



AGM Meeting Attendance

May 29, 2024

Kendal Schlosser	Lindsay Dinney
Joni Currie	Mackenzie Kelly-Ingram
Diane Lopez	Derrane Riley
Heather McClinchey	Grace Pelss
Laura Edgan	Lillian Bosman
Laura Jutz	Deck Forman
Sharilyn McCullough	Krystal Brideau
Randy McCullough	Katelyn Hammel
Terry Hogg	Deanna Martin
Johanna Jacques	Dylan Doupe
Shari Mundell	Steph Doupe
Deb Alderson	Caelynn Elliott
Julena Mitchell	Chantel Stevenson
Sarah McGlynn	Katie Johnston
Ber Wood	Fiona van Vleet
Justi Oll	Jim Hutchinson
Chantel	Nicole Hutchinson
Melley McNeil	Chrissy Armstrong
Jenna Batkin	Chris Armstrong
Darah Gibson	Dinys Paul
Vordyn Oesch	Megan Anderson



Amy Uphall	<i>[Signature]</i>
Laura Shields	Laura Sniel.
Leah Bowen	<i>[Signature]</i>
Tyler Bowen	<i>[Signature]</i>
Alex Wise	<i>[Signature]</i>
Katrina Crocker	<i>[Signature]</i>
Jacob Williams	<i>[Signature]</i>
Becky Forbes	Becky Forbes
Wesley Forbes	<i>[Signature]</i>
Kyla Van Drunen	<i>[Signature]</i>
Chelsea Dawe	Chelsea
Shirley Hart	<i>[Signature]</i>
Erin Nicholson	Erin Nicholson
Jeanne Pizato	Dana Truckle
Kyle Connolly	Deb Hakkers
Jocelyn Barthoff	Amanda Smale
Colby Middleton	
Katelyn Hastings	<i>[Signature]</i>
Colton Hastings	Colton Hastings
Toni > Zach Thompson	<i>[Signature]</i>



CLINTON CO-OPERATIVE CHILDCARE CENTRE INC.

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Annual General Meeting Minutes

May 29, 2024 @ 5:30 pm Clinton Public School

Attendance:

Please see attached

1.

Welcome

Kendal welcomed everyone to our 33rd Annual General Meeting, and thanked everyone for attending. Kendal expressed how grateful we are as a Board of Directors to have such wonderful staff and caring parents.

2.

Approval of Agenda

Motion to approve the agenda- Sharylin McCullough

Second- Laura Jutzi

Carried

3. Reading and Approval of the Past Minutes

Laura Jutzi read the minutes from last years AGM meeting in 2023

Motion to approve the past minutes - Megan Anderson

Second- Sharilyn McCullough

Carried

4. Introduction of Board of Directors and Approval

Kendal provided information about the roles and responsibilities for the board members and each Board member introduced themselves. Kendal also informed parents that we are looking for more Board members including Kate A. Position this fall. We completed 4 votes for new board positions.

Motion to approve Laura Edgar for President- Laura Jutzi
Second- Megan Anderson

Carried

Motion to approve Terry Hogg into Vice President- Sharilyn McCullough
Second- Meg Anderson

Carried

Motion to approve Annette Fletcher into financial chair - Bridget Blake
Second- Terry Hogg

Carried

Motion to approve Nicole Hutchinson into a director position- Sharilyn McCullough
Second- Laura Edgar

Carried

5. Introduction of Staff and Recognition of Years of Service

A complete list is attached of staff.

Deb expressed her gratitude and recognized all of staffs hardwork

6. Executive Director's Report

Deb A. read her report (see attached)

7. GPS kids corner supervisor's report

Jodi read her report (see attached)

8. Reading and Approval of the Financial Report

Diane read her report (see attached).

Motion to approve the financial report- Laura Edgar

Second- Meg Anderson

Carried

9. Appointment of Accounts to Review Financials- Seebach and Company

Kendal explained to everyone that we have been using this company for many years and they agreed it would be in our best interest to use their services again.

Motion to approve Seebach and Company to review financial statements for 2024- Phil Smith

second - Megan Anderson

Carried

10. New Business

No new business

11. Closing words

Kendal let parents all know that we are a co-operative daycare and need parents involved in all aspects. Letting parents know there is one position on the board still open for elect. Kendal thanked everyone for coming and to enjoy the wonderful evening filled with pizza and lots of activities for the kids.for the kids.

12. Adjournment

Motion to adjourn the meeting at 6:15 pm - Laura Jutzi

Second- Terry Hogg

Carried

Welcome

Good evening, my name is Kendal Schlosser and I am the Chair of the Board of Directors.

On behalf of the Board of Directors and CCCC leadership team and staff I would like to welcome everyone to our 33rd Annual General Meeting. We are thrilled to have so many families here with us tonight.

The attendance sheet is circulating, and I'd kindly ask that everyone please ensure they are accounted for in tonight's AGM attendance.

Thank you so much for taking the time this evening to attend our Annual General Meeting. As a Co-operative, the input and participation of our members is critical to the governance of our Centre.

What does it mean to be a cooperative? It means that our Centre is people centred – our centre is owned and run by the members and for their members to realize our common economic and social needs. The Centre is governed by the Board of Directors whom I will introduce in a few minutes. These dedicated parents take time each month to review and consider financials and policies prepared by our dedicated staff, to ensure the effective and efficient running of this wonderful place.

Being a Director is one way you, as a parent, can contribute to the Centre but there are others as well. We have a number of opportunities for parent involvement- volunteers for fundraising activities, donating gently used coats/boots, or help in the gardens. We welcome any ideas you have to enhance the children's experience and education.

We have a number of parent committees and I encourage everyone to review the upcoming slide and select an opportunity for involvement.

1. Approval of the Agenda

Before we get started does anyone have anything they would like to add to the agenda?

I will ask for a motion to approve the agenda _____; Second _____

2. Reading and Approval of Last Minutes

I'll invite our secretary Laura Jutzi to read the minutes from last year's AGM last meeting.

Any amendments? _____

I will ask for a motion to approve the minutes as presented _____; Second _____

3. Introduction of Board of Directors

The Board of Directors is comprised of 11 members who are elected by the membership.

****Introduce:**

Vice Chair- Laura Edgar

Treasurer- Sharilyn McCollough

Secretary- Laura Jutzi

HR Team- Phil Smith and Kate Aitchison

Fundraising Team- Bridgette Williams and Jill Forman

Directors: Terry Hogg, Marieke Steenbeek, Tess Gibbings

In 2022 the cooperative voted to amend our bylaws and extend our board of directors from 9-11 members. An expanded board, offers diversity of strengths and knowledge which better informs the Board's collective voice. The Board meets monthly, via zoom. We do not meet in July, August or December. The Board helps to support the leadership team and provides, parent voice within the center's decision making process. It has been a busy year, as we continued to navigate the provincial funding changes within the CWELCC Program. (Canada Wide Early Learning & Child Care System). Along with supporting the leadership team in transition with the onboarding of a new Executive Director and development of the Childcare Coordinator role. The Board also motioned to

enhance our existing Education Support Initiative for non registered staff who are currently working towards completing their Early Childhood Education.

There is lots of movement within Board positions for the upcoming year, and we will ask the membership to vote on these changes momentarily. At this time, we have a full complement on our board. However, if you think the Board is something you may be interested in in the future. I encourage you to connect with any member of the board or our leadership team. We are happy to have you sit in on a meeting and see what it's all about before making a full commitment. Not limited to parents/guardians; community member would be a great addition to further diversify representation on the board.

***** 6 positions for election this evening**

- Chair- Laura Edgar Motion_____, Second_____
- Vice Chair- Terry Hogg Motion_____, Second_____
- Treasurer- Annette Fletcher Motion_____, Second_____
- Director- Marieke Steenbeek Motion_____, Second_____
- Director- Tess Gibbings Motion_____, Second_____
- Director - _____ Motion_____, Second_____

4. Introduction of Staff and Staff Recognition- Deb

5. Executive Director's Report- Deb Alderson

6. GPS- Kids Corner Supervisor's Report- Jodi Clarke

7. Reading of Financial Report- Diane Proper

--Motion to approve financial report_____; Second_____

9. Appointment of Accounts- Kendal

Seebach and Company have been our accountants and supported the center with financial decisions for a number of years. With a strong working relationship we are confident Seebach and Company are the best fit to continue to prepare our financials.

Any questions/concerns?

I will ask for a motion to Appoint Seebach and Company to review our 2024 financials. Motion_____, Second_____

10. New Business- Kendal (no new business)

11. Closing words

The involvement of our parents and families is crucial to the continued function of our wonderful centre. Thank you again for attending tonight's meeting.

Prizes- Jeannie , Amanda , Lillian

12. Motion to Adjourn _____, **Second** _____

Board of Directors

- Chair: Kendal Schlosser*
- Vice Chair: Laura Edgar
- Treasurer: Sharilyn McCullough*
- Secretary: Laura Jutzi
- Director: Phil Smith - HR Committee
- Director: Kate Aitchison – HR Committee
- Director: Bridget Williams – Fundraising
- Director: Jill Forman – Fundraising
- Director: Terry Hogg
- Director: Marieke Steenbeek
- Director: Tess Gibbings

Parent Committees

- **Board Member**
 - Members are needed to sit on our volunteer Board of Directors Committee. Board Members assist in setting policies and approving the yearly budget
- **Fundraising & Special Events Committee**
 - Help plan/provide ideas for fundraising
 - Help on the day of deliveries
 - Working with events, assisting with parties, helping with Public Relations events such as Annual General Meeting (AGM)
 - Donating prizes/gifts for events
- **Maintenance Committee**
 - Indoor/Outdoor maintenance
 - Toy/equipment repair, assembly or installation
- **Helping Hands Committee**
 - Spring cleaning (indoors/outdoors as needed)
 - Kitchen help as needed
 - Toy washing (indoor/outdoor toys and equipment)
- **Community Services Committee**
 - Technology (website, information and technology questions)
 - Trades (for example – electrical, plumbing, carpentry, arborist)
 - Agriculture (items to donate to sensory bins)
 - Skills/Talent (for example – musical, crocheting, sewing)
 - Field Trip Potential/Visitor to Centre (for example – veterinary, dental, farm, maple syrup tour, bakery, Police, Fire, Ambulance)

Staff Introduction and Years of Service

- Shari Mundell – 27 years
- Sarah McGlynn – 17 years
- Amanda Smale – 17 years
- Jeanie Pizzati – 16 years
- Deb Hakkers – 16 years
- Carmen Kelly – 12 years
- Lillian Bosman – 12 years
- Sheila Matthews – 11 years
- Katelyn Hastings – 11 years
- Dana Truckle – 10 years
- Julena Mitchell – 10 years
- Colton Hastings – 8 years
- Jodi Clarke – 7 years
- Kirsten Hicks – 6 years
- Darah Gibson – 6 years
- Mackenzie Kelly-Ingram – 5 years
- Heather Hastings – 5 years
- Derriane Riley – 5 years
- Justice Collinson – 4 years
- Kenley Sanderson – 4 years
- Jenna Batkin – 4 years
- Sheridyn Van Altena – 4 years
- Deidre Gerrits – 4 years
- Diane Proper – 3 years
- Frances Smith – 3 years
- Erin Nicholson – 2 years
- Julianne Bartlett – 2 years
- Sarah Campbell – 2 years
- Bev Wood – 2 years
- Melanie McGrath – 2 years
- Jenna DesJardins – 2 years
- Johanna Jacques – 2 years
- Emily Damsma – 1 year
- Jackie Boyne – 1 year
- Lisa Swick – 1 year
- Grace Pelss – 1 year
- Hannah Greer – 1 year
- Layla Hayes – 1 year
- Tina May – <1 year
- Emma Campbell – <1 year
- Sequoiah Zondervan – <1 year
- Rebecca Pigg – <1 year
- Norah Matthews – <1 year
- Deb Alderson – <1 year
- Kristin Smith – <1 year
- Missy Ann McCreary – <1 year
- Julie Glenn – <1 year
- Mya Sproul – <1 year
- Lyric Seibert – <1 year
- Lauren Bonney – <1 year
- Heather McClinchey – <1 year

Welcome to the 33rd and my first Annual General Meeting with Clinton Co-operative Childcare Centre. I have been with Clinton Co-operative since January 2024, and I am looking forward to many more years together.

Since my arrival at CCCC there has been some restructuring of the Leadership Team to provide the best quality care for your children. The Leadership Team is comprised of myself the Executive Director, Amanda Smale - Childcare Coordinator, Jeanie Pizzati - Clinton Site Supervisor, Jodi Clarke - Goderich Site Supervisor, Kirsten Hicks - St. Joseph's Site Supervisor, Lillian Bosman - Clinton Site Assistant Supervisor and Sheila Matthews - Goderich Site Assistant Supervisor. We also have recently had changes to our Financial Team, Diane Proper is our Financial Administrator, and I would like to introduce Heather McClinchey as our Financial Administration Associate.

We have an amazing group of educators who provide care for your children daily. Our program teams have been utilizing the Lillio program app to assist with daily documentation, attendance tracking and communication with parents/guardians. Documentation and communication through Lillio allow parents and caregivers to see the activities their children are engaging in as well as the milestones their child are reaching while in our care.

We are fortunate to have community partners such as the County of Huron, EarlyON, AMDBS, HPDCSB and Melanie Evans and Shalena Reid from Growing Together who provide services at our Goderich and Clinton Sites.

Our Board of Directors has provided support and leadership during the transitions that have taken place over the past year. We are fortunate to have a Board of Directors with a diverse group of skill sets to help navigate challenges and opportunities for growth and development that we are presented with.

CCCC does a lot of fundraising with Jeanie and our fundraising committee working hard to provide a variety of fundraising options. We continue to have Mable's Labels and Scholastic Books as on-going fundraisers. All our fundraising dollars go back into the programs and are used to off-set the cost of field trips in the summer months.

Both Clinton and Goderich Sites are on social media, each having a Facebook page. We encourage you to check out our Facebook pages and our website regularly for updates. We also have monthly newsletters from our Educators to keep you informed of what is happening in each of the programs.

We have had some updates to our Volunteer Policy from the Ministry of Education. We now require some pre-volunteering paperwork to be completed to ensure we are following the Ministry of Education guidelines. I have listed the items required on the slide, if you are interested in being a volunteer, please speak to any of the listed members of the Leadership Team and we are happy to assist you with the pre-volunteer process.

I would like to thank everyone who donated prizes for our games tonight, door prizes and a prize for staff. Each family who has attended the AGM will have their name put in each of the prizes. Draws for the prize will be made by Jeanie, Amanda and Lillian before we go outside.

In closing, I would like to thank all of you for taking part in our annual general meeting. I would like to thank the Educators who have been exceptionally gracious and flexible over the past 5 months that I have been at CCCC. Your commitment to the children and families you serve does not go unnoticed. I am very fortunate to come into this role with such a supportive and dedicated team. Thank you to Amanda, Jeanie, Lillian, Jodi and our Board of Directors for your ongoing support of myself and the centre. Thank you to our Vendors who have provided us with tents and entertainment this afternoon. It is a privilege to be in this role and I look forward to getting to know more of our CCCC families.

Thank you, enjoy the rest of your evening.

Volunteer Policy

- This policy is a requirement of the Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for childcare centres
- All volunteers will **always** be supervised by an Employee and must be over the age of 18.
- **Prior to volunteering the following paperwork must be completed**
 - Signing of Confidentiality Forms
 - Reading the Policies & Procedure Manual (to be reviewed annually)
 - Reading Individual Plans and receive training on each Child's Emergency Plan including anaphylaxis
 - Complete a Health Assessment and provide a copy if their current immunization records before starting volunteer work
 - Completed Vulnerable Sector Check (VSC) and annual offense declaration
- **All required documentation should be submitted prior to starting volunteer work**
 - Deb Alderson – Executive Director
 - Amanda Smale – Childcare Coordinator
 - Jeanie Pizzati – Clinton Site Supervisor
 - Jodi Clarke – Goderich Site Supervisor
- All Volunteers are required to report any allegations/concerns as per the “*Duty to Report*” under the *Child and Family Services Act*

Childcare Centre Supervision of Students and Volunteers Policy

The Clinton Co-operative Childcare Centre welcomes both placement students and volunteers into our programs offered at our childcare center. We believe it is a valuable part in gaining experience within a childcare environment. Volunteers and students also play an important role in supporting the safety and well-being of children in the daily operations of childcare programs.

This policy will provide supervising staff, students, and volunteers with a clear understanding of their roles and responsibilities.

This policy is a requirement of the Ontario Regulation 137/15 for policies and procedures regarding volunteers and students for childcare centres.

All students and volunteers at the Clinton Co-operative Childcare Centre will always be supervised by an Employee, must be over the age of 18 years of age and is never permitted to be alone with any child or group of children who receive childcare. Volunteers and students will not be counted in staff to child ratios.

Roles and Responsibilities of the Executive Director/Supervisor:

- Prior to students beginning placement, they will have an interview with the Executive Director/Supervisor. If the interview is successful, the student will then complete any necessary paperwork including confidentiality form. On the student's first day, they will read the Policies and Procedures and review them annually with the Executive Director/Supervisor as a minimum. A staff will be designated as the student's supervising teacher and will mentor that student throughout their placement.
- Volunteers will also complete any necessary paperwork including confidentiality form prior to beginning, read the Policies and Procedures and review them annually with the Executive Director/Supervisor as a minimum. Depending on the circumstances, volunteers will be supervised by a designated staff, the Executive Director/or Supervisor at the Centre.
- Ensure all students and/or volunteers have read the individual plans and be trained on each child's Emergency plans for children with anaphylaxis.
- Ensure all students and/or volunteers have completed a health assessment and provide a copy of their immunizations before beginning at the childcare center.
- Ensure all students and/or volunteers have a vulnerable sector check (VSC) and annual offence declaration which are kept on file in accordance with the childcare centre's criminal reference check policy and procedures and Ontario Regulation 137/15.

Roles and Responsibilities of the Volunteers/Students:

- Always maintain professionalism and confidentiality. Students and/or volunteers will be made aware that they are not to be included in staff to child ratios or will not be left alone with the children. They are an extension of our Educators and will assist the Educators in their daily activities.

- Submit all required information including vulnerable sector check (VSC), immunizations, emergency contact information, and completed health assessment to the Executive Director/Supervisor prior to commencing placement or volunteering.
- Responsible for reading and implementing the Centre's Policies and Procedures, read the Individualized Plans and Emergency plans for children with anaphylaxis, as well as review allergy lists and dietary restrictions and ensure they are implemented.
- All students and/or volunteers are expected to report their absence.
- All students/and or volunteers are required to report any allegations/concerns as per the "Duty to Report" under the *Child and Family Services Act*

Roles and Responsibilities of the Supervising Staff:

- The Executive Director/Supervisor will designate a Supervising staff to act as a mentor for the student and/or volunteer and inform them of their supervisory responsibilities.
- Provide an environment that promotes and supports students' and/or volunteers' learning and professional development.
- Provide students and/or volunteers with clear expectations of the childcare program in accordance with the Program statement and the foundations of How Does Learning Happen framework through building relationships between children and students and/or volunteers and connections with families.
- Provide students and/or volunteers with feedback on their performance and support any professional development learning opportunities.
- Work collaboratively with the students practicum supervising teacher to provide feedback and mentorship for the student.
- Monitor and notify the Executive Director/Supervisor of any student and/or volunteer misconduct or contraventions with the centre's policies, procedures, prohibited practices or individual plans (where applicable) in accordance with the childcare centre's written process for monitoring compliance and contraventions.

Revised May 2024



**CLINTON CO-OPERATIVE CHILDCARE
CENTRE INC.**

**Kids Corner-Goderich Public School
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Kids Corner
AGM Supervisor Report
May 29, 2024

Kids Corner, the Before and After School Program at Goderich Public School has been a part of Clinton Co-operative Childcare Centre since October 2011. The program has grown steadily over the years and now runs at full capacity that space within the school and staffing allows.

There are 26 JK/SK children and 45 Grade 1-6 children. Both groups still have an extensive wait list. There are currently 15 Educators employed.

The Educators put a lot of effort into planning a fantastic program for our School Age Children. We are fortunate that we can access many places in the community such as the splash pad, butterfly park, the beach playground or have special visitors join our program to enhance our experiences.

In closing, I'd like to thank my team of Educators. It is due to their hard work and dedication that has formed Kids Corner into the thriving program it is today.

**Clinton Co-operative Childcare Centre Inc.
Financial Administrators Report 2023**

Annual General Meeting – May 29, 2024

Good evening, I am Diane Proper, the Financial Administrator at Clinton Co-operative Childcare. I have probably met, talked to, or emailed most of you sometime over the last 3 ½ years, if not, please come and say hello. I want to thank our amazing board of directors, the administration staff...the educators and all of you...the families...for your support. Most of all, I want to introduce Heather McClinchey. Heather just joined our financial team earlier this month and works with us part time. Please be sure to say hi and to welcome her to our team.

2023 was an overwhelming year. With Covid shutdowns over and CWELCC established, it was a year for positive change. Most people know the Canada Wide Early Learning and Childcare was established to bring down rates for parents of children under 6. However lowering fees for parents was just one part. The other was to open up an additional 86,000 daycare spots in Ontario by December 31, 2026. To do that, the government realized they had to contribute to the recruitment and retention of registered childcare staff. 2023 therefore was the first year Workforce Funding dollars were introduced. Given to eligible registered ECE's, an increase of \$1.00 per hour, each year over year until they reach the specific threshold.

In March, professional development funding allowed the counties of Huron, Perth, Grey and Bruce to collectively provide a learning opportunity for all childcare staff in Collingwood, and October's ECE appreciation day saw Huron County further enhancing our learning experience. The county provided, from this same funding, cash for each staff member to purchase what they deemed as essential to them.

The additional Federal and Provincial funding our centre has received since CWELCC, gave us an opportunity to consider health care benefits for our staff. That dream became a reality in December 2023, giving Clinton Co-operative Childcare a very promising opportunity for recruitment and retention.

So, good news...and great news from a financial perspective. Not every child who attends here is full time every day, so although we count the number of children we serve, we also count their time in units of full day equivalent or FDE's. Let me explain, an infant attending 3 days a week would have a full day equivalent of 156 days after a year. Whereas a school age child who attends after school 3 days a week and off in the summer, would only have a full day equivalent of 30 days in that same year, as before or after school is counted as a quarter day. We count a child's actual time at the centre in units of full day equivalent. And we are very pleased to share, our FDE has not only returned to pre-covid numbers, but is actually higher. In fact, at over 27000 units in 2023, it is 2303.75 days higher than 2019.

With a higher FDE, costs are up, especially for groceries, which have skyrocketed in the last couple of years. Daily items...paper towel, laundry soap, program toys, books, sunscreen, supplies to

make diaper wipes, have all increased considerably. Clinton Co-operative has remained vigilant about keeping costs down without affecting the care of the children. We knew we were receiving additional funding to aid the centre, but we didn't realize the extent. We feel so fortunate. Not only were we able to tackle the additional high costs, provide new equipment to our programs, raises and benefits to our staff, but we ended our year with a profit of \$245,550.00. We know our profits for 2024 will not be as high. We know as the ministry works the kinks out of the CWELCC program, the additional funding will go down. We also know we will continue to be vigilant in keeping the expenses as low as possible while keeping the quality of care as high as we can for your children, just as we always have. BUT...the additional money will help us look toward a future with more room, more staff and more daycare spaces.

We had a successful fundraising year as well, and we cannot thank our families enough for all their efforts. Our fundraising dollars are used to purchase items for all ages to encourage and enhance their learning experiences. We also thank our fundraising committee board members Brittany ~~Williams~~ *Brickett* Williams and Jill Forman and our staff Jeanie and Lillian for all their hard work to make it happen.

I am at the office in Clinton Monday to Friday 8-4, please feel free to stop in, call or email and say hi to our team. Feel free to ask any questions you have regarding your account or about things I've spoken of today. We are here for you! Thank you for attending our AGM. Have fun!