



Durham Region Child Care Forum

ANNUAL GENERAL MEETING REPORT 2014-2015

*Presented: September 26, 2015
J. Clarke Richardson Collegiate
Ajax, Ontario*

VISION

The Durham Region Child Care Forum envisions a future that includes an informed, educated and trained Early Learning and Child Care sector.

MISSION STATEMENT

The Durham Region Child Care Forum's mission is to support our community's capacity to deliver quality services for children through professional development, networking and other collaborative initiatives.

VALUES

CONSISTENT, QUALITY SERVICES

Quality Early Learning and child care services should be available to support children age 0 to 12 years and their families.

COLLABORATION

We believe that the best services are available when providers work together, as well as in partnership with families, in the best interest of the child.

PLANNING

Community-based collaborative planning, founded on clear, non-biased communication, is necessary to ensure comprehensive care for children.

ON-GOING PROFESSIONAL DEVELOPMENT

Early Learning and child care professionals benefit from professional development throughout their working lives. An educated, relevant and professional workforce improves the community's capacity to provide quality Early Learning and child care.

ACCESSIBILITY AND INCLUSION

We believe that all children, regardless of their differences and needs, are entitled to creative, constructive Early Learning and child care opportunities that help them reach their full potential.

PHILOSOPHY

Families in Durham Region are entitled to a range of child care options that meet their needs. It is the philosophy of the Durham Region Child Care Forum that ongoing development of a strategic plan for child care should be carried out within a community context.

KEY STRATEGIC DIRECTIONS

ANNUAL CONFERENCE

- Continue sponsoring the annual conference as a core function of DRCCF
- Develop a detailed succession plan for the key roles in conference planning and hosting

OTHER PROFESSIONAL DEVELOPMENT ACTIVITIES

- Continue to offer other professional development opportunities for front line staff
- Focus some professional development events on the needs of supervisors\
- Continue to inform both front line staff and supervisors of the role and impact of the College of Early Childhood Educators
- Provide training on policy changes and other significant sector changes so action can be taken in response, and publicize that it is available and important
- Develop a contingency plan in case funding does not continue through the Region of Durham for capacity building

NETWORKS AND ALLIANCES

- Continue to organize the supervisor's network
- Explore the feasibility of creating and operating additional networks for Executive Directors and for front line staff, based on children's ages
- Maintain strategic alliances with the Region of Durham

ROLE OF DRCCF

- Explore scenarios with the Best Start Child Care Sub Committee that would result in a clear delineation of roles and in enhanced co-ordination between the two

GOVERNANCE

- Enhanced succession planning to the executive positions on the Board of Directors
- Enhance other aspects of the governance of DRCCF

ANNUAL GENERAL MEETING AGENDA

Welcome	Jody Chapman
Minutes 2014 A.G.M.	Denise Cashley
Introduction of Current Board	Jody Chapman
President's Report	Jody Chapman
Secretary/Treasurer's Report	Denise Cashley
Financial Statements	Denise Cashley
Professional Education & Training Report	Lisa Carson & Heather Mott
Election of Officers	Lauren Goldsmith
Adjournment	Jody Chapman

CURRENT BOARD OF DIRECTORS

Lynn Brennan, RECE	YMCA of Greater Toronto
Lisa Carson, RECE	EduKids Child Care Centre—Uxbridge
Denise Cashley	Resources for Exceptional Children and Youth - Durham Region
Jody Chapman, RECE	Fairy Glen Day Care Centre
Heather Cook, RECE	Kids' Campus Child Care Centre
Denise Gilbert, RECE	Schoolhouse Playcare Inc.
Lauren Goldsmith, RECE	EduKids Child Care Centres
Rosemary Hamilton, RECE	Stonemoor Day Care
Susan Hartwell, RECE	Durham College, E.C.E. Program
Jennifer Hughes, RECE	P.R.Y.D.E., Learning Centres,
Heather Mott, RECE	Fairy Glen Day Care Centre

EX-OFFICIO MEMBER

Roxanne Lambert, RECE	Regional Municipality of Durham - Children's Services Division
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COMMITTEE MEMBERS

We would like to acknowledge the dedicated individuals who work in collaboration with the DRCCF Board of Directors and thank them for their participation.

Professional Education and Training Committee

Anna Belmonte-Buchanan

Kelly Emmons

Karen James

Stephanie Bruce

Cindy Galati

Carla Laidley

Lisa Carson

Julie Gaskin

Jean Lavalley

Marlene Connolly

Lauren Goldsmith

Leigh Ann McCurdy

Dianne Elliott

Lesley Henderson

Heather Mott



PRESIDENT'S REPORT 2014 - 2015

In 2014, the Durham Region Child Care Forum was thrilled to begin to plan the 10th annual Conference and Gala Event. The conference is now held each fall for our child care and Early Learning community. The DRCCF views this as a milestone to celebrate, as we have accomplished so much in the 10 years. When the idea of offering a conference came to light in 2004, we were all very excited as it was long overdue and had been 20 years (we think!) since a conference was planned for childcare. The conference was truly a celebration on its own, and each year when I take time to reflect on day, I am always amazed at the number of people in attendance, the excitement that individuals have seeing those they may have worked with in the past and the enjoyment and information shared about the workshops and day's event. Maya Angelou said "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." I believe many of us leave the conference with a feeling of accomplishment, empowerment and knowing that, although it was a Saturday, you have that good feeling that Maya Angelou talks about!

The conference, for the past 10 years, has been made possible by the generous financial support and partnership from the Region of Durham Children's Service Division as well as the contributions of many professionals within the community. Thanks to our Professional Education and Training Committee and the leadership of Heather Mott. It is because of this team that the conference is well planned, organized and enjoyed by many people year after year.

In the winter of 2014 the Board of Directors spent a day with a consulting firm to strategic plan for 2015 – 2017 year. The goals of the strategic plan outlined below will assist the DRCCF in its direction and the manner in which we conduct business:

- **Continue sponsoring the annual conference as a core function of DRCCF.**
- **Develop a detailed succession plan for the key roles in conference planning and hosting.**
- **Continue to offer other professional development opportunities for front line staff.**
- **Focus some professional development events on the needs of supervisors.**
- **Continue to inform both front line staff and supervisors of the role and impact of the College of Early Childhood Educators.**
- **Provide training on policy changes and other significant sector changes so action can be taken in response, and publicize that it is available and important.**
- **Develop a contingency plan in case funding does not continue through the Region of Durham for capacity building.**
- **Explore the feasibility of creating and operating additional networks for Executive Directors and for front-line staff, based on children's ages.**
- **Maintain strategic alliances with the Region of Durham.**

I offer my sincere thanks to the volunteer board members of the forum that make it function so well. We all provide time, knowledge, expertise and are passionate about providing a future that includes an informed educated and trained Early Learning and child care sector. The DRCCF also benefits from a network of partners within the community that participate on the Professional Education and Training Committee. These partners provide information and resources that improve the DRCCF; and augment our ability to deliver quality care in our centres. For this we are grateful.

Respectfully submitted,

Jody Chapman

Jody Chapman, RECE, President



SECRETARY/TREASURER'S REPORT 2014 - 2015

The DRCCF continued to demonstrate fiscal responsibility in its operations over the 2014—2015 year. The surplus that has been developed over the last number of years continues to grow ensuring ongoing sustainability for the DRCCF. In addition to funds raised through the conference held in 2014, the DRCCF has also received Capacity Building funds from the Regional Municipality of Durham to support the delivery of individual and conference workshops. Over the last year, expenses incurred by the DRCCF focused primarily on the delivery of the Conference attended by 311 number of participants.

The Professional Education and Training Committee continues to display a high level of dedication to the provision of quality learning opportunities in Durham Region. The Conference offered a variety of learning opportunities that engaged and challenged attendees. Professional education opportunities during the year are offered to respond to areas of interest identified by the Early Learning and Child Care Community. I applaud the ongoing commitment of the Professional Education and Training Committee to providing quality, timely education opportunities that are responsive to our community needs!

The DRCCF continues to meet its reporting expectations by submitting a Corporate Income Tax Return to the Canada Revenue Agency. Due to the limited income of the DRCCF, it is applicable to prepare an unaudited statement for submission. The statement for the year ending March 31, 2015 was prepared by the Financial Administrative Assistant at Resources for Exceptional Children and Youth –Durham Region and was passed by the Board of Directors on May 12, 2015. On behalf of the Board of Directors, I would like to express our appreciation to Andrew Belyea, who continues to ensure the records of the DRCCF are accurate and complete.

Local agencies, organizations and the Regional Municipality of Durham support the work of the Forum through monetary donations or “in kind” contributions. This support includes continuation of liability insurance for the Board of Directors, overhead administrative costs, maintenance of financial records and physical space. Strong leadership, community support and dedicated volunteers are the foundation of the DRCCF, allowing the Forum to be successful in the coordination of professional learning opportunities in Durham Region. Thank you to all for your ongoing support of the Durham Region Child Care Forum.

Respectfully submitted,
Denise Cashley
Denise Cashley,
Secretary-Treasurer



STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2015

	<u>2014/15</u>	<u>2013/14</u>
Revenue		
Conference revenue	26,215	27,435
Conference facilities and other expenses	(10,702)	(10,707)
Conference speaker expenses	(6342)	(11,288)
Net Revenue from conference	<u>9,171</u>	<u>5,440</u>
Contributions from workshop participants	-	1,757
Contributions from Capacity Building funds	3,800	-
Interest	649	523
	<u>13,620</u>	<u>7,720</u>
Expenditures		
Workshop fees and honorariums	12	200
Annual General Meeting (AGM) expenses	587	712
Flowers in memory of an associate	-	77
“Mentoring Pairs” for Child Care	-	(115)
Postage and photocopies	5	47
Bank charges	51	49
Other	177	(38)
	<u>832</u>	<u>970</u>
EXCESS OF REVENUE OVER EXPENDITURES		
(EXPENDITURES OVER REVENUE)	<u>12,788</u>	<u>6,750</u>

Notes:

- Incorporated without Share Capital under the Laws of the Province of Ontario
- No Audit has been completed except for the Year Ended March 31, 2008
- All corporation income tax returns (T2) have been submitted and assessed by CRA with nil tax balances since the year ended March 31, 2008.

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2015

<u>ASSETS</u>	March 31 2015	March 31 2014
Current		
Cash and savings	77,487	57,430
Accounts Receivable	354	275
	<hr/>	<hr/>
	77,841	57,705
 <u>LIABILITIES</u>		
Current		
Accounts payable and accrued liabilities	-	77
Deferred conference revenue Sept. 2015	7,425	-
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 <u>NET ASSETS</u>		
Beginning net assets	57,628	50,878
Net revenue over expenditures	12,788	6,750
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Ending net assets	70,416	57,628
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	77,841	57,705
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APPROVED BY THE BOARD OF DIRECTORS ON MAY 12, 2015

PROFESSIONAL EDUCATION & TRAINING COMMITTEE REPORT 2014- 2015

We have had a great year, successfully offering a wide variety of networking and training opportunities to Early Learning and care professionals. As part of a collaborative partnership, we have been able to utilize Capacity Building Funding, managed by the Region of Durham—Children’s Services Division, to continue offering training at no cost to the participant.

All of the workshops and networking opportunities are now posted on the Children’s Services Division website at www.durham.ca/childrenservices. Please continue to check this website regularly for updated information and new opportunities. The online registration process has been well received and allows us to contact registrants if there are any changes regarding the workshop.

The 2014 Conference was well attended and offered a wide range of workshop topics to participants. Our keynote speaker, Lorrie Baird gave us food for thought as we build our practice as Early Learning and Care Professionals.

We look forward to some new and exciting opportunities in the coming year.

Respectfully submitted,

Lisa Carson & Heather Mott

Lisa Carson, RECE & Heather Mott, RECE
Co-Chairs



SLATE OF OFFICERS

Jody Chapman, RECE - continuation of the term 2014 - 2016 as President

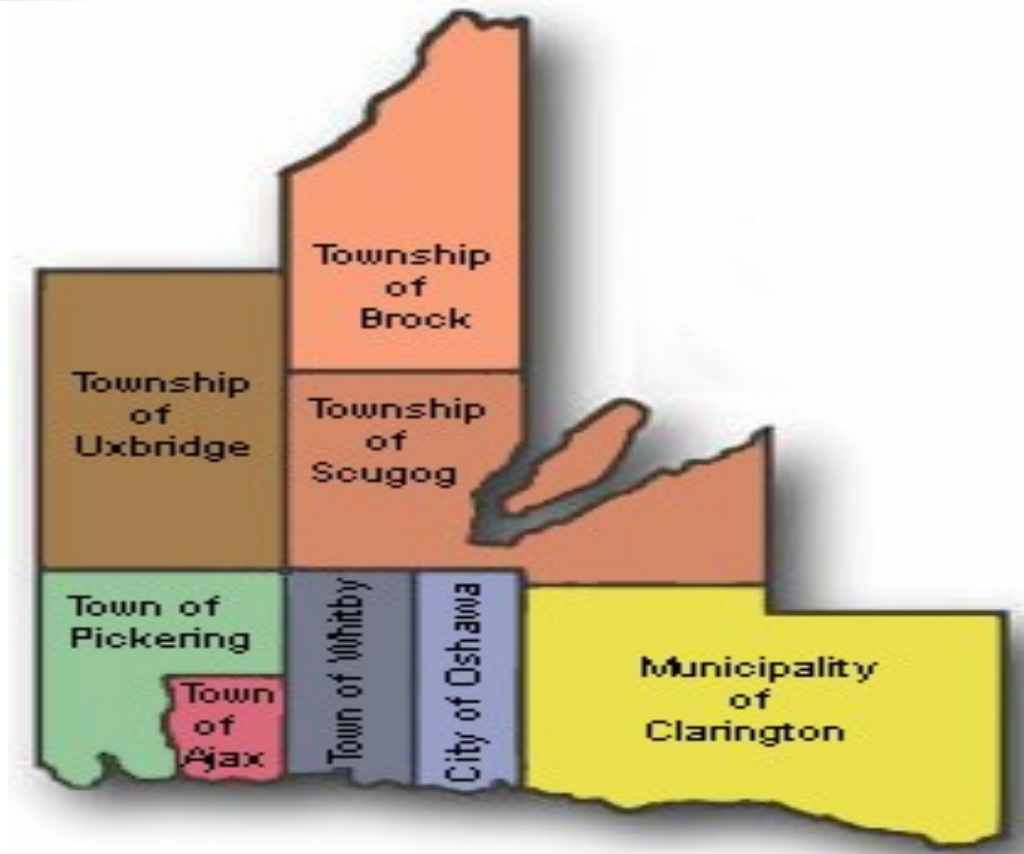
Jody Chapman is a Registered Early Childhood Educator and the Executive Director of Fairy Glen Day Care Centre. She joined the Board in 2004 and co-chaired the Raising the Bar Committee in 2011. She also continues to participate at an executive level on other boards in our community.

Heather Mott, RECE - continuation of the term 2014 - 2016 as Vice-President

Heather Mott is a Registered Early Childhood Educator and graduated from Loyalist College. She is currently working towards her degree in Human Services from the University of Athabasca. Heather has been in the child care profession for over 10 years. Heather is the co-chair of the Professional Education and Training Committee.

Denise Cashley, – nomination for the term 2015 - 2016 as Secretary/ Treasurer

Denise holds an Honors Bachelor of Arts in Psychology and Child Studies and a post graduate diploma in Assessment and Counselling from the University of Toronto. She has worked with Resources for Exceptional Children and Youth - Durham Region for over 25 years and became Executive Director in 2011. Denise is involved in a variety of community initiatives including co-chair of Durham's Best Start Network.



Durham Region Child Care Forum

If you are interested in joining the Board of Directors or wish to have more information about the Durham Region Child Care Forum, please contact:

Noelle Miley – Administrative Assistant

Resources for Exceptional Children and Youth – Durham Region
865 Westney Road South
Ajax ON L1S 3M4
Telephone: 905-427-8862, Ext. 337
E-mail – drccf@rfecydurham.com

OR

The following **Directors:**

Jody Chapman - 905-666-3154
Heather Mott - 905-723-7000
Denise Cashley - 905-427-8862