

Quality Assurance & Accessibility Subcommittee

Meeting Minutes for February 11, 2014

Present: Christine Schmidt, Colleen Pakkidis, Jacquie Gill, Anna Iacono, Mary Turfryer, Sandra Sanz, Mary Sharifzadeh, Heather Arbour, Ruth Huston, Sharon (Bogart Child Care)

Regrets: Debbie Lavoie, Betty-Jo Cabell, Cathy March, Tammy Nucci

Please Note: The Minutes are recorded in the order as listed on the Agenda.

1. Welcome and Announcements

Welcome to all committee members. No new announcements.

Chair: Mary Sharifzadeh

Recorder: Christine Schmidt

2. Review and Approve Agenda for Meeting

- A motion was made by Mary Turfryer to approve the February 11, 2014 agenda, seconded by Christine, motion carried.

3. Review and Approve Minutes of January 14, 2014

- Changes were made by committee members to the agenda via email prior to the meeting commencing
- A motion was made by Mary Sharifzadeh to accept the minutes for January 14, 2014 seconded by Heather, motion carried.

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN
1. York Region Supervisors Association Presentation	Thursday Anna & Tammy will be presenting information to the supervisors association surrounding RTB. Meeting cancelled re-scheduled for February 20, 2014. Reviewed presentation.	Tammy & Ana presenting on Thursday February 20, 2014
2. Healthy Eating Workshop	Great response about 28 participants showed. Food was good a little expensive but wanted to do Healthy food for workshop. Some good feedback from Whipper Kids and Peekaboo on Presentation. Discussion was held around adding feedback questionnaires at the end of workshops hosted by Quality Assurance.	Heather will put together a feedback questionnaire.
3. Draft Funding Proposal	Tabled	Sandra is in the process of locating a sample draft proposal and will forward it to Tammy - still looking for it.
4. Silver Ceremonies	Silver ceremonies will be held at Supervisor Association meeting on Thursday February 20, 2014, 10:00 am, Richmond hill Public Library. All centres will have received the platinum certificates by the end of this week.	5 centers are going to presentation for February 20, 2014.

5. Gold Participants/Packages/Payment	Betty-Jo emailed all 5 sights the gold package on Friday February 7, 2014. Bogart and Little towns paid fee of 50.00. 3 centers still need to pay fee.	Jacquie will forward gold package email to Heather at Whipper Kids.
6. Document for Extension Requests	New form reviewed and all committee members approved.	Jacquie will forward new form out to all members of the committee.
7. Professional Development	<p>ECERS-R training is booked for Wednesday April 16th 6:30-8:30pm at CEC-North. 165 Carlson Avenue, Newmarket.</p> <p>Maximum 75 participants</p> <p>Jacquie and Ruth Houston will facilitate. Other members of the committee that are trained will support during small group discussions.</p> <p>Will serve pizza for dinner. Heather will create flyer and forward to committee for approval.</p>	<p>Jacquie will check in with Shawna re: photocopying the workbooks, or if participants must purchase the workbook</p> <p>Ruth Houston will check re: extra books that were left over from the regional training and if we can sell them to participants</p> <p>Heather will create flyer for workshop. Once approved Jacquie will post to CFC website.</p> <p>Mary S will arrange food.</p>
8. Bronze and Gold Mock Reviews and Binder reviews	<p>Bronze - Mock April 8, 2014 Peer Review June 10, 2014- Final review</p> <p>Goal- Mock Sept 17. 2014 Peer Review Nov. 12. 2014 Final Review.</p> <p>Location and time to follow.</p> <p>Bronze Symposium and Silver Intake will be added for discussion at next meeting.</p>	Sandra to set location preferably Education centre on Harry Walker.
9. Committee Action Plans/Additional Items	<ol style="list-style-type: none"> 1. Minute Taking Rotation – Next month will be Cathy. 2. USB – Mary has purchased a USB for the Quality Assurance Committee and Betty Jo will transfer all Quality Assurance and RTB information onto it. 3. Mary S and Jacquie will monitor the Quality Assurance e-mail. 	<ol style="list-style-type: none"> 1. Mary to revise minute taker list. 2. Betty-Jo will transfer all info onto USB. 3. Ruth Houston will forward the Best Start

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NEXT MEETING: March 11, 2014 9:30am - 11:00am 300 Harry Walker Parkway, Newmarket
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