

MINUTES – Quality & Accessibility Subcommittee
Tuesday May 13, 2014 at 9:30am
300 Harry Walker Parkway, Newmarket

PRESENT: Betty-Jo Cabell, Colleen Pakkidis, Jacquie Gill, Sandra Sanz, Mary Sharifzadeh, Mary Turfryer, Christine Schmidt, Heather Arbour, Anna Iacono, Tammy Nucci, Sandra Sanz
REGRETS: Deborah Lavoie, Cathy March

1. Welcome and Announcements

Welcome to all committee members.

Chair: Mary Sharifzadeh

Recorder: Jacquie Gill

2. Review and Approve Agenda for Meeting

3. Review and Approve Minutes of last meeting

- Minutes approved from February 11, 2014
- Minutes approved from April 28, 2014

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN
1. Minute Taking Schedule	Mary completed this schedule and e-mailed out to members of the committee.	
2. Quality Assurance Committee and RTB; USB	Betty Jo transferred all of the files/information on to the USB and has given this to Mary S.	Mary S will ask Ruth Houston if she is interested in sitting on the Quality Assurance Committee.
3. Quality Assurance E-mail/ Bronze intake	<p>Mary S. has been checking the e-mail regularly up until the last couple of weeks; no e-mails have been received expressing interest in bronze intake. Mary S stated that the e-mail password stopped working a couple of weeks ago and she is unsure why.</p> <p>Child ventures expressed interest in the Bronze Intake at the supervisors' association meeting, but have not forwarded an e-mail to confirm.</p> <p>Discussion was held around Upper Canada, Peek a Boo, Family Day or Kinark sites being interested in bronze intake.</p> <p>Harry Bowes owes fees for Gold intake.</p> <p>Tammy will get the Best Start logo so these can be added to event flyers.</p> <p>Sandra stated that she delivered 16th Avenue their binder.</p>	<p>Jacquie will follow up with Shawna Lee re: original e-mail address used to create the RTB e-mail.</p> <p>Tammy will check in with supervisor of Child Ventures to discuss interest in bronze intake.</p> <p>Mary S look for a flyer that can be posted to the CFC to advertise the Bronze Symposium.</p>

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN
4. ECERS-R Workshop	<p>There are 63 registrants.</p> <p>Lauren Spinks (Kinark) will attend to assist with the training. Ruth Houston will also attend if she is available to assist with the training.</p> <p>York region covered the cost for all of the work books and Kinark paid for the books upfront and will invoice the Region. All books have been delivered to the Kinark Aurora Office.</p> <p>York Region will not cover the cost of food as they would like to leave funds available to run other training events.</p> <p>Family Day will pay for the food upfront and requisition a check from Quality Assurance funds. Food provided will be pizza, fruit/veggie trays, salad, coffee, cookies.</p> <p>Mary S. will find the template for the ECERS-R certificates and print them.</p>	<p>Heather will send a list of participants to Mary S for certificates to be printed.</p> <p>Mary S will print certificates.</p>
5. Workshop Satisfaction Questionnaires	<p>Heather showed 3 templates for the questionnaires. Committee members requested that all three be e-mailed out for review and a vote to decide which is best.</p>	<p>Mary S will scan and e-mail out questionnaire templates.</p> <p>Committee members will vote on which questionnaire template is preferred.</p>
6. Review Policies and Procedures Intent Checklist	<p>Reviewed the checklist</p> <p>Additions and edits were suggested.</p> <p>Must update Section 17: list of professional organizations.</p>	<p>Jacquie will update the checklist and bring to next meeting.</p> <p>Mary S will e-mail RTB communities to request an updates Section 8 policies and procedures intent checklist.</p> <p>Betty Jo will check the files she has for the policy development criteria to add to the intent checklist.</p>
7. Draft Funding Proposal	<p>Sandra will e-mail a sample to Mary S.</p> <p>Toni Pellicano will have a sample of a Trillium application. Discussion was held about this application being very labor intensive.</p>	<p>Sandra will e-mail draft funding proposal to Mary S.</p> <p>Mary S will e-mail Toni Pellicano to ask to see a copy</p>

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN
	Community Development Initiative Fund application time is coming up in August.	of their Trillium application

NEXT MEETING: Tuesday June 10th, 2014 at 9:30-2:00pm (bronze review) - 300 Harry Walker Parkway

Minute Taker: Mary Sharifzadeh