



General Meeting
Tuesday, June 9th, 2009
7:00 pm

Present: Casey Edwards, Alka Moorjani, Nadia Wolters, Kim Cable, Samantha Rego, Allison McLaren, Maria Crosby, Kim Byrd, Tatjana Celenkovic, Adrienne Doornbos, Kerry Biggs, Christine Lee, Carla Rochon, Cheryl Rochon, Virginia Rochon, Heather Patterson, Jennifer Donaldson

1. Welcome & Introductions

- No new members for next year were in attendance.

2. Review of Previous Minutes

- February minutes were read and adopted as presented.

3. Program Updates

- Maria reviewed plans for Graduation on June 17th and Baxter Field Trip June 18th. Yellow notices were left in the cubbies.
- A number of items were shared from the teacher needs list, the most urgent being a cordless phone. **Kim Byrd** to get batteries for one that is available.
- A doorbell for the school was installed but it needs to be moved so the upstairs front door can be locked. Parents will have to ring for pick-up.
- ⇒ **Kim Byrd** to look after some yard maintenance including lawn mowing and wood chips for the berm.
- Fire safety messages were reviewed from our visit to the local station. Escape plans were emphasized as well as the message for the children never to hide from firemen.
- The H1N1 virus was discussed and is spreading in Ottawa. No cases here have been serious but any flu experienced now is likely H1N1 as others are out of season. The installation of Purell dispensers in the school was discussed. Children must be kept home if they have a fever or are feeling unwell.
- Children must now wear sunscreen and hat every day at school.
- ⇒ **Casey** is to help with some file shredding.
- The Live & Learn is closed for 2 weeks at the beginning and end of the summer but will be hosting play dates at the park. Summer fun day is June 26th at the old city hall patio.
- New tables for the school have been donated and will be arriving at the school Thursday.
- Allison has hired 3 students to help fun Kindercamp and is looking for high school volunteers to fulfill community hours credits.
- The final field trip this year will be to Saunders Country Critters near Kemptville. Bus departs the school at 9:10 am. There will be a card to thank Continental Mushroom for the use of their bus.

4. Executive Updates

4.1. Finances

- Spending actuals are attached. Forecast to have about \$2500-3000 in the bank when all final expenses are in for the year.
- The EBB was the most profitable on record netting over \$6300. Big “thank you’s “to those on the EBB and auction committees and their efforts to keep costs so low.
- The Sales were also notably successful with both of them generating revenue over \$1200 more than previous years.

4.2. Marketing

- We are dealing with Const. Jennifer Finniss over the vandalism of the lawn sign. It is back in use after having lost some letters on it. Police are monitoring those responsible for various crimes in the area.
- Discussed some other advertising opportunities for fall registration as our numbers need to increase for the fall. Flyers at grocery stores would be helpful (McKinnon’s Foodland in Greely).
- Cheryl suggested we set-up a table at the Metcalfe Farmers Market on August 15th which is Junior Vendor Day. Many children’s activities including Little Ray’s will attract families at a time of year registration is in mind.
 - **Cheryl** to book a table for us on the day;
 - **Christine** and **Adrienne** volunteered to be there;
 - **Casey/Kim/Maria** to ensure materials at L&L are available. They will be all those stored and used at the Metcalfe Fair. (banners, flyers, give-aways). School could expense a few balloons on sticks. Kim/Casey to coordinate with Christine & Adrienne in August.
 - **Kim** to print small flyers for Cheryl to have at her table throughout the summer.

4.3. Registration

- Summer camp registration is going well with 2 weeks of camps full and 2 others very close to begin so. Only the short week is half full.
- Fall registration isn’t bad for this time of year with 19 pre-school days and 4 toddler days already confirmed. This represents 26% capacity for the pre-school program and 50% for toddler program. 12 families have registered.

4.4. Rural Family Connections

- Kim reviewed plans underway to formally create an Executive Director (ED) role at RFC which would employ Maria in a slightly different capacity than her work as program director today. For the school this means that her teaching hours will begin to decrease over time. Next year she plans to be in the classroom only 2 mornings a week. Work is underway to hire a teaching assistant to help Allison on the days Maria is not in the classroom.
- On June 22nd the RFC Board of Directors will review and vote on both an interim and final plan to reduce Maria’s hours at the school in the interim and create a new full-time Head Teacher role in the final organization. In the end the ED will only have classroom time at MCNS if she is filling in for a teacher or observing/participating with the full-time teachers.

There is a cost implication that the Board is trying to manage, with minimal impact to school expenses as they try to phase in this new role.

- Maria made it clear that her role at the school will be very similar in the near future as she continues to direct school programming and work very closely with member families and the co-operative. But any questions or concerns regarding these changes should be raised now to Kim or Lorena before the Board meeting on the 22nd.

5. Current Business

5.1 Year Book Update

- Tatjana is working on the yearbook and has estimated she can put the books together for about \$100. Alka budgeted \$200 maximum.
- Tatjana to coordinate with Samantha on the paper and printing. Felicity is interviewing the children in addition to the profiles some of us have already sent in.

5.2 Executive Positions

- All executive positions are available for members to volunteer for in the 2009-10 school year. While it is possible some current executive may be returning to the school next year, most will not be. **Kim Byrd** was nominated for the Secretary/Treasurer role. The motion was seconded and unanimously carried.
- ⇒ **Kim Cable** will send out a brief description of the executive roles to all returning members. Members were reminded that executive committee members are excused from weekend cleaning duties (enrolment permitting).

5.2 Easter Bunny Breakfast and Silent Auction

- Some final comments included suggestions to book the hall date earlier and to make sure AJ's can supply our pancakes on that date. This is complicated by the fact that we need the hall the Friday night before and need to pick a date later on when we can see the Friday is free.
- There is some storage space in the shed for the EBB boxes and leftover materials.

5.3 Garage Sale

- The vendor cheques were mailed yesterday and distributed to members today. Everything went very smoothly, including clean-up which was done early. The only glitch for the weekend was the tents that were borrowed blew over and sustained some damage.

Meeting Adjourned at 8:50 pm.



2008-2009 EASTER BUNNY BREAKFAST & SILENT AUCTION

Revenue

Little Bunny (\$3/person)	\$ 351.00
Big Bunny (\$5/person)	\$ 665.00
Hungry Bunny (\$6/person)	\$ 336.00
Silent Auction	\$ 5,439.00
Cash Donations	\$ 100.00
Face Painting	\$ 23.35
Jelly Bean Count	\$ 8.00
Craft (\$2/child)	\$ 152.00

Total Revenue \$ 7,074.35

Expenses

Hall Rental Fees	\$ 233.46
Printing	\$ -
Advertising & Promotion	\$ -
Food/Kitchen	\$ 92.20
Entertainment	\$ 376.50
Decorating/Crafts	\$ 20.00

Total Expenses \$ 722.16

Net Revenue \$ 6,352.19



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

Last Updated June 8, 2009

	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
Opening Balance (as of July 1, 2008)													\$ 9,816.35
Revenue													
Tuition - Preschool 4603-2000			\$ 3,138.00	\$ 2,168.00	\$ 1,748.00	\$ 1,738.00	\$ 2,768.00	\$ 2,083.00	\$ 1,988.00	\$ 2,150.50	\$ 1,938.00	\$ 500.00	\$ 20,219.50
Tuition - Toddlers 4605-2000			\$ 871.75	\$ 325.00	\$ 195.00	\$ 195.00	\$ 260.00	\$ 260.00	\$ 260.00	\$ 260.00	\$ 260.00	\$ 65.00	\$ 2,951.75
Fundraising Fee 4660-2000			\$ 820.00	\$ 480.00	\$ 360.00	\$ 360.00	\$ 520.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 380.00	\$ 100.00	\$ 4,220.00
Registration 4601-2000			\$ 100.00	\$ 250.00	\$ 50.00	\$ 50.00	\$ 100.00				\$ 300.00	\$ 50.00	\$ 900.00
Summer Camp 4650-2000	\$ 1,595.00	\$ 580.00	\$ 140.00	\$ 780.00									\$ 3,095.00
Garage Sale (Fall/Spring) 4625-2000				\$ 6,512.35	\$ 225.03				\$ 12.00	\$ (300.00)	\$ 5,834.85	\$ 48.10	\$ 12,332.33
Easter Bunny Breakfast 4655-2000									\$ 5,551.35	\$ 1,523.00		\$ 70.00	\$ 7,144.35
Pay Equity Supplement 4520-2000	\$ 710.94			\$ 584.47			\$ 1,634.59						\$ 2,930.00
Pay Equity Grant 4540-2000	\$ 584.47						\$ 1,295.41						\$ 1,879.88
Wage Grant 4530-2000	\$ 1,634.59			\$ 1,634.59									\$ 3,269.18
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	\$ 6,578.00	\$ 2,743.00	\$ 8,211.35	\$ 4,033.50	\$ 8,712.85	\$ 833.10	\$ 58,941.99
Expenses													
Wages & Salaries 5409-2000	\$ 1,057.84	\$ 720.96	\$ 1,782.32	\$ 4,008.16	\$ 2,742.34	\$ 4,060.24	\$ 1,386.59	\$ 2,638.78	\$ 2,743.25	\$ 4,171.67	\$ 2,832.23		\$ 28,144.38
EI Expense 5420-2000	\$ 30.37	\$ 43.66	\$ 44.79	\$ 213.48	\$ 68.24	\$ (171.76)	\$ 87.27		\$ 227.51	\$ 195.04			\$ 738.60
CPP Expense 5430-2000	\$ 16.68	\$ 27.54	\$ 76.72	\$ 359.21	\$ 117.71	\$ (264.59)	\$ 134.03		\$ 374.90	\$ 334.05			\$ 1,176.25
Wages & Salaries - Kindercamp 5419-2000	\$ 2,343.11	\$ 3,185.18											\$ 5,528.29
Pay Supplement 5416-2000													\$ -
Pay Equity 5414-2000				\$ 2,594.09			\$ 1,199.92			\$ 1,029.11			\$ 4,823.12
Grant 5412-2000	\$ 2,271.54						\$ 1,514.11			\$ 1,274.24			\$ 5,059.89
WCB Expense 5440-2000	\$ 113.83			\$ 54.83				\$ 126.40		\$ 94.81			\$ 389.87
Contributions Toward RFC Board of Directors													
Insurance 5685-2000	\$ 183.24		\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96	\$ 122.96	\$ 1,412.84
Board of Directors - Expenses 5625-2000													\$ -
Subscriptions & Memberships 5770-2000		\$ 133.00					\$ 10.00	\$ 20.00					\$ 163.00
Professional Development 5755-2000					\$ 77.00								\$ 77.00
Accounting, Legal & Professn'l Fees 5610-2000				\$ 467.25	\$ 189.00	\$ 450.84	\$ 192.94	\$ 165.37	\$ 150.50	\$ 186.38	\$ 1,307.12		\$ 3,109.40
Advertising & Promotions 5615-2000		\$ 155.33	\$ 106.75	\$ 85.71	\$ 166.67				\$ 347.30		\$ 81.50		\$ 943.26
Rent: Anglican Church Basement 5762-2000	\$ 200.00	\$ 200.00	\$ 207.26	\$ 200.00	\$ 200.00	\$ 200.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 2,557.26
Interest & Bank Charges 5690-2000	\$ 35.09	\$ 7.00		\$ 11.57	\$ 51.84	\$ 25.84	\$ 10.00	\$ 12.85	\$ 15.00	\$ 22.00		\$ (25.00)	\$ 166.19
GST Rebate						\$ (294.08)		\$ (599.33)	\$ (254.39)				\$ (1,147.80)
Administrative Costs													
Photocopying 5750-2000													\$ -
Telephone 5780-2000	\$ 82.87	\$ 81.21	\$ 80.70	\$ 81.24	\$ 80.70	\$ 80.70	\$ 81.42	\$ 80.70	\$ 170.82	\$ 80.87	\$ 80.87		\$ 982.10
Internet 5688-2000				\$ 73.39									\$ 73.39
Office Supplies 5700-2000			\$ 36.20	22.35				\$ 73.81	\$ 145.27	\$ 93.04			\$ 370.67
School Supplies													
Arts & Crafts 5766-2000				\$ 59.86		\$ 305.85	\$ 45.26		\$ 148.75		\$ 161.75		\$ 721.47
Cleaning & Paper Products 5767-2000				\$ 50.64		\$ 49.18	\$ 19.48	\$ 29.31		\$ 65.41	\$ 62.00		\$ 276.02
School Maintenance													
Facilities 5712-2000	\$ 22.20	\$ 80.64								\$ 17.79			\$ 120.63
Lawn Care 5713-2000	\$ 150.00	\$ 50.00	\$ 50.00										\$ 250.00
Equipment (Capital) 5714-2000													\$ -
Other Equipment (Non-Capital) 5715-2000													\$ -
Gifts & Honouraria 5683-2000					\$ 100.00		\$ 50.00						\$ 150.00
Reimbursed Tuition / NSF Cheques 5788-2000				\$ 120.00	\$ (120.00)				\$ 177.00	\$ (170.00)	\$ 145.00		\$ 152.00
Summer Camp 5775-2000	\$ 320.00	\$ 279.53	\$ 25.00										\$ 624.53
Garage Sale (Fall/Spring) 5680-2000				\$ 330.62	\$ 2,852.37	\$ 103.28						\$ 2,396.76	\$ 5,683.03
Easter Bunny Breakfast 5662-2000					\$ 218.51		\$ 367.50		\$ 14.96	\$ 112.20			\$ 713.17
School Improvement Projects 5753-2000													\$ -
Miscellaneous 5740-2000													\$ -
Payables & Accruals from 2007-2008	\$ 1,859.43	\$ 41.32											\$ 1,900.75
Sub-Total (Operating Expenses)	\$ 8,686.20	\$ 5,005.37	\$ 2,532.70	\$ 8,855.36	\$ 6,867.34	\$ 4,668.46	\$ 5,446.48	\$ 2,895.85	\$ 4,608.83	\$ 7,854.57	\$ 5,018.43	\$ 2,719.72	\$ 65,159.31
TOTAL (Revenue - Expenses)	\$ (4,161.20)	\$ (4,425.37)	\$ 2,537.05	\$ 3,879.05	\$ (4,289.31)	\$ (2,325.46)	\$ 1,131.52	\$ (152.85)	\$ 3,602.52	\$ (3,821.07)	\$ 3,694.42	\$ (1,886.62)	\$ 3,599.03
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