



Peace River Child Care Association

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Monthly Board of Directors Meeting Minutes In Person & Via Zoom

February 7, 2023
 7:00 p.m.

Meeting Attended by:	Ashley Stone, President Alysia Young, Vice President Amber Houle, Secretary	Allison Nichols Audrey Gall Gaylene Whitehead Kelly Erasmus Maymoona Abdi Sandra Doll
Absent:	Kelly Erasmus and Stephanie Milley	
Guests:	Sidney George and Gayle MacDonald	
Order	The February 7, 2023, Peace River Child Care Association Board Meeting was called to order by Ashley Stone at 7:04 p.m.	
Agenda	MOVED by Allison Nichols and seconded by Audrey Gall to accept the February 7, 2023, PRCCA Board Meeting Agenda as presented. CARRIED.	
Minutes	MOVED by Audrey Gall and seconded by Alysia Young to accept the January 9, 2022, PRCCA Board Meeting Minutes as presented. 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 115 children enrolled at the daycare. Staff are scheduled to complete CPR/First Aid training.</p> <p>Gayle informed the board that the amended agreement for January – March was signed, and funding has been received. A new contract will be issued in April. Once a quote is received for the kitchen renovations, Gayle will apply for the Space Creation Funding. The pre-school should be open by September 2023.</p> <p>There is an educators meeting scheduled for February 27.</p> <p>The board discussed the possibility of working with practicum students and high school students to attract more staff to the program.</p> <p>Gayle informed the board that there are over 150 people on the waitlist.</p> <p>MOVED by Amber Houle and seconded by Allison Nichols to accept the Daycare Report as presented. CARRIED.</p>	

<p>Financial Update</p>	<p>a. December 2022 Financials</p> <p>The December 2022 Financials were made available within the agenda package. There are more babies at daycare and the wage top ups have increased. This quarter we will see a \$6,000 loss with the highest cost being wages, utilities, and maintenance. In terms of margins, the daycare is within most of the margins. Office supplies are higher than usual.</p> <p>Alysia Young volunteered to contact Meston Group to discuss the waste disposal monthly fees.</p> <p>MOVED by Maymoona Abdi and seconded by Sandra Doll to accept the December 2022 Financials as presented. CARRIED.</p> <p>b. 2023-2024 Budget</p> <p>Sidney George assisted with developing the 2023-2024 budget. It is based on full occupancy.</p> <p>MOVED by Amber Houle and seconded by Sandra Doll to accept the 2023-2024 Budget as presented. CARRIED.</p>
<p>Old Business</p>	<p>a. Fundraising Subcommittee Update</p> <p>i. Super Cash Raffle</p> <p>January weekly winners: Debbie & George Burton, Krista Thompson, Marnie Ross, Laurie Girard, Akash Chowdhury. January monthly winner: Doug DeBoon</p> <p>February weekly winner: Ted de Klein February monthly winner: Mike & Pam Farrow</p> <p>ii. Subcommittee meeting</p> <p>The subcommittee currently only has two board members. There was a survey sent out to the parents through ProCare to set the next Fundraising Subcommittee meeting date and time. The date will be selected and announced on February 10, 2023.</p> <p>iii. Fundraising & Volunteering Policy</p> <p>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>

	<p>b. Potential Health Risk & Illness Policy Update Gayle informed the board that licensing approved the amendments to the Potential Health Risk & Illness Policy Update.</p>
New Business	<p>a. Treasurer Position The board reviewed the Treasurer responsibilities description within the Bylaws. Sandra Doll volunteered to be the Treasurer.</p> <p>MOVED by Allison Nichols and seconded by Amber Houle to appoint Sandra Doll as the PRCCA Treasurer. CARRIED.</p> <p>b. Parent Meeting Update The PRCAA board has not received feedback from the parents regarding the Parent Meeting.</p> <p>c. Charitable Donation Ashley Stone informed the board that two donation cheques have been received by an organization in Calgary. The board unanimously decided not to cash the cheques, as there was not enough information on the reason for the donation.</p> <p>d. Signing Authority There are three board members with signing authority currently: Amber Houle, Ashley Stone, and Alysia Young.</p> <p>MOVED by Audrey Gall and seconded by Amber Houle to appoint Allison Nichols and Sandra Doll to the signing authority list. CARRIED.</p>
Next Meeting	<p>Regular monthly meeting – Tuesday, March 7, 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 9:10 p.m.</p>
	<p>Minutes Recorded by Amber Houle</p>