

Minutes of the Acadia Road Combined Daycare Communicare Society

Feb 15, 2007, in the Administration Building

In Attendance (in bold; absent members are not in bold):

Infant Center		3-5 Centers	
Little Goslings:	Mary Wells, regrets	Acadia:	Katharine Todd Millar (VP Advocacy), regrets
Toddler Centers		Little Raven:	Benoite Pfeiffer (Co-Webmaster) Gabriela Sincaian Marcel Sincaian (Treasurer)
Sitka:	Miranda Burgess Jeremy Woolf, regrets	Pacific Spirit/ S7UMUX Kindergarten	Karon Maclean (President) Annie Moradain
Huckleberry:	Kelli Kadokawa	Tillicum:	Paul Pavlidis (Co-Webmaster)
Canada Goose:	Greg Feldman	Lluvia:	Linda Quamme, regrets
Discovery:	Maria Ezhova (Chair)	Barish:	Jessica Irwin (Co-Secretary)
Lilliput:	Julie Bettinger (Co-Secretary) Jim Salzman	Summer of '73:	Karen Bakker (VP Advocacy), regrets Reuben Ford Julie Stitt
Chuva:	Brit Lampe	Kids Club:	No representative
Staff		Other	
Director	Darcelle Cottons Bev Christian		

Visitors:

Please ask your council rep or senior staff members for contact information if you have any questions.

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1. Review of Minutes

Two items for correction in the minutes from Jan 15, 2007: 1) Remove the action item from Administrator's Report: Darcelle will not provide exact numbers for affiliated and non affiliated fees for advocacy purposes, but states that there will be a substantial difference, and 2) Paul has a copy of the software Dreamweaver, so change Action item #5 in Misc to "Karen will investigate whether we need an academic copy". The corrected minutes from the Jan 15, 2007 meeting have been approved.

2. Administrator's report

Darcelle: Board of Governors Level 2 met on Jan 17, and in previous meetings Darcelle had understood that Kids Club would be separated from the rest of the expansion, but they went forward together and it was approved. So now we are moving forward and working with architects, but with a freeze on government funds it is unclear what the impact will be on the project. The third level of approval will have to have money committed to it, and that meeting may happen sometime in March. Perhaps Kids Club will be separated then if no other funding is appropriated for the rest of the expansion.

Bev: Enrolment had two 3-5 spots open last month, and need to move 4 or 5 children turning three each month. We have five kids on variances already. There is one family choosing to wait outside the system, which means they are at the top of the waiting list but not currently in care now. The logjam is playing out on a month-by-month basis. Will start looking at the interest in the kindergarten, so if have lots of internal kids we will have a different message for parents. Lluvia Preschool is currently full and often in the past it has not been at this time of year. There is a current waitlist. Two other preschools on campus have closed or moved, so that means there is more demand now that there is only Acadia Park Preschool and UBC Lluvia.

3. Advocacy

Karen Bakker's update sent via email, covering expansion, family friendly policies, and a hot lunch programme update.

1. Expansion. Apparently the 3 centres plus Kids Club are now going ahead (phase 1 expansion), with the architect having been engaged to do the design work. This is 'pending funding', which means that UBC expects to come up with the money (but doesn't know where from yet). Timeline: Kids Club completed for September, with work on the 3 centres starting sometime between September and January. This is great news (but I'll believe it when I see them break ground!).

An additional expansion (phase 2) is planned after that at some time in the future (e.g. 2010 or beyond), for additional centres which would create an additional approx. 150 spaces.

Darcelle and Fred thought that the letters that we had collected would be very useful, and think that they could be deployed in lobbying efforts once it is a bit more clear who

at the provincial and federal levels is responsible for making the decision on funding. They suggested that a summary of the letters to be updated and provided to Darcelle and Brian Sullivan for use in lobbying.

Action Items: Who can take the lead on finalizing the parent stories, and provide them to Darcelle and Brian Sullivan for use in lobbying?

2. Family Friendly Policies. The meeting took place on January 19th. Summary of meeting action items follows:

1. Developing a 'UBC parents' section of the UBC HR website (Lisa Castle, to liaise with VP Students as necessary)
2. Taking forward People Plan proposal of applying tuition waiver to child care costs (Lisa Castle, via ongoing People Plan process)
3. Sensitization of Heads of Departments and Units to existing family-related policies (particularly parental leave) (Anna Kindler via ongoing Heads Training Initiative)
4. Creating a 'UBC parents' email list and bulletin board (Lisa Castle and Child Care Services, following input from Karen Bakker (see point 5))
5. Survey of UBC parents via Daycare Council regarding:
 - prioritized family friendly policies
 - early and late opening arrangements for daycares (after consultation with Child Care Services)
 - desirability and structure of electronic services for parents (bulletin board for shared child care, faculty parent email list)
6. Research feasibility of 'Family Care Office' similar to U of T (Lisa Castle to follow up with U of T re structure, staffing, costs, etc.)

Karen Bakker promised to raise the issue of a Daycare Council sponsored survey of parents at the next (March) meeting. The survey would be administered online (Survey Monkey), and be quite similar in approach to the hot lunch survey. Motion for the Daycare Council to debate at its next (March) meeting:

- Should the Daycare Council sponsor a survey on 'family friendly' policies at UBC? If so, please pass a motion supporting the survey and authorizing Karen Bakker to spend the necessary funds - \$20 per month for the Survey Monkey service, probably for 3 months)?
- Who can volunteer to write the survey questions, and help Karen with the survey?

3. Food survey wrap-up. Following a meeting in January with Fred Fotis and Darcelle regarding the hot lunch programme, Housing has noted/agreed to the following:

- a. The lack of funding means that building a kitchen during Phase 1 is financially difficult (if not impossible). It could be possible during Phase 2, but this is not slotted to start until 2010 at the earliest.
- b. The program would need to be obligatory (i.e. not voluntary) for Fred Fotis to feel comfortable running it.

We agreed to the following action items:

- i. Action item: Karen Bakker would provide Fred Fotis with some suggested menus so that he could ask staff at Housing to prepare a detailed cost assessment, in order to verify how much it would cost in terms of operating expenses to run the programme. He imagines doing the analysis sometime in the summer of 2007.

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ii. I would ask the Council to debate the feasibility of going ahead with investigating a kitchen construction/hot lunch programme option if the programme were to be mandatory. Action item: Council to ask reps to raise it at their next centre meeting.

Fundraising. Karen Bakker would ask the Council about the idea of accelerating our fundraising campaign (via Stong's, but also via asking the Development Office whether they could allow donations to UBC for Childcare capital costs to be tax deductible, which Darcelle thinks would generate interest amongst parents), with the idea that we would target fundraising for 2010 for capital costs, which could include renewal of play-yards, contributing some money to the building of a kitchen with the phase 2 expansion, or other ideas.

Action item: Council to debate this proposal; Karen (or Julie Stitt, if she has some contacts?) to approach Development Office re: proposal to allow donations to UBC Childcare capital costs to be tax deductible.*

Discussion of above at the Feb 15 parent council meeting:

Discussion on Family Friendly Policies. Julie: The meeting was very productive and she has followed up with Lisa Castle. Today's Parent Magazine has done a list of top ten family friendly companies, and U of T is among them, and she shared the survey with Lisa. The companies that are on the list have services such as Child Care Resources and Referral (West Coast is the service for Vancouver), and that has been one of the programs cut. Lots of ideas were presented on Jan 19th, and there is on-going training going on for sensitization of department heads.

Action Items: Further discuss the specific questions for the UBC parent survey at the next meeting.

Discussion on the Hot Lunch program. The council discussed the lack of funding for a kitchen, and raised the issue that we've already asked the question of whether parents would be willing to support a hot lunch program if it were mandatory—approval was low if everyone was forced to participate. Parents were willing to pay \$3 a lunch, but not \$7. Council would like more info on possible menus if it were to be mandatory. Considering the diversity in cultures, religions and allergies, a menu plan that would be acceptable to a vast majority of parents seems challenging.

Motion to ask reps to bring question up at next parent meeting at center or electronically before next council meeting. Specific question from Karen Bakker, and it will be sent to the reps.

Action Items: Council reps to raise the question at their next centre meeting: "Would parents be in favor of a hot lunch programme if it were mandatory?" Report back (with specific numbers of those in favour/not in favour) to Council at next meeting, or by email to secretary/rapporteur (Jessica Irwin).

Discussion on Fundraising. Does the council want to have someone contact the development office, and if so, we need to be clear with parents about where the fundraising money would go? It definitely seems like a good idea, but not tied to a

specific promise of a kitchen. If the centers need capital for playgrounds and other needs, tax-free donations would be more than welcome. We should have a list of what has been purchased with our fundraising money in the past. We would need to make clear who has control of money that is donated through the development office. A Motion was approved to have council contact the development office and ask whether they could allow donations to UBC for Childcare capital costs to be tax deductible.

Action Item: **Who will contact the development office????** Someone from council will contact the development office and ask whether they could allow donations to UBC for Childcare capital costs to be tax deductible.

Should we do another Stongs/Safeway fundraiser in time for Easter? Safeway is only possible in the fall, but we could do Stongs and another company like IGA. But what exactly are we fundraising for? Need to give parents a more specific goal for fundraising, other than just for the sake of fundraising.

Action Item: Jessica and Linda will investigate the fundraising options, and present in March.

Darcelle reports that the wish list from the staff (restricted to things all of the centers would share) are 1) construction tools, 2) sign language workshops and 3) a board maker software program. Darcelle and Bev do not recommend the tools, as they would need a sign-out system and they often get stuck in specific centers (and therefore not as available to all the centers). They strongly recommend the board maker program. It is especially good in toddler and 3-5 centers. They could have a workshop done on it for staff. Only one program on a main computer is needed and then all the centers could create printouts. Many staff have tried to do this themselves already, so it would free up staff time, and be open to less interpretation by kids than hand-made ones. The program creates labels that describe toys and equipment using matching symbols. It can help in understanding the process of the day using picture boards to help understand first we do this activity, then the next. It is very good for non-verbal kids in toddler centers and for ESL kids. It is a great visual tool.

Action Item: Darcelle will bring sign language board up at the next staff meeting. Council will bring it up for a motion for approval at next meeting.

What have we used fundraising money for in the past?

Music room

Library

Concert expenditures

Kids garden tools

Power washer

Background from Darcelle and Bev: The parent council funds are also meant to be a emergency fund—if an act of vandalism or act of nature were to destroy equipment in one or more center, the funds could help restore or replace what is needed. Initially the

funds were from utility payments that were not made to the university in rebellion back when it was a student coop, and that money came through to the council's control, and over the last few years it has been spent and then replenished, but balance has been 14-20 grand a year for the last few decades. The money is a rather small amount if it is split evenly over each of the 17 centers, so the council has been careful to make sure it spends money in ways that benefit all of the centers equally.

4. Misc.

Webmaster. Paul and Ben both want the job of Webmaster and have decided to split it, so he will update the site and Ben will take charge of the advocacy part of the site and she will coordinate with Karen and Katharine.

Changes to website made during meeting:

Current council executive (updated pres and webmaster)

New current events:

New fundraising will be updated after Linda and Jessica figure out what will be done with new dates

News items: childcare protests, news on expansion

Goals: updated

Action Items: Darcelle and Bev will forward links for advocacy websites. Jessica will provide photos from Child Care protests at city hall and blurb on the protests.

Traffic. Is it still a problem right now? Still no volunteers for the position of traffic safety officer. Perhaps just sending reminders through the email tree and one letter to the PAC at UHill will be sufficient in the future. Pick-up in front of the centers still has a lack of parking. Julie asked if she can talk to waste management and parking and get signs that allow for parking on days without waste removal—that would provide a few more spots most days. The plans for expansion will have good parking spots design with multiple entry points so there won't be as much of an issue at the new centers.

Advocating more shuttle service at pick up times. We need a link for the website with the transit site, and ask for more direct routes to and from campus neighbourhoods during pick-up and drop-off times. It currently takes longer to take the shuttle from Hawthorne Place than it takes to walk.

Action Items: 1) Julie Stitt will talk to waste management and get signs that allow for parking on days without waste removal. 2) Provide a link for the website with the transit site, and ask for more direct routes to and from campus neighborhoods during pick-up and drop-off times.
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5. Set next meeting

Our next meeting has been scheduled for **Wednesday, March 21, 2007 at 7:00 pm** at the Main Office.