



Peace River Child Care Association

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Monthly Board of Directors Meeting Minutes In Person & Via Zoom

August 13, 2024
7:00 p.m.

Meeting Attended by:	Alysia Young, President Janelle Trevena, Vice President	Megan Borile Allison Nichols Cyndi Roy
Absent:	Chase Milligan, Treasurer Tina Tameta, Secretary Maymoona Abdi Reva Elmhurst Max Shannon	
Guests:	Gayle MacDonald	
Order	The August 13, 2024, Peace River Child Care Association Board Meeting was called to order by Alysia at 7:10 p.m.	
Agenda	MOVED by Cyndi and seconded by Megan to accept the August 13, 2024, PRCCA Board Meeting Agenda.	
Minutes	MOVED by Cyndi and seconded by Megan to accept the August 13, 2024, PRCCA Board Meeting Agenda.	
Financial Update	<p>a. February 2024 Financials</p> <p>i. Alysia reviewed financial statements from June 2024. June's parent fees for OSC were a little bit better than May's. Nothing to report for preschool in June. Daycare fees were comparable to the same amount, but slightly lower in June as many kids have now aged out and government funding has decreased slightly. The benefit contribution grant for staff increased as we have staff with higher levels in the daycare and staff funding increased due to wage top-ups. The Infant care incentive increased. Alysia is going to check into the rental income as it was listed higher in May but than June. The amount for wages increased due to higher levels and a newly hired staff member. Accounting and legal fees increased due to the audit. The loan interest from the mortgage decreased, saving the daycare over \$700 a month in interest due to the large lump sum payment. Utilities were comparable from May to June. The daycare had a loss of \$2733.31 in the month of June which can be attributed to the cost of accounting and hiring staffing. However, the margins are on par, and everything is right on track, parent fees are right on track as well as spending.</p> <p>MOVED by Megan and seconded by Cyndi to accept the June 2024 Financials as presented.</p>	
Old Business	a. Fundraising Subcommittee Update	

	<p>i. Chase the Ace Fundraiser</p> <p>Alysia gave an update on the fundraiser reporting, total revenue for the daycare is \$6089 from the fundraiser thus far. Medry is splitting the cost of the radio ad, going through tomorrow will include the kid's activity night and next week it will change again.</p> <p>Will be looking to set-up an online chase the ace fundraiser in the future after this in-person one has concluded and hope to have a greater reach.</p> <p>ii. Bacon</p> <p>Received a flyer with a promotion and if we sign up by tomorrow, we get an extra \$25.00 incentive – Alysia to send out email tomorrow. There have been new options for other meats added in addition to bacon for the next fundraiser.</p> <p>b. Criminal Record Checks</p> <p>Reminder to those needing to submit criminal record checks to do so as soon as possible.</p>
New Business	<p>a. Community Clean Up Crews – Non-profit edition</p> <p>The town of peace river has started a program to: “Assist the Town and downtown businesses with the beautification of the downtown area. Not for profits/community groups register to take a “shift” of approximately 3 hours/week with a minimum number of 4 participants. There will be one shift per week available. Groups can choose to book as many weeks as they like. Ideally, we are trying to have 1 group per week. The program will operate for August and September 2024. Groups will receive a financial contribution to their organization of \$200 for every 3-hour shift.” More information is available on the town website and Facebook page.</p> <p>This may be an idea for parents who would like to volunteer on a shift and use those funds towards their required fundraising, it will be up to the parents to sign up if interested. Will send flyer out on Facebook.</p>
Reports	<p>a. Daycare Report</p> <p>Gayle MacDonald presented her monthly daycare report to the board. The daycare numbers have not changed since July, and the preschool will be opening in September.</p> <p>Staffing: Have a former staff member who will be returning full-time and hopefully will be able to support in Toddler 1 room. There has been another new hire and a returning staff member returning on Aug. 21st. Confirmation was received that the daycare will receive CAJG for two staff members for the upcoming year to help support them in their studies.</p> <p>Training: ICC – offered autism training through BC –two staff members are currently taking it and two more are looking to take it once school starts back up.</p> <p>Materials needed: regular monthly supplies, this upcoming month we will need to order a little more due to preschool starting up.</p> <p>Anticipating a busy upcoming month of September with children transitioning rooms, staff changing rooms.</p> <p>MOVED by Megan and seconded by Janelle to accept the June 2024 Daycare report as presented.</p>

Next Meeting	Regular monthly meeting – Tuesday, September 10, 2024, at 7:00 p.m. (Alysia will send an email as the 3rd is the first day of school for many following the long weekend). Board members are encouraged to attend in person. Zoom will be available.
Adjournment	Alysia adjourned the meeting at 8:20 p.m.
	Minutes Recorded by Allison.