

FCCA MARCH 2023



FCCA Board Presentation to the Members

FAMILY CHILD CARE ASSOCIATION: ORGANIZATION BYLAWS

ARTICLE I. NAME OF ORGANIZATION: Family Child Care Association, also known as FCCA or Family Child Care Association of Merrimack Valley

ARTICLE II. PURPOSE: The purpose is to unite people having similar interests in childcare and provide them with the opportunity to meet and share ideas. FCCA provides training, networking, and referrals with an objective to promote the physical, intellectual, emotional, and social development of children.



2022-23 MEMBERSHIP



- 46 members
- Serving the towns of:
 - Amesbury, Bedford, Billerica, Burlington, Chelmsford, Dracut, Haverhill, Hyde Park, Lincoln, Lowell, Methuen, Tewksbury, Waltham, Watertown, Westford, Wilmington, Woburn
- 8 board members
 - President - open (ali)
 - VP social - Karen Peterson
 - VP workshops - Ali Barnes
 - Treasurer - Jill Morlock
 - Secretary- Deanna Wright
 - Membership - open (ali)
 - Advertising- Linda Rowe & Edna Cabral
 - Referrals - Suzanna Carvalho
 - Board Member at Large - Tracy Kitner

FINANCIAL SUMMARY 2022-23

Incoming Balance in June 2021 of \$4227*

Membership Income \$2,590

Membership/Workshops -\$4082

Office Supplies -\$160

Advertising -\$0

Social Functions -\$180

Ending Balance December 2022

\$2,395

*rounded to the nearest dollar

OUTLOOK FOR REMAINDER OF 2022-23 MEMBERSHIP YEAR

Workshops	-\$0
Workshop Supplies	-\$260
CPR/FA*	\$0
Member Banquet (estimated 30 guests)	\$0
server fee, gratuity & fees**	\$0

Total expected expenses remaining for year: \$260

Expected incoming balance for 2022-23: \$2,135

*CPR/FA payment is directly to instructor

** Casual event reduces fees

WE ARE LOOKING FOR VOLUNTEERS!

You can help the FCCA by



Nominating yourself or another member for next year's board

We MUST have 1-2 more people join the board in order to provide workshops and events next year.

We've already had 1 volunteer – Thank you!!

ARTICLE VI. OFFICER DUTIES

Section 1. President: Ensures the fulfillment of its mission. Oversees the work of the organization. Helps other board members. Responsible for the organization's bank account) alongside Treasurer.

Schedules and chairs bi-monthly board meetings.

Creates and distributes member's newsletters.

Contact person for Association related suggestions and conflicts. Collaborate with other board members.

Section 2. Vice-President, Workshops: Plan workshops in accordance to DEEC Core Competency standards and within the budget set by the board. Keep a record for workshops. Reserve meeting space in the absence of the president.

Reserves meeting hall. Plans speakers and subjects that meet DEEC requirements. Communicate with presenters to finalize details for workshops. Creates and distributes certificates at workshops. Keeps record of attendance and workshop handouts. Collects non-member fees for workshops. Recommended: have a Fall and Spring coordinator.

Section 3. Vice-President, Social Functions: Plan, schedule, and oversee member registration for member support plan and within the budget set for CPR/FA and social events: Pizza party, holiday party, chat night, membership banquet. Reserve event space. Preside over meetings in the absence of the president.

Section 4. Secretary: Maintains records of meeting agendas, meeting minutes, attendance records, and tax records. Records minutes of meetings. Manages correspondence.

Section 5. Treasurer: Maintains financial records, but not limited to: maintaining record of receipts and invoices, file the taxes selecting a bank, reconciling bank statements, managing cash flow, maintaining record of receipts and invoices. Reviews the annual internal audit, presents records at board meetings, presents records at general meeting. Collaborate with the board in the preparation of an annual budget. File appropriate tax forms (currently: form 990) annually by April 15. Responsible party (name on bank account) alongside President.

Section 6. Membership Coordinator: Maintains membership list and applications.

Update and distribute membership packets.
Maintain and update membership list. Update contact lists and website listing throughout the year when new members join.

Section 7. Referrals: Maintain ongoing tracking and appropriate documentation on referrals to promote successful pairing of potential clients with members. Review details and expectations about the referral with client and members. Ensure that referrals are addressed in a timely manner.

Section 8. Public Relations: Identifies possible media groups. Update website and FCCA community page through with approved advertising campaigns.

Responsible for advertising the FCCA website on social media accounts. Update website and FCCA community page through with approved advertising campaigns. Availability of the internet and basic computer skills is a must.

Section 9. Board Member: At Large. required to attend board meetings. Non

Great for someone who wants to learn about the positions & help as needed!!! At Large members.

CPR/FIRST AID

THURSDAY APRIL 20

With Ken Brooks
In person

Watch your email
for sign up information

Family Child Care Association Special Event Sign Up

CPR & First Aid

Instructor: Ken Brooks

Thursday, April 20th, 6PM

Karenpeterson@hotmail.com

978-807-2000

Please call or email Karen to reserve your spot.
Minimum class size is 8.



\$27 for one, \$54 for both

Pre-registration is required by April 18th

This training is reserved for FCCA members and their assistants
Attendees must attend entire session to receive certificate

Payments will be made by check at the training
Checks may be made out to "Ken Brooks"

GARDENING WITH CHILDREN AND IT'S BENEFITS

With Karen Stairs
Thurs April 13
630-830PM

Each participant will also get the chance to get their hands in the soil with a Make and Take Activity.

Gardening with children provides the perfect combination of skills and tasks to address a child's

development. Growing a gardening is a great physical development activity.

Young children can practice large and small muscle development while gardening. I will even throw in

some Gardening songs with music and movement in them!

WORKING WITH MULTI-STRESSED FAMILIES

With Jeanine Fitzgerald
Thurs May 11
630-830PM

In today's world, there are three types of situations we need to be prepared to work with: achieving outcomes in distressed families, sustaining competence in families experiencing stress, and helping families recover from traumatic events. While all families experience stress, ongoing or chronic distress erodes the family system in ways that lead to "the ecology of despair." This series examines ways to conquer the greatest of adversities.

Diverse Learners Training

KEEP AN EYE OUT: END OF YEAR BANQUET

TBA





If you would like to
volunteer this year, we need
someone to collect & tally
election ballots.

Nomination forms will be
included in the spring
newsletter.

Please consider
volunteering for a role or
nominating someone you
think would be a good fit.

We'd love to
have you on board!!

