



Peace River Child Care Association

7501-99 Street Peace River AB T8S 1R4
 Ph. 780-624-1479 Fax. 780-624-8972

Monthly Board of Directors Meeting Minutes In Person & Via Zoom

February 6, 2024
 7:00 p.m.

Meeting Attended by:	Ashley Stone, President Alysia Young, Vice President Sandra Doll, Treasurer Tina Tameta, Secretary	Reva Elmhurst Maymoona Abdi Janelle Trevena Allison Nichols Chase Milligen
Absent:		
Guests:	Gayle MacDonald	
Order	The January 9, 2024, Peace River Child Care Association Board Meeting was called to order by Ashley Stone at 7:06 p.m.	
Agenda	MOVED by Sandra Doll and seconded by Janelle Trevena to accept the February 7, 2024, PRCCA Board Meeting Agenda with edit of adding parent meeting notes. CARRIED.	
Minutes	MOVED by Reva Elmhurst and seconded by Alysia Young to accept the January 9, 2024 PRCCA Board Meeting Minutes. CARRIED.	
Financial Update	<p>a. December 2023 Financials</p> <p>i. Ashley Stone reviewed financial statements from December 2023. The bank account made \$4.63 in interest this month. Wages are more than covered by the daycare fees. There was a loss of \$1230 from fundraising fees. Bank fees were better this quarter than last at \$1300 as opposed to \$3300 and all costs during the month were within the margins or lower.</p> <p>MOVED by Sandra Doll and seconded by Reva Elmhurst to accept the December 2023 Financials as presented. CARRIED.</p>	
Old Business	<p>a. Fundraising Subcommittee Update</p> <p>Chase the Ace Fundraiser Alysia Young gave an update on the fundraiser. She has written out volunteer responsibilities and materials needed for the event. OSC kids will be asked to create a PRCCA sign to display at the venue. The first three weeks of volunteers have been completely filled and it was agreed that select board members will be on standby in case volunteers do not show up. The radio will advertise the event due to PRCCA</p>	

	<p>being a non-profit at \$15 for a 30 second ad. Alysia had a meeting with Brent from Fresons who is part of the Rotary club and shared that they will do their own Chase th Ace after the daycare. This will be a community profit and the daycare will get 20% each week. This is also create more volunteer opportunities for parents.</p> <p>Bookkeeper Contract Sandy and Ashley will meet with Michelle to update her contact.</p> <p>Insurance Providers Alysia emailed the current provided but hasn't heard back, even though PRCCA should have gotten renewal notice by now. She also emailed The Cooperators but hasn't heard back either. She will follow up with both as well as contacting a company in Red Deer.</p>
New Business	<p>a. Open Board Positions One person reached out to express their interest but did not seem like a good fit. Ashley will send a Procure message regarding the open positions.</p> <p>b. Parent Meeting Reva noticed the problem with people joining the meeting both online and in person. There should be visual prompts and printouts available for those who attend in person to make it more accessible or just make it fully online to avoid any issues.</p>
Reports	<p>a. Daycare Report Gayle MacDonald presented the daycare report to the board. There is currently several spaces available in the OSC rooms. Most rooms are at max ratio. They combine OSC rooms into just 2 rooms and have another daycare room instead. Gayle will send a Procure message to parents about to OSC and September plans for those going into Kindergarten.</p> <p>There are 3 new fulltime hires: Heather, Aysha and Jordana. Gayle is taking an "I am Taking Ethical Decisions" training though no other staff training this month. There has been a biting issue in Toddler 1 and extra hands have been put for support including Gayle in the room.</p> <p>Gayle is looking to amend the contact to be able to add children that are turning 12 months.</p> <p>FRN will be coming in to do a behavior workshop with the staff as well as a parents nutrition workshop. Any other workshops requested by parent can also be done by the FRN.</p> <p>Gayle sent out the summer closure message on Procure. There has been extra maintenance in January for snow removal and chipping, as well has fixing Toddler 1 heating. The insurance inspection happened today and informed Gayle that they were told to do more inspections in Northern Alberta.</p>

	MOVED by Allison Nicholes and seconded by Janelle Trevena to accept the Daycare Report as presented. CARRIED.
Next Meeting	Regular monthly meeting – Tuesday, March 5, 2024, at 7:00 p.m. Board members are encouraged to attend in person. Zoom will be available.
Adjournment	Ashley Stone adjourned the meeting at 8:32 p.m.
	Minutes Recorded by Tina Tameta