



# Peace River Child Care Association

7501-99 Street Peace River AB T8S 1R4  
 Ph. 780-624-1479 Fax. 780-624-8972

## Monthly Board of Directors Meeting Minutes In Person & Via Zoom

January 9, 2023  
 7:00 p.m.

<b>Meeting Attended by:</b>	Ashley Stone, President Alysia Young, Vice President Amber Houle, Secretary	Allison Nichols Audrey Gall Corinna Williams Kelly Erasmus Maymoona Abdi Stephanie Milley
<b>Absent:</b>	Jill Noskey – Resigned Samantha Mazurik – Resigned	
<b>Guests:</b>	Sidney George and Gayle MacDonald	
<b>Order</b>	The January 9, 2023, Peace River Child Care Association Board Meeting was called to order by Ashley Stone at 7:04 p.m.	
<b>Agenda</b>	MOVED by Corinna Williams and seconded by Audrey Gall to accept the January 9, 2023, PRCCA Board Meeting Agenda with the addition of 7 e) Board Positions. CARRIED.	
<b>Minutes</b>	MOVED by Allison Nichols and seconded by Audrey Gall to accept the December 6, 2022, PRCCA Board Meeting Minutes as presented. CARRIED.	
<b>Reports</b>	<p><b>a. Daycare Report</b></p> <p>Gayle MacDonald submitted her report via email prior to the meeting. Gayle informed the board that there are currently 114 children enrolled at the daycare. There has been concerns with NLC entrance requirements for staff upgrading to Level 2.</p> <p>Gayle informed the board that four level 2 &amp; 3 staff will be leaving starting in March and that there will be some concerns with staffing.</p> <p>Gayle informed the Board that a 3% increase has been approved. Fees will be increased, however, parents will not notice the change.</p> <p>There are concerns with the washer and dryer.</p> <p>MOVED by Amber Houle and seconded by Corinna Williams to accept the Daycare Report as presented. CARRIED.</p>	
<b>Financial Update</b>	<p><b>a) November 2022 Financials</b></p> <p>The November 2022 Financials were made available within the agenda package.</p>	

	<p>There was above average spending on the Casino account, this was for toys, activities, and cleaning supplies. Avenge was reimbursed for the Starlight Gala expenses.</p> <p>In terms of margins, the daycare is within most of the margins. Employee Benefits, maintenance, and Child Supplies were slightly higher than usual.</p> <p>MOVED by Allison Nichols and seconded by Maymoona Abdi to accept the November 2022 Financials as presented.</p>
<p><b>Old Business</b></p>	<p><b>a. Fundraising Subcommittee Update</b> Sidney George drafted a brief fundraising update.</p> <p><b>i. Super Cash Raffle</b> January 3 weekly winner: Debbie &amp; George Burton January winner: Doug DeBoon</p> <p>Payment Options: Winners of the Super Cash Raffle can be paid via cheque or through EFT.</p> <p>Sidney George informed the Board that 861 Super Cash Raffle tickets were sold. To breakeven, we had to sell 731 tickets. The profit will be \$6,400 for the daycare. Only a handful of parents assisted with selling tickets, and this is a growing concern.</p> <p><b>ii. Casino Update</b> The Casino was a success. The Daycare spent \$7,200 on Casino expenses (\$3,600 for hotels, \$700 for food, and \$2,900 for mileage). We will not know how much was brought in until after the quarter is done. The Daycare is back in the que for a casino in three years.</p> <p><b>iii. Volunteer Expectations</b> As there is not enough parent involvement in fundraising efforts, it was suggested that a draft policy for Volunteer Expectations be drafted and brought forward to the upcoming Parent Meeting for discussion. The draft policy should include levels of volunteer commitments (bond, volunteering at booths, alternative fundraising i.e., donating bottles on behalf of the Daycare, etc.</p> <p>A budget needs to be drafted for 2023-2024 prior to the February 2023 Board meeting.</p>
<p><b>New Business</b></p>	<p><b>a) Parent Meeting</b> The Daycare needs to host a Parent Meeting to update the parents and to gather feedback on a Volunteering &amp; Fundraising Policy and the ways in which the Daycare communicates to the parents. The agenda should include communication, Summer Vacation update, Volunteer expectations, and an update on the 2023-2024 Budget.</p>

	<p>Kelly Erasmus volunteered to send out a Survey Monkey link to determine a suitable date and time for the parents to meet with the Board.</p> <p><b>b) Employee Sick Days</b>  Gayle MacDonald informed the Board that the Federal Government has updated their sick days from six to ten. Starting January 1, 2023, the Daycare must pay for the additional days.</p> <p>MOVED by Audrey Gall and seconded by Corinna Williams to amend the Sick Day Policy to read, "10 days" AND that there is no longer two personal days offered.  CARRIED.</p> <p><b>c) Vacations</b>  Gayle MacDonald informed the Board that coordinating summer vacations will be a concern this summer as the daycare is short staffed. A suggestion was made to close the Daycare for two consecutive weeks to ensure that vacation time is taken, and that the Daycare remains compliant with current ratios. The Board would like to know how staff feel about this change. Gayle will discuss the vacation structure with the staff at their next meeting, on January 20.</p> <p><b>d) Wages</b>  Gayle MacDonald requested a wage increase for the staff to ensure that their rates are comparable to the provincial average. Gayle suggested that the Board approve a \$0.75 increase to Level 1's (\$18.39/hour) and a \$0.50 increase for Level 2 (\$23.05) &amp; Level 3's (\$28.12).</p> <p>MOVED by Amber Houle and seconded by Allison Nichols to increase wages by \$0.75 for Level 1's and \$0.50 for Level 2 &amp; 3's. Staff would receive the increase if they worked for the organization for six months or more. The wage increase will commence January 1, 2023.  CARRIED.</p> <p><b>e) Board Positions</b>  Ashley Stone informed the Board that there are two vacancies on the Board, including the Treasurer position. A ProCare message will be sent out indicating the vacancies and it will be added to the Parent Meeting for discussion. Sidney George offered to assist the new Treasurer.</p> <p>Gayle MacDonald informed the Committee that Stepping Stones is looking to rent a storage room at the Daycare. The rental could bring in \$200 per month for the daycare.</p> <p>MOVED by Corinna Williams and seconded by Maymoona Abdi to rent a space for Stepping Stones at \$200 per month.  CARRIED.</p>
<b>Next Meeting</b>	Regular monthly meeting – Tuesday, February 7, 2023, at 7:00 p.m. Board members are encouraged to attend in person. Zoom will be available.

<b>Adjournment</b>	Ashley Stone adjourned the meeting at 9:06 p.m.
	Minutes Recorded by Amber Houle