



# Peace River Child Care Association

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## Parent Meeting Minutes In Person & Via Zoom

January 30, 2023  
 7:00 p.m.

<p><b>Meeting Attended by:</b></p>	<p><b>Board Members</b>          Ashley Stone, President          Amber Houle, Secretary          Allison Nichols          Gaylene Whitehead          Kelly Erasmus          Maymoona Abdi          Stephanie Milley           Gayle MacDonald           Missing: Alysia Young, Audrey Gall, Sandy Doll,          and Tanin Behnke</p>	<p><b>Guests</b>          Amanda Houlder          Aron Dahl          Bernard Pinard          Cameron Rudolph          Chase Milligen          Cheryl ??          Cyndi Roy          Dale Orr          Dannie Gravel          Devon Finch          Ivan ??          JC Erasmus          Julie Lunn          Kate Rudolph          Lauren Mackay          Megan Schur          Nicole Shannon          Rachel Orr          Sabrina Collett          Samantha Lee          Sidney George          Sharon Pinard          Sydney Foster          Vannah ??          Yozane Warlock</p>
<p><b>Order</b></p>	<p>The January 30, 2023, Peace River Child Care Association Parent Meeting was called to order by Ashley Stone at 7:06 p.m.</p>	
<p><b>Agenda</b></p>	<p>Ashley Stone called for additions/deletions to the agenda.          Agenda approved.</p>	
<p><b>Financial Update</b></p>	<p><b>a) 2023 – 2024 Budget</b>          Sidney George provided an update on the 2023-2024 budget provided within the agenda package. The budget is based on full capacity and the pre-school room opening in September. Based on the projected deficit at the end of the year, the Daycare will need to fundraiser to offset the costs.          Currently wages, WCB, and staff benefits account for 85% of the budget. The</p>	

	<p>next highest expenses are related to maintenance and utilities. The Starlight Gala raised \$70,000 in 2022, with \$30,000 going towards the Daycare.</p> <p>b) Fundraising Update Sidney George provided an update on the fundraisers to date.</p> <p><i>i. Funds raised to date.</i> The Daycare sold 863 Super Cash Raffle tickets which will bring in a revenue of \$7,209.73. If each parent was able to sell one book per child, the Daycare would have seen a profit of \$22,559.73. There is a need for more parent involvement for fundraisers. Many parents expressed concern with the cost of the ticket (\$50 each). The Daycare could decrease the value of the ticket; however, we would then need to sell additional tickets to bring in suitable revenue. Currently there are only two parents on the Fundraising sub-committee. Parents wishing to join the sub-committee are encouraged to contact the board.</p> <p><i>ii. How funds are used.</i> The money brought in by fundraisers is used for a variety of expenses. Casino funds can be used for almost anything. The money from raffles is predetermined in the applications to AGLC. In the past funds were used for playground equipment upgrades, craft supplies, field trips, office supplies, etc.</p> <p><i>iii. Volunteering and Fundraising Policy</i> The Board presented a draft copy of a Volunteering and Fundraising Policy and requested feedback from the parents. In addition to the volunteering opportunities listed, parents suggested including grant writing and advocacy within the policy. Parents can provide feedback on the draft policy until Monday February 6, 2023. The Board will be finalizing the Policy at their regular scheduled Board Meeting on Tuesday, February 7, 2023.</p>
<p><b>Communication Strategies</b></p>	<p><b>a. Communication Strategies</b> The Board requested feedback from the parents regarding best communication practices. The parents suggested:</p> <ul style="list-style-type: none"> <li>• Important notices and information on raffles within the monthly newsletters</li> <li>• Frequent emails</li> <li>• Frequent ProCare messages</li> <li>• Increase marketing on Facebook and Instagram</li> </ul>
<p><b>Summer Vacation Update</b></p>	<p><b>a. Summer Vacation Update</b> Gayle MacDonald informed the parents that the Daycare will be short level 3's soon, and as a licensing requirement, the Daycare has to meet a 1 and 3 ratio.</p>

	<p>As such, to ensure the Daycare continues to operate within mandated ratios, the Daycare will need to close for two weeks in the summer. This will allow all the staff to have time off without impacting the regulations. The primary reason for this decision is that there will be limited Level 3 staff available during the summer months.</p> <p>Fees will not change for July or August. Children that are in the program for 100 hours will still be eligible for their subsidy and the Government grant will not be impacted.</p> <p><b>The Daycare will be closed from July 24 – August 4, 2023.</b></p>
<b>Complaint Procedure</b>	<p><b>a. Complaint Procedure</b></p> <p>Ashley Stone provided an update on the process for addressing a complaint. There have been concerns with parents approaching licensing, rather than approaching staff and/or the Board first. Most often, concerns can be addressed internally without the aid of licensing. When licensing is called, it hurts the program as complaints appear on the Government sites.</p> <p>If parents have a complaint, they can:</p> <ul style="list-style-type: none"> <li>• Talk with the educator directly.</li> <li>• Talk with Gayle.</li> <li>• If they are uncomfortable with speaking to the staff, they can contact the Board directly at <a href="mailto:prccaboard@gmail.com">prccaboard@gmail.com</a></li> </ul>
<b>Q &amp; A</b>	<p>Parents suggested that the Board email and Gayle’s emails be added to the monthly newsletters.</p>
<b>Adjournment</b>	<p>Ashley Stone adjourned the meeting at 8:00 p.m.</p>
	<p>Minutes Recorded by Amber Houle</p>