



Peace River Child Care Association

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Monthly Board of Directors Meeting Minutes In Person & Via Zoom

January 9, 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 7:09 p.m.	
Agenda	MOVED by Allison Nichols and seconded by Janelle Trevena to accept the January 9, 2024, PRCCA Board Meeting Agenda as presented. CARRIED.	
Minutes	MOVED by Chase Milligen and seconded by Alysia Young to accept the December 5, 2023 PRCCA Board Meeting Minutes with edits on changing Gaylene Whitehead's last name and adding Chase Milligen to attendee list. CARRIED.	
Financial Update	<p>a. November 2023 Financials</p> <p>i. Ashley Stone reviewed financial statements from November 2023. With the opening of Infant 2 and Preschool/extra OSC, financials were looking good. The bank account made \$6 in interest. The daycare sold a kitchen shelf for \$200. Child and office supplies were higher than usual due to the new rooms, and the training costs were also higher due to 12 staff members getting first aid certification. The bacon fundraiser made \$2280. The total loss in the quarter was \$3552.</p> <p>MOVED by Sandra Doll and seconded by Maymoona Abdi to accept the November 2023 Financials as presented. CARRIED.</p>	
Old Business	<p>a. Fundraising Subcommittee Update</p> <p>Super Cash Raffle Winners Michelle will post winners online.</p> <p>Chase the Ace Fundraiser</p>	

	<p>Alysia Young gave an update on the fundraiser. The application is looking good and an email will be sent of minor change in rules. Chase the Ace is set to begin on February 21st. A signup sheet needs to be created for parent volunteers and tearaway tickets needs to be purchased. The fundraiser will cap at a maximum of \$900,000 to avoid doing any extra work.</p> <p>Fundraising Ideas for 2024 After Chase the Ace, the daycare will host another 50/50 raffle. Purdy’s Chocolate is set for March and December, while bacon will likely be in April. The Teddy Bear Picnic will be in June.</p>
<p>New Business</p>	<p>a. Budget 2024-2025 The budget will be broken down into categories to make it easier for parents to read. The proposed budget includes fundraising and government grants. Wage top-ups is averaged on levels twos. Nothing changed on the revenue portion and there will be an average wage increase of 3%.</p> <p>The fundraising fee has been changed to \$100 per quarter per year per child as opposed to a flat \$500. It was proposed to invoice parents at beginning of quarter, as well as to bill at the end the quarter so there is no carrying over. Parents will be given notice before the end of the quarter.</p> <p>b. Insurance The daycare is looking for quotes from other providers. The current contract is until June/July.</p> <p>MOTION to look into different brokers was made by Chase Milligen and seconded by Reva Elmhurst. CARRIED.</p> <p>Alysia will contact brokers.</p> <p>c. Bookkeeper Contract Michelle’s workload has increased while she received decreased pay when the rooms closed during covid from \$3750 to \$2950. The new budget reflects previous rates for her new contract in June. Gayle will meet with her sooner and lock her contract into June 2025.</p> <p>d. Parent Meeting Agenda The agenda will include budget, fundraising (opportunities and bonds), summer closer, 2 board positions opening (1 parent, 1 community member) and a question period.</p> <p>MOTION to change the bylaw to remove the Northern Sunrise County rep on the board made by Chase Milligen and seconded by Tina Tameta. CARRIED.</p>
<p>Reports</p>	<p>a. Daycare Report Gayle MacDonald presented the daycare report to the board.</p>

	<p>There is currently 1 spot available in the infant room and 1 spot in the 3/4 room. Preschool is almost at capacity with 15 children and there are open spots in OSC. The daycare is opening to get the creative spaces grant of \$30,000. Rachel will be leaving and is currently working 2 days a week. There is one parent on suspension for outstanding fees. The next Educator’s meeting is on January 29. The Telus hub was installed and is working well. The daycare was denied the Town grant for renovations due to them wanting exterior renovations ant not interior.</p> <p>MOVED by Janelle Trevena and seconded by Allison Nichols to accept the Daycare Report as presented. CARRIED.</p>
Next Meeting	<p>Regular monthly meeting – Tuesday, February 6, 2024, 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 9:11 p.m.</p>
	<p>Minutes Recorded by Tina Tameta</p>