

WESTCOAST CHILD CARE RESOURCE CENTRE



ANNUAL REPORT APRIL 2011 – MARCH 2012

ACTIVITIES & ACCOMPLISHMENTS

Report from the Board

Greetings from the Westcoast Child Care Resource Centre Board of Directors. This has been my first year as board chair and as I reflect on what this organization has accomplished over the past year, I realize that it has been a productive and creative period of transition, revision and rejuvenation.

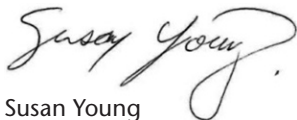
This year we began to plan for the transition from two Executive Directors to a single Executive Director as in June of 2012 we would see the retirement of Dianne Liscumb, Executive Director of Training and Resource Development. Dianne worked tirelessly on Westcoast's behalf for over 20 years. We are fortunate and honoured to have Pam Preston remain with our organization to fulfil the responsibility of the role of Executive Director, from Executive Director of Communications and Administration. As part of the transition planning we reviewed and rejuvenated the organizational model for Westcoast.

Our Board members have also enjoyed working together on a number of other important projects to further strengthen the organization. We revised the strategic plan and continue to use its updated goals as a guide for important decision making. This past year Westcoast participated and was successful in a complex accreditation process. Board members were proud to support the executive directors and staff in this endeavor. Board members also took part in a workshop to strengthen our external relations skills. As a result we were inspired to complete our board recruitment package. We also have happily welcomed a new board member.

Training continues to be a core service and we have carried on bolstering our community connections in order to provide innovative education opportunities for our members. Successes include our partnerships with Kidsbooks, Creative Children, Science World and Child Care Pro plus many other organizations. These workshops and conferences have brought new perspectives, an increased diversity of expertise and much needed revenue.

Lastly but definitely not least; this past year the board also planned to mark Westcoast's 25 years of supporting excellence in child care. Board members were delighted to plan ways to honour and celebrate the founders of this remarkable organization.

Over this past year it has been my privilege to work together with the executive directors, board members, staff and community on behalf of Westcoast. I also wish to express my admiration and appreciation for Westcoast and everyone who has contributed to its success. I look forward to another year of supporting this exemplary organization.



Susan Young
Chair

2011-2012 Board Members:

Susan Young, Chair	Christine Hibbert, Treasurer	Gyda Chud, Secretary
Wendy Brundige	Michelle De Salaberry	Jenna Harper
Judi McCormick	Karen Norman	Merle Viaud

We Respectfully Acknowledge our Funders and Donors:

Ministry of Children and Family Development	City of Vancouver
Immigrant Integration Branch – Ministry of Jobs, Tourism and Innovation	United Way of the Lower Mainland
Gaming Policy and Enforcement Branch	Other Foundations and our donors

Westcoast is a Registered Society, # S-22389; and has Charitable Tax Status, # 121931091RR0001

Report from the Executive Directors

Another busy and fulfilling year has come to a close! The following are some of the highlights of the 2011-2012 year at Westcoast:

- This year marked the successful agency re-accreditation in January 2012 with the Council on Accreditation (COA). Westcoast was first accredited in 2007. As part of Accreditation, Performance Quality Improvement (PQI) work continues at all levels including file reviews, quarterly reports, risk management reports and health and safety activities; program evaluations and staff feedback surveys are implemented and reviewed on a regular basis.
- Westcoast Library began the task of weeding the collection of items not circulating over the past 5 years. Focus groups with users also began. This process has refreshed the Library and made the collection much more relevant to practice in the field today. As of March 2012 the Library had 14,483 titles, and 17,316 copies; used 216 volunteer hours last year; had a circulation of 15,869 items for all Libraries (including Mobile Lending and CCRR equipment) with 34% of borrowing done by parents.
- Visitors came to see the Curriculum Room and many of them attended the related workshops. Children from specific Vancouver child care programs were invited to visit and experience the Exploratory Labs that were set up to feature various inquiry based themes.
- Lydia Albert Fund for field trips continued into a second year, with a third year planned for 2012-13. Eight centres participated and were able to go on a number of field trips throughout the Lower Mainland such as the Aquarium, Maplewood Farm, Honeybee Farm, Game Farm, Pumpkin Patch, Stanley Park, Queens Park and many more!
- Concluded phase 1 of the Healthy Living After School Project – in partnership with Social Research Demonstration Corporation (SRDC) and funded by Public Health Canada (PHC) – the application for phase 2 funding is under consideration.
- Developed a new partnership with Immigrant Integration Branch – Ministry of Jobs, Tourism and Innovation. Work included the development and refinement of Child-minding Standards to provide Immigrant Child-minders Orientation Courses and monitoring visits to ELSA and Settlement Child-minding sites in communities across BC.
- Child Care Listings available through Westcoast Family Information and Referral were added to the online downloads offered on the website for the first time. This initiative has been well received by the public, who then follow up with a phone call for more information as needed. Child Care Pro-Communities (child care database software) now offers Google map search to locate any given program on the list as well.
- Workshops and Short Courses at Westcoast continue to have high enrollment. The evaluations show the content is relevant to increasing the quality of the child care offered by those attending. Online registration was offered for the first time this year, and after a few bumps, it has been successful and well used. PayPal was also introduced as an online payment option.
- Vancouver CCRR planned trips to Bowen Island for Family Child Care providers and their children last summer, and the Pumpkin Patch last fall. Nature walks were also added to the repertoire of group experiences.
- Westcoast Board endorsed the Community Plan for a Public System of Integrated Early Care and Learning developed by ECEBC and the Coalition of Child Care Advocates of BC.
- Staff received training on ECEBC Code of Ethics as part of their annual professional development.

The work of the past year could not be achieved without the support of the community, a dedicated Board of Directors and a committed and engaged staff. Thank you.



Dianne Liscumb & Pam Preston, Executive Directors

Financial Summaries

**Westcoast Child Care Resource Centre
Statement of Financial Position
March 31, 2012**

	2012	2011
ASSETS		
Current		
Cash and cash equivalents	\$ 369,250	\$ 515,236
Accounts receivable	7,690	27,834
Accounts receivable from government – HST	7,578	-
Prepaid expenses	22,308	16,680
	<u>406,826</u>	<u>559,750</u>
Investments	-	-
Capital assets (Note 4)	27,850	85,771
	<u>\$ 434,676</u>	<u>\$ 645,521</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	16,028	19,590
Wages payable (Note 5)	29,751	56,280
Payable to government - payroll deductions	7,737	-
Unearned revenue (Note 7)	6,895	-
	<u>60,411</u>	<u>75,870</u>
FUND BALANCES		
Unrestricted	\$ 76,494	\$ 82,576
Internally Restricted, including Capital Assets (Note 8)	38,487	93,950
Externally Restricted (Note 9)	259,284	393,125
	<u>374,265</u>	<u>569,651</u>
	<u>\$ 434,676</u>	<u>\$ 645,521</u>

Financial Summaries *continued*

Statement of Operations

For the Year Ended March 31, 2012

	2012	2011
REVENUE		
Government (Province, City, Gaming)	\$ 878,416	\$ 1,146,074
Other grants/contracts (incl. United Way, Vancity Foundation)	110,236	176,914
Fees	75,749	102,142
Recoveries	40,864	41,833
Internally restricted programs	23,479	36,624
Sales	23,126	23,923
Donations and fundraising	16,640	31,973
Interest and other	2,212	53,462
	<u>1,170,722</u>	<u>1,612,945</u>
EXPENDITURES		
Salaries and benefits	\$ 954,008	\$ 934,285
Rent and premises	134,833	133,146
Consultant expense	67,663	39,141
Office, printing and equipment	64,659	72,231
Amortization	63,114	64,907
Program expense (incl. resource acquisitions & auto exp.)	37,003	74,452
Travel and planning	15,042	14,895
Audit and legal	12,000	12,667
Fundraising	5,142	4,474
Write off of capital assets	732	-
	<u>1,354,196</u>	<u>1,350,198</u>
Excess (Deficiency) of Revenue		
Over Expenditures from operations	\$ (183,474)	\$ 262,747
Discontinued program return of funding	-11,912	
Excess (Deficiency) of Revenue		
Over Expenditures for the year	<u>-195,386</u>	<u>262,747</u>

* Copies of our complete audited financial statements, including notes, are available upon request. Westcoast Child Care Resource Society has adopted the ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS and adjusted past period statements accordingly.

2011–2012 Staff

Christine Baerg
Wafa Bilal
Dorothy Buckland
Maureen Feeney
Christine Fong
Kari Fowler
Kathleen Gray
Lynne Griffin

Crystal Janes
Jyoti Joon
Vesna Krcmar
Christine Lawson
Angel Li
Dianne Liscumb
Annette Matthew
Nora Mejia

Shawn Nygren
Nilofer Poonja
Pam Preston
Joanne Soo
Stephen Tsui
Ana Vojnovic
Linda Wheeler
Sandy Yip

2011-2012 Volunteers:

Louise Aiken

Contact Us

Westcoast Child Care Resource Centre

2772 East Broadway, Vancouver, BC, V5M 1Y8

General Office Hours:

Monday to Friday 9:00 a.m. to 5:00 p.m.
Saturday 10:00 a.m. to 3:00 p.m.

Phone: 604-709-5661

Toll Free: 1-877-262-0022

Fax: 604-709-5662

www.wstcoast.org

info@wstcoast.org

Visit our website to join our e-list for regular updates.

Find Westcoast Child Care Resource Centre on Facebook and Twitter. Click the links from our homepage.

Library Hours:

Wednesday 12 noon to 8:00 p.m.
Thursday and Friday 10:00 a.m. to 5:00 p.m.
Saturday 10:00 a.m. to 3:00 p.m.

The library is closed on Sunday, Monday, Tuesday and Statutory Holiday Weekends.

Email: library@wstcoast.org



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