

WESTCOAST CHILD CARE RESOURCE CENTRE



ANNUAL REPORT
APRIL 2013 – MARCH 2014

STRATEGIC DIRECTIONS



“The future depends on what you do today.”

– Mahatma Gandhi

Dear Westcoast Friends,

Welcome to our Annual Report for 2013-2014. Looking back gives us the opportunity to put our work in perspective, celebrate our milestones and achievements, and make plans for future directions.

In 2013 we began developing our strategic plan for the following 3 years. The project was facilitated by the Board of Directors and the Executive Director, with support and participation of staff and community. Board and Staff attended excellent Vantage Point* workshops to learn more about the process of strategic planning. The work began in February and the new plan was adopted in September 2013. We worked together to collect data on our history and the environmental landscape we operate in, and to define the challenges and the opportunities ahead. The process was thoughtful and engaging. We were especially motivated to develop a plan in a useable format – a one pager if you please! We felt strongly that the plan needed to be useful and accessible if it was to be honestly put into action, and not left lying on a shelf.

The result of this work is a redefined vision for the organization. The vision is a statement of what is possible, a picture of the future we want to create (taken from *Vantage Point presentation by Randy Schaefer, for Leaders Lab 2013*).

WESTCOAST VISION

A community that values children, and promotes, supports and expects excellence in early care and learning.

We revisited our Values Statements at the same time. Values describe what is important in how we do our work and are reflected in all of our work (taken from *Vantage Point presentation by Randy Schaefer, for Leaders Lab 2013*).

WESTCOAST VALUES

We Value Quality: *We believe affordable, accessible, inclusive, quality early care and learning programs are the heart of every community and every family is entitled to access.*

We Value Diversity: *We embrace the diversity in our communities, promote anti-bias goals and strive to meet the needs of the people and organizations we serve.*

We Value Learning: *As a learning organization we are dedicated to excellence, capacity building, flexibility and creative change.*

We agreed on three Strategic Directions to guide our work over the next 3 years.

- **Partnerships and Collaborations:** To strengthen existing relationships and forge new ones; to find projects where we can practice working together; to work towards mutual interests and common outcomes.
- **Staff Development:** To build staff capacity to position us in meeting emerging needs in the community and within the organization; to develop internal champions; to identify existing assets and resources within the current staff structure.
- **Collaboration and Integration of Programs:** To work towards a more integrated agency with fewer barriers between programs; programs will collaborate and plan for shared outcomes; to develop and nurture relationships within the organization.

These key directions will guide our work over the next 3 years and have energized both the staff and Board to engage in the work with a new perspective.

*Vantage Point: www.thevantagepoint.ca / info@thevantagepoint.ca

Sincere thanks to all of you, for your time, commitment and energy in support of the work of Westcoast. May the coming year be filled with collaboration and innovation as we continue to work towards fulfilling our goal of inspiring and promoting excellence in child care and early learning.

OTHER HIGHLIGHTS

- Welcomed three new Board members; Annual Board training event focused on the Abundant Not for Profit with Vantage Point facilitator.
- Responsible Adult Train the Trainer was developed and the practitioner training was updated; Family Child Care training course was also reviewed and updated.
- Safe Spaces Bullying Prevention practitioner training re-development was completed with funding from the MCFD Regional Training funds.
- Westcoast Training opportunities continue to be enrolled at 85% and higher.
- Westcoast Mini Conference was held in November 2013, titled “Senses and Sensibilities” – focused on Social Emotional Development – sold out with 85 registrations.
- Westcoast Library/Mobile lending continue to collaborate. These programs have been integrated into one program and policies are under review.
- Performance Quality Improvement continues to be active conducting a staff survey this year, reviewing program evaluations and monitoring the reports on quarterly file reviews, health and safety committee activities and risk management.

ACKNOWLEDGEMENTS

Board of Directors

Westcoast Board members give of their knowledge, their skills and hours of volunteer time to ensure the organization fulfills its mission in the community. Thank you for your dedication to the work. Your support is invaluable.

Christine Hibbert (Treasurer), Gyda Chud (Secretary), Jade Candler (Member-at-Large), Jana Lyons (Member-at-Large), Jenna Orr (Member-at-Large), Judi McCormick (Fund Development Chair), Karen Norman (ED Development Chair), Michelle de Salaberry (Board Chair), Nick Kam (Member-at-Large) and Sharon Lau (Member-at-Large).

Staff

At this time we would like to thank the Westcoast Staff whose commitment makes a difference for so many child care practitioners and families connected to our programs and services.

Angel Li, Annette Matthew, Chris Baerg, Christine Fong, Christine Lawson, Crystal Janes, Dorothy Buckland, Joanne Soo, Kari Fowler, Linda Wheeler, Lynne Griffin, Maureen Feeney, Nora Mejia, Pam Preston, Rosa Ng, Sandy Yip, Shawn Nygren, Stephen Tsui, Vesna Krcmar and Wafa Bilal.

Library Volunteers

We depend on the many hours of support offered by our Library Volunteers to make sure our resource materials are back on the shelf in good condition and ready for circulation. This year we are honored to thank the following volunteers: Alexandra Ing, Jatindea Kaur Duggal, Rhona McElwain and Yin Zhang.

Funders

Thank you to our funders who support us in our delivery of quality programs and services to the community. We appreciate your contribution to the children and families who are served by these programs.

- Ministry of Children and Family Development
- City of Vancouver
- Community Gaming Grants, Gaming Policy and Enforcement Branch
- Immigrant Integration Branch – Ministry of Jobs, Tourism and Innovation
- David Albert (via Lydia Albert Fund donation)

Donors

Many of our supporters choose to make donations to support the ongoing work of Westcoast Child Care Resource Centre. Whether an annual donation, a monthly donation, or a one-time donation – all are eligible for a tax receipt as Westcoast is a registered charity. Contributions are greatly appreciated and demonstrate our donors' belief in our ability to deliver quality services to the community. Thank you.



Michelle de Salaberry, Board Chair



Pam Preston, Executive Director

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

MANAGEMENT FINANCIAL SUMMARIES

Westcoast Child Care Resource Centre

Statement of Financial Position

March 31, 2014

	2014	2013
ASSETS		
Current		
Cash and cash equivalents	\$ 254,223	\$ 246,823
Accounts receivable	5,881	633
Recoverable from government authorities	2,777	17,880
Prepaid expenses	20,400	18,687
	<u>283,281</u>	<u>284,023</u>
Investments	-	-
Capital assets	6,125	7,690
	<u>\$ 289,406</u>	<u>\$ 291,713</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 17,539	\$ 11,835
Wages payable	26,440	24,810
Payable to government - payroll deductions	9,130	7,173
Unearned revenue	12,814	16,394
	<u>65,923</u>	<u>60,212</u>
FUND BALANCES		
Unrestricted	\$ 82,122	\$ 87,342
Internally Restricted	23,436	26,757
Externally Restricted	117,925	117,402
	<u>223,483</u>	<u>231,501</u>
	<u>\$ 289,406</u>	<u>\$ 291,713</u>

These financial summaries are derived from the audited financial statements, prepared in accordance with Canadian accounting standards for not-for-profit organizations, as at March 31, 2014. The preparation of these summary financial statements requires management to determine the information that needs to be reflected in them so that they are consistent in all material respects with the audited financial statements.

Management prepared these summary financial statements using the following criteria:

1. The summary financial statements do not include every statement included in the audited financial statements;
2. Information in the summary financial statements agrees with the related information in the audited statements;
3. Major subtotals, totals and comparative information from the audited statements are included; and
4. The summary financial statements contain the information from the audited financial statements dealing with matters having a pervasive or otherwise significant effect on the summarized financial statements.

The complete audited financial statements of Westcoast Child Care Resource Centre are available upon request.

MANAGEMENT FINANCIAL SUMMARIES *CONTINUED*

Statement of Operations For the Year Ended March 31, 2014

	2014	2013
REVENUE		
Government (Province, City, Gaming)	\$ 945,377	\$ 831,668
Fees	132,582	100,298
Donations and fundraising	32,543	31,291
Recoveries	31,767	30,323
Sales, interest and other	23,380	30,913
Internally restricted programs	22,468	20,067
Other grants/contracts	0	33,269
	<u>1,188,117</u>	<u>1,077,829</u>
EXPENDITURES		
Salaries and benefits	\$ 853,519	\$ 861,156
Rent and premises	141,255	142,353
Program expense (including resource acquisitions & auto exp.)	81,488	64,208
Office, printing and equipment	55,625	54,803
Consultant expense	30,833	51,319
Audit and legal	14,391	7,256
Travel and planning	13,007	12,881
Amortization	4,704	20,160
Fundraising	1,313	6,457
	<u>1,196,135</u>	<u>1,220,593</u>
Excess (Deficiency) of Revenue Over Expenditures from operations	\$ (8,018)	\$ (142,764)
Excess (Deficiency) of Revenue Over Expenditures for the year	<u>-8,018</u>	<u>-142,764</u>

CONTACT US

Westcoast Child Care Resource Centre

2772 East Broadway, Vancouver, BC, V5M 1Y8

General Office Hours:

Monday to Friday 9:00 am to 5:00 pm

Saturday 10:00 am to 3:00 pm

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 pm

Thursday and Friday 10:00 am to 5:00 pm

Saturday 10:00 am to 3:00 pm

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

Email: library@wstcoast.org



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