



Peace River Child Care Association

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Monthly Board of Directors Meeting Minutes In Person & Via Zoom

January 7, 2025
 7:00 p.m.

Meeting Attended by:	Alysia Young, President Janelle Trevena, Vice President Chase Milligan, Treasurer Allison Nichols, Secretary	Max Shannon Cyndi Roy Megan Borile Max Shannon Marci Willenborg Maymoona Abdi
Absent:		
Guests:	Gayle MacDonald	
Order	January 7, 2024, Peace River Child Care Association Board Meeting was called to order by Alysia at 7:00 p.m.	
Agenda	Motion to accept January 7, 2024, PRCCA Board Meeting Agenda. MOVED by Chase and seconded by Marci to accept the agenda -CARRIED	
Minutes	Motion to accept December 3, 2024, PRCCA Board Meeting Minutes. Accepted by Max and seconded by Janelle -CARRIED	
Financial Update	<p>a. November 2024 Financials Chase gave a financial update.</p> <ul style="list-style-type: none"> ● Everything looks on track, revenue looks where it should be. ● Expenses were all in line, utilities were a little lower in November. ● It ended with a surplus when we allocated for a deficit, which is a great position for the daycare to be in. <p>Motion to accept the November 2024 Financial report MOVED by Max and seconded by Maymoona -CARRIED.</p>	
Old Business	<p>a. Fundraising Subcommittee Update</p> <p>i. Online Chase the Ace Fundraiser</p> <ul style="list-style-type: none"> ● Raffle Box is no longer hosting chase the ace fundraisers. ● Alysia will reach out to AGLC to get a list of their approved vendors that we could use to host the fundraiser online. <p>b. Rental Space</p> <ul style="list-style-type: none"> ● Kelly is no longer in need of the daycare rental space and has filled her clientele. <p>c. ATCO Light Pole</p>	

	<ul style="list-style-type: none"> Chase will attend a Town meeting - he will look into what the cost associated with the rate will be to have that information prior to approaching the town.
New Business	<p>a.Parent meeting date</p> <ul style="list-style-type: none"> January Parent Meeting – January 28th @ 6:30pm <p>Motion to accept the November 2024 Financial report MOVED by Cyndi and seconded by Janelle -CARRIED.</p> <p>b.Managing the website</p> <ul style="list-style-type: none"> Janelle asked if there was anyone willing to take over updating the website. <p>Motion to accept Max as managing the website for the remainder of the year MOVED by Max and seconded by Allison -CARRIED.</p> <p>c.New Board Member</p> <ul style="list-style-type: none"> Shalene Willier- Parent who moved from Slave Lake to Peace River and inquired about joining the daycare board, she has previous experience with another daycare board. Her children have been going to the daycare since October. <p>Motion to accept Shalene as a new board member MOVED by Chase and seconded by Marci -CARRIED.</p>
Reports	<p>a. Daycare report</p> <ul style="list-style-type: none"> Gayle MacDonald presented the monthly daycare report to the board: All rooms are at full capacity and two babies transitioned this week. <p>b. Staff update:</p> <ul style="list-style-type: none"> New staff have been hired, waiting to see how their probation period works out over the next few weeks. There is a staff member almost completed her level 1 – she will be back up for EAs. <p>c. Leave:</p> <ul style="list-style-type: none"> Staff member – looking to find accommodations and then is hoping to return to work. <p>d. First Aid:</p> <ul style="list-style-type: none"> 11 staff members took a two-day first aid course and the instructor really focused on daycare-related injuries and scenarios. <p>e. Pre-school:</p> <ul style="list-style-type: none"> Josse, McKayla and Gayle went for a visit to the Preschool in Grimshaw and got some really good information and several ideas to change up our preschool program going forward. There’s a new student starting pre-school tomorrow. <p>f. Educator meeting:</p> <ul style="list-style-type: none"> Scheduled for Jan 21st @5:30 pm.

	<p>g. Scheduled 2025 daycare closure:</p> <ul style="list-style-type: none"> • Staff requested to only have 1 week scheduled off in the summer. <p>Motion: To schedule the daycare closure for July 21 -25, 2025 and notify parents during the parent meeting in January and let them know that the board is looking for a long-term solution for closures going forward. MOVED by Chase and seconded by Max. – CARRIED</p> <p>Motion to accept the December 2024 Daycare report as presented. MOVED by Chase and seconded by Marci – CARRIED.</p>
Next Meeting	<p>Regular monthly meeting scheduled for Tuesday, February 4, 2024, at 7:00 p.m.</p> <p>Board members are encouraged to attend in person. Zoom will be available.</p>
Adjournment	<p>Alysia adjourned the meeting at 8:14 p.m.</p>
	<p>Minutes Recorded by Allison Nichols</p>