



**ROGERS**  
SOCIETY



Rogers Elementary Out of School Care Society's 2017/18

# Annual General Report

November 26, 2018

## **Board Chair Report**

It is hard to believe that another year has already gone by and we are here at the Winter Warm Up for 2018. This year has had its share of ups and downs. We said a sad good-bye to our wonderful Early Years Program, re-named our Room 3 after our beloved Heather Tunkow and embraced change; which is never an easy feat. Our lovely, caring and exceptional staff rose to the challenge, held out a hand in support and here we are, heading strong into 2019.

With the substantial increase in rental fees and the loss of services from the School District, our Centre Director, Board and Staff have had to make some big decisions in how we can continue to provide quality child care affordably. We brought our janitorial in house, increased time in ratio for office staff which helped with staffing issues and looked for creative ways to increase revenue to offset costs.

### **PROPOSED 2019 Board of Directors**



**Tracey Schmitz**  
*Chair*



**Regan Pemberton**  
*Past Chair*



**Jane Rizhanofsky**  
*Secretary*



**Lorena Milkert**  
*Treasurer*



**Greg Perrins**  
*Member-at-Large*



**Nisha Bathe**  
*Member-at-Large*

Some of the creative program ideas have included the new birthday party packages and Youth Nights, as well as offering our Centre for rent on the weekends. Our incredible Centre Director Amber continues to develop programming which will lead Rogers Elementary Out of School Care Society towards further connectedness within the Rogers Community.

During our Parent Survey this year, parents indicated overall happiness with the quality and convenience of the Centre. We are on the right track; there is always room for improvement, and we hope to address these opportunities with our Strategic Planning over the next year. As a Board, we will continue to uphold the Society's Constitution, Mission and Values and provide guidance and support to Amber and the Centre. These are the Board's Terms of Reference, and we are committed to upholding them to our best abilities.

Finally I wanted to end this message with a heartfelt thank you to our outgoing Past Chair, Sadie Greco. Her leadership and patience will be missed and we are thankful for all she has provided the Centre. I would also like to thank all of the Board members; your time, support and contribution is appreciated.

Thank you Amber and all of the Staff who work tirelessly everyday with our children! Your care and empathy are truly amazing. I look forward to an exciting 2019!

Sincerely,

***Regan Pemberton***  
*Current Board Chair*

## **Finance Report**

The Centre's financial position in 2017-2018 was stronger than expected. It was a year of change and transition and families from our Early Years program stayed in care longer than expected, stabilizing our financial position. Many staff moved on to further their education and the Director and Board decided to remain conservative in rehiring. This contributed to a reduction in overall HR costs while still remaining licensed to ratio. The Director also made the decision to train administrative staff to work in ratio, allowing for a streamlining of substitute staff requirements.

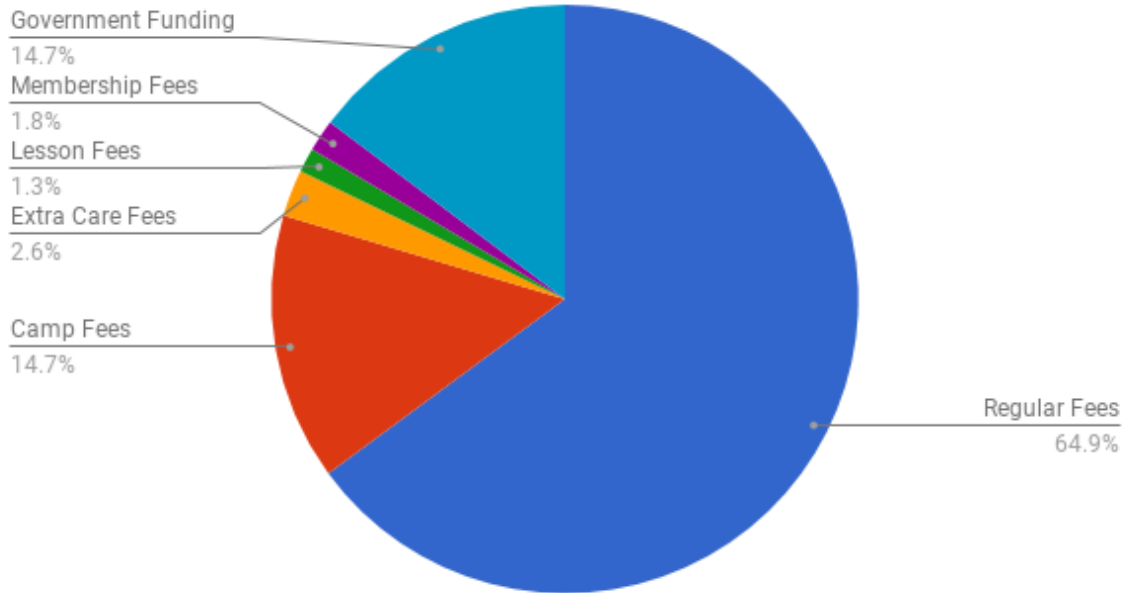
The following charts give a high-level overview of the Centre's revenues and expenses for the year; please request a copy of the Society's financials if you'd like more detailed information.

In the coming 2018-19 year, our focus will be on strengthening our core of staff, seeking out new programming options and exploring collaborative models for facility use and stewardship.

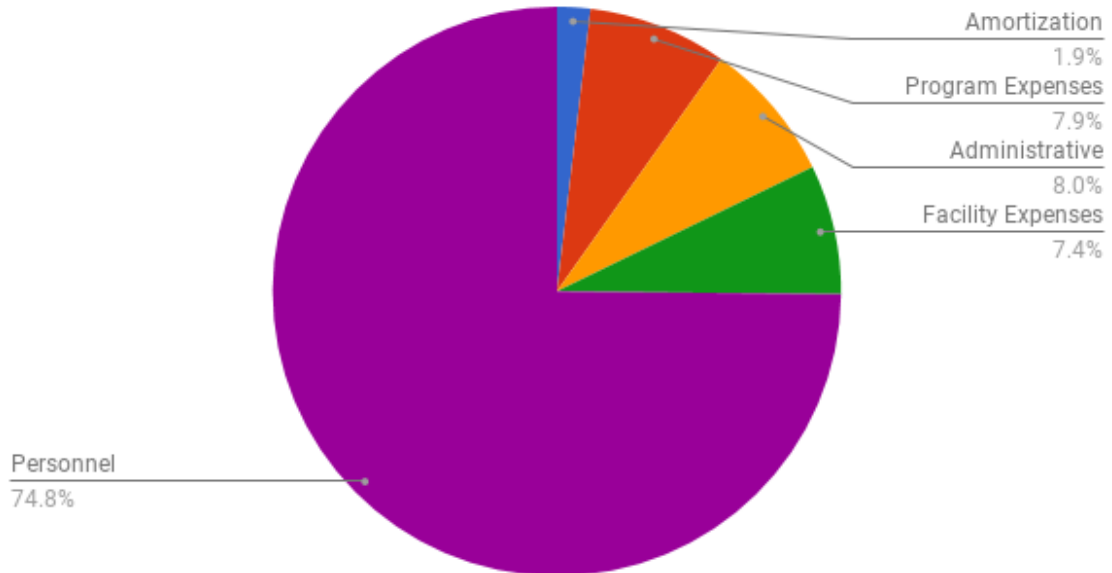
***Lorena Milkert***

*Board Treasurer*

## 2017-2018 Revenue Summary



## 2017-2018 Expenses Summary





## Administration Report

Time has flown by and we continue to keep busy in the office! This year we have had new families and new staff join us and it has been really nice having some new faces around!



We continue to use our software, Sandbox, for registrations,

enrollments, family profiles and communicating with families via the Parent Portal Newsfeed. Sandbox has been a great tool for our whole team; this year we have really enjoyed working with the Teacher app which allows us to use the software very efficiently. As a team we have been able to manage problems as they came up and work with the software team at Sandbox to fix issues and create a better system for the membership.

We have made an effort to become more present online through our social media platforms, utilizing Facebook and Chatterblock to promote our programs, connect with families and share the fun moments we have at the Centre. By running ads and increasing our online presence we continue to see growth in our Extra Care Days, Camps and other programs such as Youth Nights, which we introduced this year and have been great!

This year we will update our website, become more visible with signage and look for new ways to connect with our membership and the surrounding community. In 2018/19 I look forward to building relationships with the

membership, creating an openness in the Centre and welcoming new faces as we rent the space and hold community events.

***Shannon Phelps***

*Office Coordinator*

## **Operations Report**

It has been another busy year for the Centre. I have really enjoyed being part of the coordination team this year! I have seen so many new and positive changes brought forward to the Centre.

During the summertime we moved the kids' cubbies out of the spare room and transformed it into our new operations room, which now holds all of our custodial supplies. Over the last 6 months our team has worked hard to take ownership of the custodial duties around the Centre, and our work has resulted in a very positive outcome! We are also loving the great new rolling cubbies that you see in rooms 1 and 2, which give us much more flexibility in how we use our space.



Room 2 has been transformed into a wonderful auditorium space with the new stage, complete with a detachable wheelchair ramp. You could say that the stage has been set for many exciting performances to come! The auditorium is also equipped with a sound system which is put to good use in our programs, along with our new larger TV. Our 2018 Summer Camp children added a beautiful mural to this room to give it an inviting look.

Another great improvement for operations this year was the completion of the outdoor shed in early spring, which stores all of our outdoor and gym equipment and keeps it neat and tidy!

Thanks for being part of our community,

***Sarah Palliser***

*Operations Coordinator*

**Child Care Report:** *Licensed Before and After School Care, Extra Care Days and Camps*

It has been an exciting year of change here at the Centre. One of the biggest changes has been the conversion of Room 3 from an Early Years classroom to our Centre Art room. The room has been named in honour of Heather





Tunkow. Heather was a driving force behind the Early Years program in the past and her loving and dedicated nature toward the children, families, and staff at Rogers is still felt today.

We also rolled out some new and exciting lessons this past year including dance, cooking, improvisation classes, and outdoor wilderness training. Our Winter, Spring and Summer Camps have seen increased enrollments, which meant more children got the chance to take part in the fun and innovative programs that we offer.

As always, spending time outdoors continues to be an important focus for us. We are blessed to be surrounded by so much natural diversity and it's been great to see the children connect with nature at places like Christmas Hill, Swan Lake, and the many parks and beaches we visited with our Centre Bus. We also opened our doors and invited several people from the community to come in and share their talents with the children. We had visits from dance and fitness instructors, a magician, and a special performance from local musician Mr. Mojo!

Thank you all for being part of the Rogers Child Care family! I look forward to creating more fun and exciting memories for the children this upcoming year. Take care and have fun!

***Glenn Perlstrom, ECE***  
*Child Care Coordinator*

## **Community Report**

I am so excited to be transitioning into a new role here at the Centre, imagining and enacting new opportunities for our Society to offer enrichment to the Rogers School community. Building on the valued foundation of our

wonderful licensed Child Care programs, our dream is to see the Centre become a vibrant hub of activity for community members of all ages.

Over the past year, we have begun to test the waters with the help of our wonderful staff, who have been willing to contribute their own interests and skills beyond child care as we innovate new programs and offerings. The Centre now hosts Glenn's Kitten Mitten Theatre Company, and offers his services as a historical tour guide for school groups and the local community.



Amber, Glenn and other staff members have been facilitating Youth Nights, offering activities such as a city-wide scavenger hunt, games and pizza night, movie excursions and more for youth ages 9-14. Glenn, Amber and Heather have also created some amazing full-service themed birthday party packages that will help lighten the load for parents and caregivers when it comes to celebrating their kids' special day.

Additionally, we are working hard to steward our physical resources well and create opportunities for them to be used to their fullest potential;

to this end, both the facility and the bus are now available to our membership and to community groups for rentals when not in use for licensed child care programs.

I look forward to partnering with our amazing staff and you, our membership, in the coming months to continue meeting the needs of this great community in which we live, work and play!

***Caitlin Bingham***

*Community Coordinator*

## **Director's Report**

Whew! What a year it has been. With the odds stacked against us, we persevered and are finding new ways to identify ourselves. Thank you for your understanding and patience as we've had to close programs, launch new ones and change much of the way we operate.

Although we hoped to be seen as partners in caring for the families at Rogers Elementary School, when SD61 dealt us the huge blow of rental increases and the end of core services, the idea of partnership seemed hopeless.

*(Bureaucracy is never a nice place to be stuck in.)* It was with diligence we had to stand strong and rethink our role in order to be able to sustain it.

Rogers Elementary Out of School Care Society (aka Rogers Society) has been around for 27 years.



Its inception was to serve the community with childcare services but, in 2018, reinterpreting the constitution in light of financial constraints meant we had to become **more!** Remaining as Rogers Child Care Centre alone was no longer sustainable.

And so, the Centre had to expand to continue to provide affordable childcare services. We lobbied SD61 to gain access to the building 24/7 as a part of our ongoing license to occupy agreement and we were awarded full stewardship of the interior and exterior of the building in July 2018. To say this was a 'win' would be an understatement as it took over 18 months of negotiations and renegotiations to finally settle on the terms. *(In fact, there are many areas that still need to be figured out but they pale in comparison to the details already confirmed!)*

The good news? We are here, we are open and for the first time in years, we have room in our licensed child care programs. Although we had to say farewell to our Early Years program, we are excited to offer new programs soon in its place, allowing us to expand to serve more families and community members.

With so much change, it has also been important to rethink our name. As our members know, we moved away from our legal name to become known as Rogers Child Care Centre. To help clarify our programming, we will now refer to ourselves by our legal name, Rogers Society (the condensed version of: *Rogers Elementary Out of School Care Society*) and the name Rogers Child Care Centre will refer only to our VIHA licensed programming (Before and After School Care, Extra Care Days and Licensed Camps). Look for a new website, logo and building sign to help the greater Victoria community know us as more than just a child care centre!

Looking forward,

***Amber McMillan***

*Executive Director*





## **Minutes from Last AGM**

### 2017 AGM Minutes

**Members present:** Anand, Sanjeev, Beinder, Joanne, Belvedere, Matt, Bhandral, Rita, Boardman, Blair, Boutilier, Jennifer, Braam, Denise, Chapman, Amanda, Colley, Shannon, Cook, Treena, Evelyn, Kim, Gale, Kristina, Johnstone, Mark, Knowles, Christina, Ko, Doug, Koorbatoff, Lisa, Kozicki, Erin, Maccuaig, Alex, Machin, Amy, Moore, Kim, Murdock, Ian, Patterson, Michelle, Peters, Ryan , Pransky, Jocelyn, Pittman, Abigail, Ramsay, Dave, Schadt, Michelle, Taylor, Coral, Tiamo, Genevieve, Walsh, Karen, Wright, Christopher

**Board members present:** Sadie Greco, Regan Pemberton, Lorena Milkert, Jane Rizhanovsky, Greg Perrins, Tracy Schmitz

**Board members absent:** Nisha Bathe

Meeting called to order: 5:45 pm

**Report from the president:** Sadie introduced the current board, and thanked them for their service. She also introduced the new Board members coming in this year. Any questions or comments can be addressed to the board during the evening.

**2016/17 minutes:** The members reviewed the minutes from 2017. There were no questions or discussion arising from the minutes.

Amy Machin moves to accept the minutes as presented. Alex MacCuaig seconds.

**Minutes approved.**

**Financials:** Lorena and Caitlin presented the financials. On behalf of the Board, she extended our thanks to past treasurer Abbi Pitman. Our objectives were to provide stability and staffing for the Centre, and to provide administrative improvements.

Caitlin presented two pie charts which showed our revenues versus expenses. The largest source of revenue is fees, and the largest expense is staffing and facility rental. The Centre is very healthy financially. For 2018, the focus is to ensure we have exceptional staffing to provide care for our children, and to continue to implement administrative efficiencies. Financials were available for two weeks prior to this meeting, and will be available for another two weeks.

Christina Knowles moves to approve the 2017 financials as presented. Amanda Chapman seconds **Financials approved as read.**

**Board members:** Greg Perrins and Tracy Schmitz requested to join the board as Members at Large. Lorena Milkert requested to join the board and was appointed Treasurer.

Past President: Sadie Greco

President: Regan Pemberton

Treasurer: Lorena Milkert

Secretary: Jane Rizhanovsky

Members at large: Greg Perrins, Tracy Schmitz.

Chris Wright approves the appointed board. Christina Knowles second. The membership approves the Board as stated.

Meeting adjourned at 6:17