



Peace River Child Care Association

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Monthly Board of Directors Meeting Minutes In Person & Via Zoom

February 4, 2025
7:00 p.m.

Meeting Attended by:	Alysia Young, President Janelle Trevena, Vice President Chase Milligan, Treasurer Allison Nichols, Secretary	Cyndi Roy Megan Borile Marci Willenborg Maymoona Abdi Shaylene Willier
Absent:	Allison Nichols, Secretary & Max Shannon	
Guests:	Gayle MacDonald	
Order	February 4, 2024, Peace River Child Care Association Board Meeting was called to order by Alysia at 7:06 p.m.	
Agenda	Motion to accept February 4, 2024, PRCCA Board Meeting Agenda. MOVED by Marci and seconded Chase to accept the agenda -CARRIED	
Minutes	Motion to accept January 7, 2024, PRCCA Board Meeting Minutes. Accepted by Chase 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 for staff straining was higher in January due to First Aid training. It ended with a profit surplus. <p>Motion to accept the January 2024 Financial report MOVED by Janelle and seconded by Marci -CARRIED.</p>	
Old Business	<p>a. Fundraising Subcommittee Update</p> <p>i. Online Chase the Ace Fundraiser</p> <ul style="list-style-type: none"> Alysia reached out to AGLC to get a list of their approved vendors that we could use to host the fundraiser online. Alysia shared information about Charity 50/50 website. (platform fees, weekly card draws, etc.) Fundraiser dates will be picked after the AGLC. Advertising tabled for a future meeting. <p>Motion to accept the use of Charity 50/50 for the fundraiser MOVED by Chase and seconded by Shaylene – CARRIED.</p> <p>ii. Purdy's Fundraiser</p> <ul style="list-style-type: none"> Information has already been sent out to the parents. 	

	<p>iii. Teddy Bear Picnic</p> <ul style="list-style-type: none"> • Marci to reach out to Freson Bros to see if they can donate the hotdogs and BBQ. A decision will be made based on the potential donation. <p>b. ATCO Light Pole</p> <ul style="list-style-type: none"> • Chase gave information about ATCO installing the pole and hooking up the electricity. • Chase to get a quote from an electrician for installing and hooking up the electricity. • Decision tabled for a future meeting. • Gayle to research other lighting options.
New Business	<p>a.Telus Security</p> <ul style="list-style-type: none"> • The daycare security equipment will be obsolete as of July 2025. • Equipment needs to be upgraded, Gayle to get pricing options from current company and other security companies. <p>b.Debit Machine</p> <ul style="list-style-type: none"> • Alysia got a phone call about getting better pricing for our debit machine. After discussion, it was deemed this was a scam phone call and will be dropped from further discussion. <p>Motion to continue with current debit machine services and discontinue phone conversation MOVED by Marci and seconded by Janelle.</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. <p>b. Staff update:</p> <ul style="list-style-type: none"> • Francienne will return to work in February. • Jaidyn is a new hire. <p>c. Training:</p> <ul style="list-style-type: none"> • ICC has been working weekly with Laina and will start with Francienne when she returns. After the OSC has completed their training, the toddler 1 group will start. <p>e. Closure Week #2:</p> <ul style="list-style-type: none"> • Staff would like to take a week off at Christmas time. Dates proposed by the staff were from Monday, December 29th- Friday, January 2nd) • The board members discussed the dates of Thursday, December 25th – Thursday, January 1st with a return to work on Friday, January 2nd. • Gayle will discuss board proposed dates to staff, further discussion tabled until next meeting. <p>f. Educator meeting:</p> <ul style="list-style-type: none"> • Scheduled for February 18, 2025 @5:30 pm.

	<p>g. Important Information and Questions:</p> <ul style="list-style-type: none"> • A critical incident was reported on Wednesday, January 29th that involved a child hitting their head. • Information about the Affordability Grant was received and copies were sent to board members. Fees for all categories except infants will go down. The infant's fees will increase by \$43.25. • Alberta Subsidy has been removed. A letter was printed and given to all parents. It was discussed that we should send another letter as many parents still had questions. Alysia and Gayle to create another information letter outside of what the province sent to parents. <p>Motion to accept January 2025 Daycare report as presented. MOVED by and seconded by – CARRIED.</p>
Next Meeting	<p>Regular monthly meeting scheduled for Tuesday, March 4, 2025, at 7:00 p.m.</p> <p>Board members are encouraged to attend in person. Zoom will be available.</p>
Adjournment	Alysia adjourned the meeting at 8:26 p.m.
	Minutes Recorded by Cyndi Roy