

KEMPTVILLE AREA FAMILY RESOURCE CENTRE (KAFRC)
ANNUAL GENERAL MEETING
Tuesday, April 24, 2018



MINUTES

1. Call to Order: Opening of Meeting and Instructions

Roundtable introductions and roles regarding KAFRC (Staff, Parents and board members). C. Ashby welcomed everyone and commenced AGM at 7:05pm.

2. Welcome and Regrets: Opening of Meeting and Instructions

Roundtable introductions and roles regarding KAFRC (Staff, Parents and board members).

Present: Cathy Ashby, Lauren Hare, Donna Bourbonnais, Julie Anderson, Donna Ouellette, Lynne Horning, Melissa Garlough, Tara Newton and Carrie Van Allen
Regrets: Tara Dubreuil

2. Agenda: Additions, Amendments and Approval

Motion: A motion was put forth by D. Ouellette to accept the agenda. It was seconded by L. Hare; motion was approved.

3. Minutes: Additions, Amendments and Approval

Motion: A motion was put forth by D. Ouellette to accept the minutes. It was seconded by D. Bourbonnais; motion was approved.

4. President's Report (Cathy Ashby)

Kemptonville Area Family Resource Centre started the year winning the Asset Builder Award from Every Kid in the Community. This award is given to a child care centre that provides "Positive and accepting environments for children and their families." The KAFRC team, led by Carrie has worked diligently in creating such environments. As a Board of Directors, we are amazed to see the innovative and creative settings that encourage exploration and learning experiences for all ages. The outdoor spaces were exceptionally inspiring. Throughout the year, KAFRC hosted several How Does Learning Happen evenings in which they showcased their learning environments to other child care centres. The Board of Directors wish to thank all the KAFRC team members for their dedication to providing learning spaces that ensure the optimum development of the children that they care for.

A special thank you to Carrie for providing not only professional leadership to the KAFRC team but also guidance and support to the Board of Directors.

This year, the Board of Directors established several committees. The Finance Committee established a new wage grid, vacation grid, and approved this year's budget. The Resource and Development Committee established the first annual Father/Daughter Ball. This was a wonderful evening that created special memories for both the dads and the daughters. The Governance Committee will be reviewing Bill 148 to guarantee that KAFRC meets all the new requirements. Thank you to all Board members for volunteering their time to KAFRC over this past year.

A special thank you to Donna Ouellette for 25 years of service on the KAFRC Board of Directors. The dedication that Donna has given to KAFRC has ensured the continuity of excellent programming throughout the years. Donna has assisted the Board of Directors in a variety of roles; this year as Vice- President and member of the finance committee. It has been a pleasure to work with Donna on the Board for the last few years. We commend Donna for her insights and commitment.

5. Director's Report (Carrie Van Allen)

This past year has been another busy one for KAFRC. We expanded our Infant Program from 6 children to 10 children, our toddler program from 10 children to 15 children, and our preschool program from 16 to 24 children.

With the expansion, the KAFRC family has grown to include Karli who is currently in our infant program, Megan and Jessica who are currently in our School Age Program, Melissa who is currently in our Kinder Program and Julie who is currently in our Preschool Program.

Our team has been diving in to the How Does Learning Happen pedagogy head on. We are constantly evaluation and changing our environment to better suit the needs of the families that attend KAFRC. We have started asking the question "Why" – why do we do things we do? And if the only answer is "because that's the way we have always done it" – then... maybe it's time to re-evaluate and change it! One of our main focuses this year was our outdoor environments, and wow, was I shocked to see the transformations. The educators here at KAFRC are truly one of a kind. They were able to create welcoming spaces that included all the elements that you could find indoors, but outdoors. One of our focuses over this next year will be on parent engagement, and this is why we have invited you all here tonight!

Here at KAFRC we have some of the best staff across Leeds & Grenville, I may be a bit biased but that's my honest opinion. Tonight we would like to recognize a few staff for their years of services with KAFRC. Some of these recognitions are long overdue but we felt like they should be acknowledged!

Donna Ouelette, our current vice president has served on the board of directors for 25 years. Donna became a board member when her daughter started attending our before and after school program, now many years later Donna has a grandson

attending our program. Donna has been instrumental in ensuring KAFRC has remained a vital part of Leeds and Grenville. Donna, a fellow RECE and a fellow supervisor was a great support to me when I started my own journey here. She has held many positions over the past 25 years. Donna was a part of the hiring process for many, if not all of the staff who sit here today. We would like to present this token of our appreciation for all you have done for KAFRC over the past 25 years!

6. Special Acknowledgements

1st up, is member of the KAFRC team who began her career with us in 2011. She is a dedicated educator who truly cares about each and every child in the program. Although she may be quiet and reserved when it comes to talking to parents or in group conversations, her true personality shines through when she's with the children. In 2016 Maegen Ruttan hit a milestone and reached 43 817 total hours working with KAFRC, or 5 years.

Next is a member of the KAFRC team who began her career with us in 1999. She is an integral part of the KAFRC team. Her wisdom and knowledge from her previous term as supervisor has helped me in more ways that I couldn't of even imagined. She is here to support, guide and challenge all of us daily. She is our "why" questioner! In 2014, Sonya Clark officially worked for KAFRC for 782 weeks, or 15 years.

Lastly is a member of the KAFRC team who began her career with us in 1997. This educator is unbelievably imaginative, she can create activities off the top of her head and the children are willing to follow her wherever she goes. She is able to create trusting relationship with families and children very quickly and easily. In 2017, Colleen Fitzpatrick officially worked for KAFRC 7304 days, or 20 years.

We'd like to present this gift as a token of our appreciation.

7. Slate of Officers

2018 Slate of Officers to be voted on at June 5, 2018 meeting.

8. Adjournment

C. Ashby thanked everyone for attending the AGM and adjourned the meeting at 8:22pm.

KEMPTVILLE AREA FAMILY RESOURCE CENTRE

Board of Directors Meeting Minutes

June 19, 2018

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

1. Welcome: Meeting officially started at 7:02pm
2. Approval of Agenda:
Motion moved by Lauren Hare, seconded by Lynne Horning, and all approved.
3. Approval of Minutes
Motion moved by Julie Anderson, seconded by Lynne Horning, and all approved.
4. Business Arising:
 - a. Approval for the Director's (Carrie) cell phone bill to be paid for by KAFRC
Motion moved by Cathy Ashby, seconded by Lynne Horning, and all approved.
5. New Business:
 - a. Membership List: all board members will send Carrie their contact information and address to have on file.
 - b. Infant Affordability Strategy: all families that reside in Leeds and Grenville and attend our infant program will now pay the toddler rater versus the infant rate. The rest will be subsidized by the Counties of Leeds and Grenville. This is in effect until December 2018
 - c. Summer: Field trips have been booked and we will also be offering a hot lunch program this summer through Mr. Mozzarella.
6. Program Reports:
 - a. Enrolment
 - i. Infant:8/10
 - ii. Toddler 13/15
 - iii. Preschool 16/16
 - iv. Kinder 26/26
 - v. School Age 35/45
 - b. Staff updates: Angie has been diagnosed with breast cancer. She will be taking some time off for surgery and treatments.
7. Meeting Adjourned at 8:32pm

KEMPTVILLE AREA FAMILY RESOURCE CENTRE

Board of Directors Meeting Minutes

October 23, 2018

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

1. Welcome: Meeting officially started at 7:06pm

2. Approval of Agenda:

Motion moved by Cathy Ashby, seconded by Lynne Horning, and all approved.

3. Approval of Minutes

Motion moved by Lauren Hare, seconded by Julie Anderson, and all approved.

4. New Business:

a. Fee increase: Carrie proposed a 1 % increase to fees effective March 1, 2019

	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 Only \$750 Before OR After \$300 Week on Week Off \$300			
School Age	\$404	Summer Care Only \$650 Before OR After \$275 Week on Week Off \$275			

Motion moved by Cathy Ashby, seconded by Lynne Horning, and all approved.

b. Carrie is going to move Sonya into a new Role of Assistant Supervisor/Pedagogical leader and not replace the admin assistant position.

5. Program Reports:

a. Enrolment

- i. Infant:8/10
- ii. Toddler 15/15
- iii. Preschool 17/24
- iv. Kinder 19/26
- v. School Age 35/45

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b. Staff updates: Looking to fill 2 positions right now.

c. Jessica Bass took home Early Childhood Teacher of the Year Award in Leeds and Grenville.

6. Meeting Adjourned at 8:26pm

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.

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 subletters 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: responsible for helping Carrie with Staffing, hiring, job descriptions (Carrie, Sonya, Lauren & Julie)
- ii. Finance: Cathy, Tara, Carrie
- iii. Resource & Development: responsible for fundraising (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. Licences 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