrie will book tour for board members to view site, and also following up with landlord to see about decrease in rent, possibility of the owner holding a mortgage for KAFRC. Carrie will also seek out potential partners and get a feel for what is possible.

- c. Father Daughter Ball: February 2, 2019. Tickets sales are slowly coming in. Organizing committee consists of Julie, Carrie, Sonya and a couple other staff members. Planning has been going well.

- d. AGM: Tentative date of March 26th at 6pm (supper), 7pm for meeting.

Carrie will look into getting somebody in to speak about Triple P, and the subsidy program.

- e. Committees

- i. HR & Governance: Lauren & Julie
- ii. Finance: Cathy, Tara, Carrie
- iii. Resource & Development: Julie, Lauren, Lynn, Carrie

6. Program Reports:

- a. Enrolment

- i. Infant:9/10
 - ii. Toddler 15/15
 - iii. Preschool 22/24
 - iv. Kinder 19/26
 - v. School Age 34/45
- Total :99/120 = 82%

- b. Licensing: Ministry was in during December. Licenses have all been renewed for another year.

7. Meeting Adjourned at 9:14pm

Next Meeting Dates:

March 26th (AGM), April 23, 2019, June, 25, 2019, Sept 24, 2019, Dec 3, 2019