



## MINUTES

### FDC Educators Association of S.A Inc

Meeting held at the Royal Hotel, 2 North Terrace Adelaide.  
7:00pm, 25<sup>th</sup> August 2014

#### **ABBREVIATIONS**

EASA = FDC Educators Association of South Australia  
DECD = Department of Education and Children's Development  
BCSC = Business and Customer Support Center  
FDCA=Family Day Care Australia.  
NMF = National Members Forum  
FDC = Family Day Care  
ACECQA = Australian Children's Education and Care Quality Authority  
DE = Dept. Education – Formally DEEWR Dept. Education Employment and Work Relations  
COAG = Council Of Australian Government  
NQF = National Quality Framework  
NQS = National Quality Standards  
BBB = Being, Belong, Becoming  
MYTOP = My Time Our Place  
PAP = Partnership Action Plan  
CCMS = Child Care Management System  
ISS = Inclusion Support Subsidy  
IPSP = Inclusive Professional Support Planning Group  
MP = Member of Parliament  
NDI = National Disability Insurance  
NTR = Nothing to Report  
RTO = Registered Training Organisation

#### **OPENING FORMALITIES**

Gayle opened her first meeting as President at 7:00pm and welcomed everyone.

#### **PRESENT**

Merrilyn Hannaford, Debbie Johnson, Juline Dimasi, Sonia Menzell, Gayle Noolan, , Jenny Mitchell, Deneice Prosser, Ro Redwood, Michelle Price.

#### **APOLOGIES**

Priscilla Schwanz, Laura Kaczurowski, Kerrie Waters

#### **PREVIOUS MINUTES**

Minutes true and correct; **MOVED...** Debbie **2<sup>nd</sup>...** Deneice **CARRIED**

#### **BUSINESS ARISING FROM THE MINUTES**

#### **INCOMING CORRESPONDENCE**

Email Re: police clearance concerns sent to Danny McIntosh

#### **OUTGOING CORRESPONDENCE**

Email: Re Police clearances newsflash sent to all members in regard to response from the letter

#### **BUSINESS ARISING FROM CORRESPONDENCE**

Re Police checks – See Policy Review

#### **FEEDBACK**

*'It's a real shame that not more FDC Educators are on board with this Association, they are missing out on vital information and support'* – Central Metro Educator attending 2014 AGM

#### **PRESIDENT:**

##### **GAYLE NOOLAN**

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#### **VICE PRESIDENT:**

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#### **SECRETARY**

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SCHEME: NORTHSIDE

#### **FACEBOOK PAGE**

**Family Day Care Educators  
Association of SA Inc**

#### **WEB SITE**

[www.fdcassocsa.com.au](http://www.fdcassocsa.com.au)

**FINANCE:** Deneice

1. TREASURERS REPORT

As at Statement dated... 31/07/14	\$9,608.11
<b>Incoming monies</b> – membership/postage	\$1,830.00
<b>Bank interest</b>	
<b>Sub Total</b>	\$ 11438.11
<b>Cheques</b> Planner postage/ stamps	\$132.75
Laptop & Warranty -D Johnson	\$900.00
S Menzell For AGM , Photo copy Easter baskets	\$75.30
Deb Johnson AGM	\$284.35
Sports Centre Committee Shirts	\$ 449.90
<b>Bank Balance as at 21/8/14</b>	\$ 10,154.86

<b>ALLOCATED FUNDS</b>	
Shirts for Committee	\$600.00
Planner	\$2500.00
Public Liability Insurance	\$600.00
News letters	\$200.00
Promotions	\$1000.00
Website/Domain	\$300.00
Network Meetings	\$1000.00
Post Office Box	\$110.00
Stationary	\$600.00
New Laptop security & programming	\$600.00
<b>TOTAL</b>	\$7510.00

2. **Motion:** These figures to be true and correct **Moved:** Deneice **2nd :** Juline **CARRIED**

3. **Membership: 165** approximately, I have started new spreadsheet and have only current members on it. Deb and I are still planning to get together to review listing More letters and reminders going out

4. Books have gone to Jeff to be audited. We do have to look at getting a new Auditor as this is Jeff's final year. This will come at a much higher cost as Jeff has been doing the books for us for many years as a favour.

**Action:** Michelle to enquire with a contact of hers to see if they will take on board the role of our Auditor.

**MARKETING/PUBLIC RELATIONS:** Sonia

1. MEDIA
2. NETWORKING VISITS

Multicultural group have requested a visit at Ha ha's – **Booked** 3<sup>rd</sup> September 7pm

Naracoorte and surrounding Educators have requested a visit – **Action:** Sonia contacted member and discussed some issues and will be in contact with them during the Symposium to make further arrangements.

3. NEWSLETTER
4. PUBLIC RELATIONS

Shirts are great, the feedback from members attending the AGM said the shirts were a great idea for the committee to stand out and be professional.

5. EVENTS
6. Full report at end of minutes.

**AGM:**

Wrap up – Report emailed to members attached.

**STRATEGIC PLANNING**

The Association reviewed our policies and mission plan. We looked at the role of each committee member.



## **WEBSITE:**

Look at getting formatting across the board the same so newsletters, Enews, any correspondence and web site is uniform.

**Action:** Debbie to discuss with Gayle and action with Michelle.

**Motion:** Michelle to assist with website. **Moved:** Sonia **2nd:** Michelle

## **POLICY REVIEW:**

Relief Educator – The Association has put together a letter that has been sent out to ministers and DECD officers.

**Action:** Debbie to Email to also email those

Police Criminal Check – The association has put forward a letter to DECD management regarding the recent issues with the length of criminal checks. We have sent the Educator that contacted us with the reply we had from DECD.

## **FDCA:** Merrilyn

FDCA board meeting taking place this week end 30th August.

Families Need Family Day Care campaign – FDCA have reached the required 10,000 applicants to be able to put forward the petition to the senate, FDCA will move forward with the next step, this is by no means the end of this movement.

Symposium -



Early bird discounts are available for registrations prior to September 30, with special discounts available for group bookings. For more information please visit <http://symposium.fdca.com.au>

## **PLANNER**

It has been well received and all like the changes made to it.

A second print has been ordered and will arrive shortly

## **GENERAL BUSINESS**

Engaging with other Family Day Care Services as the State Association – The Association will look at connecting with the services at the same time liaising and collaborating with FDCA to set up an information night for all South Australian Educators. More information to come once clarified.

## **ANY OTHER BUSINESS**

## **NEXT MEETING**

Monday 22<sup>nd</sup> September

Monday 27<sup>th</sup> October

Monday 24<sup>th</sup> November

Monday 15<sup>th</sup> December Christmas dinner?

## **CLOSE**

MEETINGS ARE HELD ON THE 4<sup>TH</sup> MONDAY OF THE MONTH (PUBLIC HOLIDAY THEN 3<sup>RD</sup> OF THE MONTH) OR UNLESS OTHERWISE STATED.

ALL FDC EDUCATORS ARE WELCOME

# PROMOTIONS AND PUBLIC RELATIONS – ACTIVITY REPORT FOR August 2014

KERRIE WATERS AND SONIA MENZELL



*A very busy month for our group*

- **Review Planner** and Make changes redesign pages and inserts, correct phone numbers, new cover.
- **Arrange printing** and delivery and payment of 50 for AGM.
- Check correct printing, publishing of planner before final order of 250.
- **Network with companies** to advertise with Assoc. 7 sponsors including Royal hotel.
- 6 Paying \$150- for planner, website and newsletter advertising space. =\$900 income which will balance out the cost of re-design of the planner of approx. same amount
- **Letter to Royal Hotel** – Free advertising in appreciation for meeting room.
- **Prepare “Goodie Bags- Educator Survival Packs”** for AGM. Purchase, pack and assemble.
- **Visit clothing supplier** to inspect clothing range- select sample for July meeting to show committee. Committee selected the Green colour and order placed in sizing from measurement recommendations.
- **Media for AGM** – promotion of event- flyer details, e-mails.
- **Certificates of Attendance** – given on the night.
- **E-new of AGM/Special Meeting Roundup**  
Sent out to all Members after event. Including Contact list of new committee.
- **Letter to SA Minister, DECD, Managers –**  
Meeting and action plan for Back up care/Relief Educator.
- **Respond to FDCA Survey** – Nannies Services/Amalgamation with FDC
- **New articles for Media** FDCA, Schemes. - Book Week (using Planner and Portfolios)
  - **Logo – redesign suggestion logo for further printing of more shirts**
  - **Convert files for website – talk with Deb about need to update information**
  - **Talk with Gayle Noolan – need profile** introduction Letter for new President to Mgrs/members
  - **E-News to members regarding budget cuts**
  - **Negotiate with printer postage** – no cost to association- saving of \$240 aprox.  
Next delivery of 5 books by post. The rest by courier (15 boxes).

