



Peace River Child Care Association

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Monthly Board of Directors Meeting Minutes In Person & Via Zoom

March 7, 2023
 7:00 p.m.

Meeting Attended by:	Ashley Stone, President Alysia Young, Vice President (7:55pm) Amber Houle, Secretary	Allison Nichols Audrey Gall Gaylene Whitehead Kelly Erasmus Maymoona Abdi Sandra Doll Reva Elmhurst Maymoona Abdi (7:41pm)
Absent:	Stephanie Milley	
Guests:	Gayle MacDonald	
Order	The March 7, 2023, Peace River Child Care Association Board Meeting was called to order by Ashley Stone at 7:05 p.m.	
Agenda	MOVED by Sandra Doll and seconded by Allison Nichols to accept the March 7, 2023, PRCCA Board Meeting Agenda as presented. CARRIED.	
Minutes	Missing a motion to accept signing authority in New Business d). MOVED by Audrey Gall and seconded by Sandra Doll to accept the February 7, 2023, PRCCA Board Meeting Minutes as amended. CARRIED.	
Reports	<p>a. Daycare Report</p> <p>Gayle MacDonald submitted her report prior to the meeting.</p> <p>Gayle informed the board that there are currently 116 children enrolled at the Daycare and all of the rooms are full, with a large wait list. There will be more room around July 1, when teachers remove their children from the program for the summer months. There are still issues with attracting and retaining staff.</p> <p>Gayle informed the Board that she has started to draft the Creating Spaces application and that she is waiting on a quote for the kitchen space modifications.</p> <p>Gayle, along with Avery, are planning to attend the Peace River High School Career Fair on March 14 to attract students to ECD.</p> <p>Gayle also provided a brief update on concerns with families navigating separation and the amount of administrative time it takes to support parents with documentation.</p> <p>MOVED by Amber Houle and seconded by Allison Nichols to accept the Daycare</p>	

	<p>Report as presented. CARRIED.</p> <p>Maymoona Abdi entered the meeting at 7:41 p.m.</p>
<p>Financial Update</p>	<p>a. January 2023 Financials The January 2023 Financials were made available within the agenda package. The daycare fundraised around \$185,000 this past year. The utilities concerns have been rectified from the Town of Peace River. The daycare ran a loss of \$53,000 this year which is less than the previous year.</p> <p>MOVED by Gaylene Whitehead and seconded by Sandra Doll to accept the January 2023 Financials as presented. CARRIED.</p>
<p>Old Business</p>	<p>Alysia Young entered the meeting at 7:55 p.m.</p> <p>a. Fundraising Subcommittee Update</p> <p>i. Super Cash Raffle February weekly winners: Laurie Girard, Ted de Klein, Louise Desaulniers, Jason Schuler, Leona Corriveau February monthly winner: Mike & Pam Farrow</p> <p>March weekly winner: Dakota Ostrowski March monthly winner: Carmen Geisser-Smith</p> <p>ii. Subcommittee meeting update The subcommittee met with four new parents added. The volunteers discussed fundraising opportunities for the year.</p> <p>iii. Education Garden Grant The Fundraising Subcommittee completed the Coop Community Garden Grant, requesting \$3,000 to build additional garden space in the daycare yard. Accepted as information.</p> <p>iv. Family Fun Day Proposal The Fundraising Subcommittee provided a proposal for a Family Fun Day at the Daycare. The Board expressed concerns with the tentative date, the cost of the event (i.e., entry cost and meal costs separated), and that the event would only break even. The Board has redirected the proposal back to the Subcommittee.</p> <p>TABLED and redirected.</p> <p>v. Christmas in July Proposal The Fundraising Subcommittee provided a proposal for a two week beer advent calendar in collaboration with Peace River Brewing.</p>

	<p>MOVED by Maymoona Abdi and seconded by Allison Nichols to accept the Christmas in July Proposal as presented. CARRIED.</p> <p>vi. Toy Bingo Proposal The Fundraising Subcommittee provided a proposal for a spaghetti dinner and Toy Bingo event. The Board would like to see a flat rate of \$20 per family of 5 be added to the marketing and ensure that there are different options for different dietary needs. The Board suggests that's the supper portion is pre-sold to ensure enough food is prepared.</p> <p>MOVED by Alysia Young and seconded by Maymoona Abdi to accept the Toy Bing Proposal as amended. CARRIED.</p> <p>vii. Fundraising & Volunteering Policy A spreadsheet will need to be built to manage donations and volunteer commitments. The board suggested adding grant writing and parent volunteering their skills (i.e. electrical, plumbing, etc.) to the policy. The board suggested offering charitable donation receipts to those parents providing a fundraising donation. Audrey Gall will amend the policy and share it with the board for consideration. TABLED.</p>
New Business	<p>a. Bookkeeper Review The bookkeeper's contract ends June 30, 2023. The Board discussed ways to create efficiencies for the bookkeeper and to offer appreciation for her work to date.</p> <p>MOVED by Allison Nichols and seconded by Sandra Doll to allocate a budget of \$2,000 to purchase the bookkeeper, a new computer. CARRIED</p> <p>b. Trust Review (In Camera) MOVED by Allison Nichols and seconded by Audrey Gall to go into camera at 9:56 p.m. CARRIED.</p> <p>MOVED by Gaylene Whitehead and seconded by Allison Nichols to come out of camera at 10:02 p.m.</p>
Next Meeting	<p>Regular monthly meeting – Monday, April 3, 2023, at 7:00 p.m. Board members are encouraged to attend in person. Zoom will be available.</p>
Adjournment	<p>Ashley Stone adjourned the meeting at 10:04 p.m.</p>

	Minutes Recorded by Amber Houle