



Peace River Child Care Association

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Monthly Board of Directors Meeting Minutes In Person & Via Zoom

April 3, 2023
 7:00 p.m.

Meeting Attended by:	Ashley Stone, President Amber Houle, Secretary	Allison Nichols Audrey Gall Corinna Williams Kelly Erasmus Maymoona Abdi (7:25 p.m.) Sandra Doll Reva Elmhurst
Absent:	Alysia Young, Kelly Erasmus, and Stephanie Milley	
Guests:	Gayle MacDonald	
Order	The April 3, 2023, Peace River Child Care Association Board Meeting was called to order by Ashley Stone at 7:07 p.m.	
Agenda	MOVED by Audrey Gall and seconded by Allison Nichols to accept the April 3, 2023, PRCCA Board Meeting Agenda as presented. CARRIED.	
Minutes	MOVED by Allison Nichols and seconded by Reva Elmhurst to accept the March 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. Gayle informed the board that there are currently 117 children enrolled at the Daycare and all of the rooms are full, with a large wait list. Staff are attending a conference on Saturday, May 27 in Grande Prairie. Gayle informed the Board of a concern with a back gate being blocked by the EQV. Ashley will approach the contractors and school to arrange for the gate to be repositioned at their cost. Gayle is still waiting on a quote for the kitchen space upgrade. The Educator meetings were split into two groups again as that seems more effective for the staff. Gayle informed the Board that she applied for two grants through Walmart, one for food programs and one to offset the deficit. Gayle inquired into hosting a Policy Subcommittee meeting to review the policies and develop a separate policy handbook for parents. Gayle attended the Job Fair at the Peace River High school and was able to secure a summer student position. The student will also receive 5 High school credits for the position.</p>	

	<p>MOVED by Amber Houle and seconded by Allison Nichols to accept the Daycare Report as presented. CARRIED.</p> <p>Maymoona Abdi entered the meeting at 7:25 p.m. Sandra Doll entered the meeting at 7:34 p.m.</p>
<p>Financial Update</p>	<p>a. February 2023 Financials The February 2023 Financials were made available within the agenda package. Wage top ups were lower this month and we received less government funded than what was budgeted for. Ashley Stone reminded the board that the bank accounts no longer accumulate interest. So far there is a loss of \$55,422 for the year with one more month left in the fiscal year. The margins are all on par excluding the employee benefits, which were higher this month.</p> <p>MOVED by Sandra Doll and seconded by Amber Houle to accept the February 2023 Financials as presented. CARRIED.</p>
<p>Old Business</p>	<p>a. Fundraising Subcommittee Update Allison Nichols provided an update on the Fundraising subcommittee meeting and informed the Board that she is taking on the Chair position in addition to being the Board representative. The subcommittee is looking for feedback on the Family Fun Day. The Board agreed to support the event and have the subcommittee coordinate the 50/50 portion of the event. The Board suggested that the event be held towards the end of August. Work is being done on the Christmas in July initiative. The subcommittee is currently working on ideas for packaging and quotes. Amber Houle will investigate the account details at the Bottle Depot and relay the information back to the subcommittee and Board. The Toy Bingo and Spaghetti dinner is scheduled for September 23. The subcommittee is planning to coordinate hot dog sales at the FRN Teddy Bear Picnic on June 8 at the Baytex. Parents will be needed to assist with cooking. Corinna Williams suggested that a donation jar be brought to events for those wishing to give general donations to the daycare. Allison Nichols informed the Board that the next Fundraising subcommittee meeting is scheduled for April 17 at 7:00 p.m. on Zoom. Gayle MacDonald will share it with parents through ProCare.</p> <p>MOVED by Amber Houle and seconded by Audrey Gall to accept the Fundraising subcommittee report as presented. CARRIED.</p> <p>i. Super Cash Raffle March weekly winner: Dakota Ostrowski, Adrian Morrisette, Reva Elmhurst, Melissa Buchholtz</p>

	<p>March monthly winner: Carmen Geisser-Smith</p> <p>b. Bookkeeper Computer Update Ashley Stone informed the Board that the computer has been ordered and has not been shipped yet.</p> <p>c. Volunteering and Fundraising Policy Update Audrey Gall provided a copy of the updated policy with an update on the changes made. Once the Board approves the policy, Audrey will develop a tracking sheet, which will align with Schedule A, to track volunteer hours and donations. The tracking sheets will need to be signed off by Board Chairs (Presidents or Vice of the Board and subcommittee Chairs) and by Gayle, or her alternate, when volunteering is done at the daycare during regular scheduled business hours.</p> <p>MOVED by Audrey Gall and seconded by Maymoona Abdi to accept the amended Volunteering and Fundraising Policy. CARRIED.</p> <p>Amber Houle will send the Board the updated Policy. Gayle MacDonald will share it with parents through ProCare.</p>
New Business	<p>a. Annual General Meeting Date The Annual General meeting will be scheduled for June. Ashley Stone will check in with the Bookkeeper, Sandra Doll, and the accountants to determine a suitable date. Gayle MacDonald suggested that the meeting be held in early May. The regular schedule PRCCA Board meeting will proceed the AGM. Amber Houle suggested that the meeting date be shared with parents a month in advance, with several reminders leading up to the meeting.</p>
Next Meeting	<p>Regular monthly meeting – Monday, May 2, 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 8:35 p.m.</p>
	<p>Minutes Recorded by Amber Houle</p>