

KEMPTVILLE AREA FAMILY RESOURCE CENTRE

Board of Directors Minutes

October 22, 2019

Present: Cathy Ashby, Carrie Van Allen, Marla Titus, Kristina Bennett, Julie Anderson, Sonya Clark

1. Welcome: Meeting officially started at 7:00pm
2. Approval of Agenda:
 - a. **Motion moved by:** Marla Titus
 - b. **Seconded by:** Kristina Bennett
 - c. **All approved :** yes
3. Approval of Minutes:
 - a. **Motion moved by:** Marla Titus
 - b. **seconded by:** Kristina Bennett
 - c. **and all approved:** yes
4. Business Arising:
 - a. Financial Audit: deferred to the next meeting.
5. New Business:
 - a. Business and Quality Improvement funding
 - i. We applied for funds through the Counties and received \$24827.45 Included in this funding was tablets, laptops, a gazebo, new plexiglass for our infant/toddler yard deck, new flooring for the infant room, 2 commercial dishwashers.
 - b. General Operating Fund / Budget
 - i. The Counties have decided to come up with a new formula for calculating the General Operating Fund for each program. Unfortunately we won't know until December what our amount will be. We will not be able to complete our budget until we receive this. Due to this change, fee increases are not due until February to the Counties.
 - c. 100 women / 100 men
 - i. Over the past two months we were asked to present to both 100 men and 100 women who care about North Grenville. We were runners up both times but ended up receiving \$750.00. The money will be put towards environment upgrades for the programs. Paint is on the top of our list for two of our locations.
 - d. ECE Appreciation Day
 - i. Thursday is ECE Appreciation Day. We will be doing the same as we have in previous years. Each staff member will receive a \$10 gift card and we will fill up bags with candy and chocolate. We are looking for more suggestions to change things up for next year.
 - e. Expansion Opportunity
 - i. The Counties have put in a proposal on our behalf for a Capital Expansion project in conjunction with the Ministry of Education. This would be five years down the road. If

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our application is accepted the school board would expand our daycare end to include our Infant and Toddler Program as well as the Preschool Program.

f. Board Meeting formats / Working Plans

- i. Carrie attended a workshop on meetings and different formats. One of the ideas that was suggested was having a “consent agenda”. Standard items are presented to the board prior to the meeting, all members would review the items and at the meeting time the consent agenda and everything it contains is passed with one motion. We would then move on to other items on the agenda that need discussing and then allow time for the board to work on other items during the meeting. ie strategic planning etc.

g. Committee Updates:

- i. HR & Governance: Bylaws, Policies and Procedures
Kristina, Lauren, Marla, Carrie
- ii. Finance: Cathy, Kristina, Marla
- iii. Resource & Development: Fundraising
Tara, Lauren Carrie, Sonya, Julie

h. Program Reports:

i. General Program Update

1. New flooring has been installed in our infant room, 2 new dishwashers have been installed; 1 in our main kitchen and 1 in our school location
2. We underwent a major staff shuffle in September. It has gone well, we have had to do a few tweaks since then.
3. We have a few staff members that are dealing with some mental health issues, we are working our way through it. It has been difficult but I think we are starting to get ahead of it, we want to support our staff.
4. We had one staff member nominated for the Teacher of the Year award, we will find out on Saturday if they are the winner. KAFRC took home the trophy last year as Jessica Bass won the award.
5. We are still waiting for the Ministry of Ed to arrive as well as the Health Unit. We are expecting both any day now.

ii. Enrolment

1. Infant: 6/10 We have one staff member off for mental health reasons, the lower numbers have allowed us to accommodate her transition schedule and not have to cover her in the program.
2. Toddler : 12/15 We are keeping a few spaces for infants who will need to move up
3. Preschool: 23/24 There are a few part time spaces available, 1 full time space for a returning child in March.
4. Kinder: 25/26
5. School Age: 31/45 Many children have aged out and we have had a few leave due to family circumstances. This is the first time our school age program has

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had a chance to breathe. We are slowly building the numbers back up while keeping in mind that 13 children will be moving up in September.

6. Next Meeting Date: December 3 @7pm
7. Meeting Adjourned at 9:00pm