



Peace River Child Care Association

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Monthly Board of Directors Meeting Minutes In Person & Via Zoom

July 4, 2023
 7:00 p.m.

Meeting Attended by:	Ashley Stone, President Sandra Doll, Treasurer	Allison Nichols Gaylene Whitehead Maymoona Abdi Reva Elmhurst Chase Milligen Janelle Trevena Tina Tameta
Absent:	Alysia Young, Vice President, Stephanie Millie	
Guests:	Gayle MacDonald	
Order	The July 4, 2023, Peace River Child Care Association Board Meeting was called to order by Ashley Stone at 7:00 p.m.	
Agenda	MOVED by Sandra Doll and seconded by Gaylene Whitehead to accept the July 4, 2023, PRCCA Board Meeting Agenda as presented. CARRIED.	
Minutes	MOVED by Reva Elmhurst and seconded by Maymoona Abdi to accept the June 6, 2023, PRCCA Board Meeting Minutes as presented. CARRIED.	
Financial Update	<p>a. March 2023 Financials Sandra Doll reviewed financial statements from March 2023. Mortgage payment does not show principal and interest breakdown. Suggests to add this to financial statements, as well as a few other format changes needed. Sandra will try and go onto Sage to see about creating reports from Sage rather than manually imputing data into excel. This would decrease the chance of human error.</p> <p>a. May 2023 Financials Ashley Stone and Sandra Doll stated that the insurance for 2023-2024 was paid, this was \$35 590.</p> <p>Daycare and OSC fees are where they should be. The Daycare received a Grant from the Town of Peace River and FCSS for approximately \$11 000.</p> <p>Mortgage: we will pay a lump sum onto the Principal this year, we are currently on a variable rate. On advice from our Accountant, we should stay at a variable rate for now and pay a lump sum. Renewal date is approaching, Ashley and Sandra will check with Michelle Fortin to get the date of the renewal.</p>	

	<p>Motion to amend previous motion from June 6 2023 meeting:</p> <p>MOVED by Sandra Doll motions to amend the lump sum payment of \$50 000 onto the mortgage principal to \$20 000 IF the creating spaces grant does not come in before the mortgage renewal needs to be signed. Seconded by Allison Nichols. CARRIED</p> <p>MOVED by Sandra Doll and seconded by Allison Nichols to accept the March and May 2023 Financials as presented. CARRIED.</p>
<p>Old Business</p>	<p>a. Fundraising Subcommittee Update</p> <p>i. Super Cash Raffle Will get winners and update at next meeting</p> <p>ii. Upcoming Fundraisers Allison Nichols provided an update on the Fundraising Subcommittee. They are in need of a new chair, as per our Bylaws the chair does not have to be a board member. Ashley will send out an email to interested parents to be a part of this subcommittee and to see if one will fulfill the chair position for a term of one year.</p> <p>Back to School BBQ Tentatively booked for September 8 2023 from 4:30pm-7:00pm. 50/50 tickets to be given out to parents in advance with the draw to happen at the BBQ. The Daycare Staff will plan the BBQ and activities, the 50/50 AGLC paperwork to be completed by the Subcommittee.</p> <p>Suggestions Suggested to have a bottle drive and/or bring bottles to the Daycare during the BBQ as a side fundraiser. Parents could also take bottles in to the bottle depot and place under the PRCCA account, receipts can be provided by the bottle depot and brought back to Gayle.</p> <p>At the next Subcommittee meeting it would be nice to have an outline for the next 12 months for volunteer and fundraising opportunities.</p> <p>The Daycare sells Purdy's Chocolates twice per year during Easter and Christmas.</p> <p>Teddy Bear Picnic The Teddy Bear picnic was successful is raising around \$500</p> <p>Toy Bingo / Spaghetti Fundraiser Tentatively booked for October 2023</p> <p>MOVED by Gaylene Whitehead and seconded by Sandra Doll to accept the Fundraising Update as presented. CARRIED</p>

	<p>b. Election of Board Executive Positions</p> <p>i. Secretary Ashley Stone stated that we will need to have a Secretary in place by the end of this meeting as per our Bylaws, and that the Previous Secretary (Amber Houle) can give the new Secretary an outline of what is done. Duties include, taking minutes, setting up zoom meetings, drafting the agendas with the help of the President, updating the website, occasional letter or newsletter and uploading financials and reports to drop box. Tina Tameta has agreed to trial the position of Secretary to see if it would work for her.</p> <p>c. Insurance update Ashley Stone updated the board on the status of our insurance renewal. The underwriters are looking over our Abuse policy to see if it is sufficient, if not they will hopefully provide us with an outline of what is required. At this moment there is not an option to try other providers due to the current wildfire situation. Chase Milligen suggested setting a reminder 3 months before next years renewal to get quotes from other companies.</p>
<p>New Business</p>	<p>a. Board Appreciation / Welcoming Party Ashley Stone suggested having a Gathering for current, past and new board members from the last year. Sandra Doll will look into finding a Donor to help with costs. Ashley Stone will send an email out to past and current board members to see what date would work best. A location can be decided on at a later date.</p> <p>MOVED by Sandra Doll to allocate \$300 for a Board Appreciation Supper with the help of a Donor if we should exceed this amount, seconded by Chase Milligen CARRIED</p> <p>b. Computer for Gayle Ashley Stone updated that half the previous budgeted amount for a new Bookkeeping computer is available to purchase a new computer for Gayle. The current one is outdated and runs very slow.</p> <p>Moved by Maymoona Abdi to allocate \$1 400.00 to purchase a new computer for Gayle seconded by Allison Nichols. CARRIED</p> <p>c. Criminal Record and Vulnerable Sector Checks Ashley Stone stated that new board members and those that have been on the board for 3 years will need current Criminal Record and Vulnerable Sector Checks done. Gayle will email the link to Chase Milligen, Janelle Trevena, Tina Tameta and Ashley Stone. New board members will also have to sign a Confidentiality Agreement.</p>
<p>Reports</p>	<p>a. Daycare Report Gayle MacDonald submitted her report prior to the meeting.</p>

	<p>Gayle informed the Board that there are currently 122 children enrolled. 3 new hires and 1 staff left on June 27th, another will be leaving at the end of July. A Level 3 ECE will be starting in August. There are currently 3 Level 3 ECE's on Maternity Leave. We are still waiting to hear back on the creating spaces grant for the Kindergarten OSC / Preschool Room.</p> <p>i. Staff Wages</p> <p>Grimshaw and Nampa are offering higher wages for their ECE's, also one staff member that finished in June is now working outside the Childcare field due to wages. We need to consider a wage increase in order to retain staff.</p> <p>Gayle will update the board on expected revenue on the Infant 2 and Kindergarten OSC room, as well as the expected cost of the proposed wage increase and benefit costs. The board will review and hopefully come to a decision before September 1 2023.</p> <p>MOVED by Sandra Doll and seconded by Chase Milligen to accept the Daycare Report as presented.</p> <p>CARRIED.</p>
Next Meeting	<p>Regular monthly meeting – Tuesday, August 8, 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 8:58 p.m.</p>
	<p>Minutes Recorded by Reva Elmhurst</p>