



General Meeting
Wednesday, February 11th, 2009
7:00 pm

Present: Casey Edwards, Alka Moorjani, Nadia Wolters, Kim Cable, Lorena Webster, Allison McLaren, Maria Crosby, Kim Byrd, Tatjana Celenkovic, Paul Chambers, Adrienne, Doornbos, Angie MacEachern, Kery Biggs, Shannon Oaks, Felicity Webster, Christine Lee, Remi Rochon, Sam Rego, Heather Patterson

1. Welcome & Introductions

- Shannon wanted to inform the group about boundary changes for French Immersion schools in Osgoode and how it has negatively affected some families in the area currently attending Castor Valley. If you want more information, wish to address the school board as a group, or know of other families who do, please contact Shannon. (826-2834)

2. Review of Previous Minutes

- October minutes were read and adopted as presented.

3. Program Updates

- Changes in the status of Ontario's economy have postponed the implementation of full-day kindergarten for our schools indefinitely.
- Thank you to our double-duty parents on Mondays, it has worked well for the program so far. Also thanks to Felicity for contributing her valuable time on Wednesdays.
- Shapes will continue as a theme this month, oceans and water are coming up next.
- "The Roots of Aggression", a movie, will be shown upstairs in the Chambers above the Live & Learn Feb-19th at 7pm. Child care can be available with notice. Maria strongly urges every parent to see this movie if possible.
- L&L workshops coming up include a Nutrition Workshop (Mar-11) and Ready to Learn (Mar-26). This kindergarten readiness workshop runs from 1-3 on Mondays and Thursdays. Many parents said their child had benefited. Maximum registration is 10.
- RFC has acquired 2 new computers from the United Way and this is expected to greatly assist with RFC financials and the software required to streamline our accounting processes.
- Please bring in baby food jars!!
- Maria, Allison and Lorena have been working on an accreditation for the school. Scoring factors are based on Health and Safety, Physical Environment and Program Evaluation. The school scored 80% and now has a list of improvements they would like to implement. This is a self-audit this year but soon the City will require formal accreditation which will be similar.
- Felicity mentioned that school access should be addressed as a safety measure and that we need to consider locking all doors to the building when children are inside. Maria mentioned the need for a doorbell to place outside for legitimate visits outside school arrival and pick-up times. Right now anyone can enter the school at their leisure.

4. Executive Updates

4.1. Finances

- About \$5100 in the bank right now, not including January's payroll. Alka mentioned the increase in bookkeeping expenses to RFC as we continue to reconcile RFC financial statements. *(Executive to discuss further).*
- Now need 14 pre-school days and 4 toddler days to meet tuition forecasts in the 4 months we have left. These will likely be offset by fundraising efforts (EBB, Sales)
- Alka is working with RFC Finance Committee to try and document financial policies for all of RFC.
- Tax receipts should all be issued for 2008, call Alka if any questions.
- An audit will be done on the school and all of RFC shortly and a firm has been chosen to conduct that. Expecting a \$5000 cost split amongst all 3 RFC programs.

4.2. Marketing

- EBB advertising is in full swing. We will be submitting press releases, ads, flyers etc. We will be asked to pass on invites to friends/family and hang flyers where they make sense.
- Nadia needs school photos from this year if you have any to share for use at the EBB.
- We are purchasing double sided, reusable EBB and Sale signs for the new metal sidewalk stands we received. Saved about \$15 per sign using both sides.

4.3. Registration

- School welcomed 3 new families since October; the Bourbonnais, the Pattersons and the Regos.
- To help with enrolment it was suggested we take a look at our registration package and perhaps downsize it or break it up a bit to make the co-op work less overwhelming. It was mentioned that our materials might discourage potential families based on the detail it provides. Most people agreed all the co-op work isn't as bad as the Handbook makes it seem.

4.4. RFC

- (Mostly covered in Maria's update)

5. Current Business

5.1 Vice President Role

- Samantha Rego has offered to fill the role of Vice President on the Executive.
- Nadia nominated her, Adrienne seconded the motion. Motion carried unanimously. Welcome Sam!

5.2 Easter Bunny Breakfast and Silent Auction

- The EBB has been scheduled for Mar-21st only because it was the only weekend available even close to Easter. Ongoing City of Ottawa programs had booked the hall many months in advance.
- The Cow Guys are the entertainment. There will be 3 crafts to build with the purchase of a ticket/bracelet. Remi is once again the Easter Bunny!
- Please donate your used cardboard egg cartons.

- ♦ Doug Thompson and Pierre Poillievre both made donations and Pierre will attend.
- ♦ AJ's will cater and Tim Hortons will provide the coffee again. Still looking for a grocery store donation for most of the kitchen items. A few contacts have been made.
- ♦ Silent Auction looks to be in amazing shape. Kerry basically has called every business she can think of and then some. Most have donated. Significant donations so far include:
 - Hot Air Balloon Ride
 - CAA membership
 - Ottawa Sight Seeing Tours
 - River Cruises
 - Ski Tickets
 - Sens Tickets
 - Water Tubes and Ropes
 - Water Passes
 - Raptors Jersey
 - Museum Passes of all kinds... and lots more.

5.3 Garage Sale for May 1-2

- ♦ Need more bodies for clean-up and extra shifts if possible. Need to staff all shifts especially at the end of the sale. Some of us may have to work 2 shifts to cover the whole sale.
- ♦ Remi offered to provide a large tractor trailer for end-of-sale haul-away.
- ♦ Christine explained how the sale will work and that we'll hear more about it after EBB has wrapped up. She is updating vendor information sheets.

Meeting Adjourned at 8:40 pm.



MCNS Budget (2008/2009)
RFC Account - Actuals Report

Last Updated February 09, 2009

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL	BUDGET
Opening Balance (as of July 1, 2008)													\$ 9,785.73	
Revenue														
Tuition - Preschool 4603-2000			\$ 3,138.00	\$ 2,168.00	\$ 1,748.00	\$ 1,738.00	\$ 2,768.00	\$ 1,620.00					\$ 13,180.00	\$ 22,000.00
Tuition - Toddlers 4605-2000			\$ 871.75	\$ 325.00	\$ 195.00	\$ 195.00	\$ 260.00	\$ 130.00					\$ 1,976.75	\$ 3,900.00
Fundraising Fee 4660-2000			\$ 820.00	\$ 480.00	\$ 360.00	\$ 360.00	\$ 520.00	\$ 280.00					\$ 2,820.00	\$ 5,200.00
Registration 4601-2000			\$ 100.00	\$ 250.00	\$ 50.00	\$ 50.00	\$ 100.00						\$ 550.00	\$ 1,300.00
Summer Camp 4650-2000	\$ 1,595.00	\$ 580.00	\$ 140.00	\$ 780.00									\$ 3,095.00	\$ 7,000.00
Garage Sale (Fall/Spring) 4625-2000				\$ 6,512.35	\$ 225.03								\$ 6,737.38	\$ 10,400.00
Easter Bunny Breakfast 4655-2000													\$ -	\$ 5,500.00
Pay Equity Supplement 4520-2000	\$ 710.94			\$ 584.47									\$ 1,295.41	\$ 2,120.00
Pay Equity Grant 4540-2000	\$ 584.47												\$ 584.47	\$ 1,760.00
Wage Grant 4530-2000	\$ 1,634.59			\$ 1,634.59									\$ 3,269.18	\$ 7,680.00
Miscellaneous 4675-2000													\$ -	\$ -
City of Ottawa Grants													\$ -	\$ -
Donations - Nursery School 4010-2000													\$ -	\$ -
Sub-Total (Revenue)	\$ 4,525.00	\$ 580.00	\$ 5,069.75	\$12,734.41	\$ 2,578.03	\$ 2,343.00	\$ 3,648.00	\$ 2,030.00	\$ -	\$ -	\$ -	\$ -	\$ 33,508.19	\$ 66,860.00
Expenses														
Wages & Salaries 5409-2000	\$ 1,057.84	\$ 720.96	\$ 1,782.32	\$ 4,008.16	\$ 2,742.34	\$ 4,060.24							\$ 14,371.86	\$ 31,800.00
EI Expense 5420-2000	\$ 30.37	\$ 43.66	\$ 44.79	\$ 213.48	\$ 68.24	\$ (171.76)							\$ 228.78	\$ 850.00
CPP Expense 5430-2000	\$ 16.68	\$ 27.54	\$ 76.72	\$ 359.21	\$ 117.71	\$ (264.59)							\$ 333.27	\$ 1,700.00
Wages & Salaries - Kindercamp 5419-2000	\$ 2,343.11	\$ 3,185.18											\$ 5,528.29	\$ 6,373.60
Pay Supplement 5416-2000													\$ -	\$ 1,600.00
Pay Equity 5414-2000				\$ 2,594.09									\$ 2,594.09	\$ 1,600.00
Grant 5412-2000	\$ 2,271.54												\$ 2,271.54	\$ 6,000.00
WCB Expense 5440-2000	\$ 113.83			\$ 54.83									\$ 168.66	\$ 440.00
Contributions Toward RFC Board of Directors														
Insurance 5685-2000	\$ 183.24		\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96					\$ 921.00	\$ 1,260.00
Board of Directors - Expenses 5625-2000													\$ -	\$ 200.00
Subscriptions & Memberships 5770-2000		\$ 133.00					\$ 10.00						\$ 143.00	\$ 400.00
Professional Development 5755-2000					\$ 77.00								\$ -	\$ 300.00
Accounting, Legal & Profess'l Fees 5610-2000				\$ 467.25	\$ 189.00	\$ 450.84							\$ 1,107.09	\$ 3,580.00
Advertising & Promotions 5615-2000		\$ 155.33	\$ 106.75	\$ 85.71	\$ 166.67								\$ 514.46	\$ 1,000.00
Rent: Anglican Church Basement 5762-2000	\$ 200.00	\$ 200.00	\$ 207.26	\$ 200.00	\$ 200.00	\$ 200.00	\$ 225.00	\$ 225.00					\$ 1,657.26	\$ 2,400.00
Interest & Bank Charges 5690-2000	\$ 35.09	\$ 7.00		\$ 11.57	\$ 51.84	\$ 25.84							\$ 131.34	\$ 180.00
Administrative Costs														
Photocopying 5750-2000													\$ -	\$ 200.00
Telephone 5780-2000	\$ 82.87	\$ 81.21	\$ 80.70	\$ 81.24	\$ 80.70	\$ 80.70	\$ 81.42						\$ 568.84	\$ 960.00
Internet 5688-2000				\$ 73.39									\$ 73.39	\$ -
Office Supplies 5700-2000			\$ 36.20	22.35									\$ 58.55	\$ 200.00
School Supplies														
Arts & Crafts 5766-2000				\$ 59.86		\$ 305.85	\$ 45.28						\$ 410.99	\$ 1,000.00
Cleaning & Paper Products 5767-2000				\$ 50.64		\$ 49.18	\$ 19.48						\$ 119.30	\$ 375.00
School Maintenance														
Facilities 5712-2000	\$ 22.20	\$ 80.64											\$ 102.84	\$ 250.00
Lawn Care 5713-2000	\$ 150.00	\$ 50.00	\$ 50.00										\$ 250.00	\$ 200.00
Equipment (Capital) 5714-2000													\$ -	\$ 500.00
Other Equipment (Non-Capital) 5715-2000													\$ -	\$ 300.00
Gifts & Honouraria 5683-2000					\$ 100.00		\$ 50.00						\$ 150.00	\$ 550.00
Reimbursed Tuition / NSF Cheques 5788-2000				\$ 120.00	\$ (120.00)								\$ -	\$ 250.00
Summer Camp 5775-2000	\$ 320.00	\$ 279.53	\$ 25.00										\$ 624.53	\$ 500.00
Garage Sale (Fall/Spring) 5680-2000				\$ 330.62	\$ 2,899.49	\$ 103.28							\$ 3,333.39	\$ 5,000.00
Easter Bunny Breakfast 5662-2000					\$ 218.51		\$ 367.50						\$ 586.01	\$ 1,000.00
School Improvement Projects 5753-2000													\$ -	\$ -
Miscellaneous 5740-2000													\$ -	\$ 600.00
Payables & Accruals from 2007-2008	\$ 1,859.43	\$ 41.32											\$ 1,900.75	\$ 1,889.37
Sub-Total (Operating Expenses)	\$ 8,686.20	\$ 5,005.37	\$ 2,532.70	\$ 8,855.36	\$ 6,914.46	\$ 4,962.54	\$ 921.64	\$ 347.96	\$ -	\$ -	\$ -	\$ -	\$ 38,149.23	\$ 73,457.97
TOTAL (Revenue - Expenses)	\$ (4,161.20)	\$ (4,425.37)	\$ 2,537.05	\$ 3,879.05	\$ (4,336.43)	\$ (2,619.54)	\$ 2,726.36	\$ 1,682.04	\$ -	\$ -	\$ -	\$ -	\$ 5,144.69	
FORECAST (Revenue - Expenses)	\$ (5,731.80)	\$ (3,691.17)	\$ (380.00)	\$ 1,575.00	\$ (595.00)	\$ (1,125.00)	\$ (1,500.00)	\$ (495.00)	\$ (2,175.00)	\$ 4,850.00	\$ 1,555.00	\$ 1,115.00	\$ 3,187.76	