



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

June 6, 2023
 7:00 p.m.

Meeting Attended by:	Ashley Stone, President Alysia Young, Vice President Amber Houle, Secretary Sandra Doll, Treasurer	Allison Nichols Audrey Gall Kelly Erasmus Maymoona Abdi Reva Elmhurst
Absent:	Gaylene Whitehead.	
Guests:	Gayle MacDonald	
Order	The June 6, 2023, Peace River Child Care Association Board Meeting was called to order by Ashley Stone at 7:04 p.m.	
Agenda	Additions to the agenda 6c Summer Break Discussion and 6d Fundraising Policy Updates MOVED by Allison Nichols and seconded by Sandra Doll to accept the June 6, 2023, PRCCA Board Meeting Agenda as amended. CARRIED.	
Minutes	MOVED by Alysia Young and seconded by Reva Elmhurst to accept the May 2, 2023, PRCCA Board Meeting Minutes as amended. CARRIED.	
Financial Update	<p>a. March 2023 Financials The March 2023 Financials were not made available within the agenda package. TABLED.</p> <p>a. April 2023 Financials The April 2023 Financials were included within the agenda package. Sandra noted that the Casino revenue of \$204 needs to be removed as it is a duplicate. Employee benefits, maintenance and office supplies were higher than usual.</p> <p>MOVED by Sandra Doll and seconded by Audrey Gall to accept the April 2023 Financials as presented. CARRIED.</p> <p>b. 2023 Budget Gayle and Sidney drafted a budget for 2023 earlier in the year. No amendments are needed currently.</p>	

	<p>c. Audit Update</p> <p>Ashley Stone provided an update on the Audit Review. Parent deposits were noted as an area of concern. There are old, outdated deposits that are currently housed in the general account. The board suggested that Gayle review the deposits to determine why they were not returned and to contact families to arrange to get their deposits back if they are eligible.</p> <p>The daycare is paying a lot of interest on the mortgage due to a floating rate. The board suggested that a lump sum be paid towards the mortgage.</p> <p>MOVED by Allison Nichols and seconded by Alysia Young to pay \$50,000 on the mortgage in July, from the fundraising account. CARRIED.</p> <p>There are some parents with outstanding fees. The Board would like Gayle to review the outstanding fees to determine how many families are behind on payments and to re-implement a policy around unpaid fees. A letter should be drafted and sent to the parents with outstanding fees that includes a payment plan option.</p> <p>The Board would like a general letter be sent out to all of the parents indicating that defaults on payments will result in them losing their child’s spot at the daycare.</p> <p>MOVED by Alysia Young and seconded by Sandra Doll to accept the Audit update as presented. CARRIED.</p> <p>d. Casino Funds Discussion</p> <p>AGLC implemented a 36 month rule due to COVID, they just require notice to extend the Casino funds. Amber Houle and Ashley Stone signed a form to extend the use of the previous Casino funds.</p>
<p>Old Business</p>	<p>a. Fundraising Subcommittee Update</p> <p>i. Super Cash Raffle</p> <p>May weekly winner: Gerry Thompson, Tyler Reeves, Carey Chalifoux, Nathan Bratt</p> <p>May monthly winner: Cathy Routhier</p> <p>ii. Upcoming Fundraisers</p> <p>Allison Nichols provided an update on the Christmas in July initiative. Due to concerns with pricing, the sub-fundraising committee will not proceed with the fundraiser as planned.</p> <p>The Teddy Bear picnic is scheduled this week and there are a lot of parents stepping up to volunteer. Reva Elmhurst will be overseeing the fundraiser.</p> <p>Kelly Erasmus left the meeting at 8:24 p.m.</p> <p>Allison Nichols requested a date for the Family Fun Day BBQ. An AGLC application is required for the 50/50 sales. She inquired into who has Facebook access. Currently Gayle MacDonald is the only one with access to the page. She confirmed that the Spaghetti Dinner and Toy Bingo is scheduled for the fall and the Board would like to</p>

	<p>see tickets pre-sold for the dinner portion so as not waste on food. Allison Nichols indicated that she will be stepping down as the Chair of the Fundraising Subcommittee and will continue to help as a volunteer. The Board will need to appoint a Chairperson to the Fundraising Subcommittee.</p> <p>b. Volunteering and Fundraising Policy</p> <p>i. Tracking Sheet</p> <p>Audrey Gall provided a draft tracking sheet for the Board to review. The tracking sheet will be used to record and compile data pertaining to the Volunteering and Fundraising Policy. The Board was in agreeance on using the form. The forms need to be signed by Gayle or by a Chairperson for the subcommittees or Board.</p>
<p>New Business</p>	<p>a. Annual General Meeting Date</p> <p>The Annual General Meeting is scheduled for June 15 at 7:00 p.m. at the Daycare and via Zoom. A Procure message will be sent to parents and posters will be printed and posted at the daycare. Stephanie Milley, Audrey Gall and Amber Houle will be stepping down from the Committee.</p> <p>b. Board Appreciation</p> <p>Ashley Stone inquired into whether the board would like to host an appreciation event in June. The Board suggested waiting until after the Annual General Meeting to include new members and those stepping down.</p> <p>c. Summer Break</p> <p>Alysia Young indicated that she had received feedback from a parent that was concerned with the scheduled vacations. As we live in a small town and a large portion of people using the daycare will be looking for childcare in July and August due to the closure, it may prove difficult for parents to secure childcare. It was noted that parents can make their own plans and to assist one another for the two-week closure.</p> <p>d. Fundraising Policy Updates See 5b</p>
<p>Reports</p>	<p>a. Daycare Report</p> <p>Gayle MacDonald submitted her report prior to the meeting. Gayle informed the Board that there are currently 115 children enrolled. All the materials for the new room have been purchased. On May 30, during the Educators meeting, the staff were shown appreciation with pizza, veggie platters, fruit trays, desserts, and drinks. The Policy review will be tabled until September. MOVED by Audrey Gall and seconded by Amber Houle to accept the Daycare Report as presented. CARRIED.</p>

Next Meeting	Regular monthly meeting – Tuesday, July 4, 2023, at 7:00 p.m. Board members are encouraged to attend in person. Zoom will be available.
Adjournment	Ashley Stone adjourned the meeting at 9:27 p.m.
	Minutes Recorded by Amber Houle