



# Peace River Child Care Association

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## Monthly Board of Directors Meeting Minutes In Person & Via Zoom

May 2, 2023  
 7:00 p.m.

<b>Meeting Attended by:</b>	Alysia Young, Vice President Amber Houle, Secretary	Allison Nichols Kelly Erasmus Maymoona Abdi Sandra Doll Stephanie Milley (7:55 p.m.) Reva Elmhurst
<b>Absent:</b>	Ashley Stone, Audrey Gall, and Gaylene Whitehead. Gayle MacDonald.	
<b>Guests:</b>		
<b>Order</b>	The May 2, 2023, Peace River Child Care Association Board Meeting was called to order by Alysia Young at 7:07 p.m.	
<b>Agenda</b>	MOVED by Reva Elmhurst and seconded by Sandra Doll to accept the May 2, 2023, PRCCA Board Meeting Agenda as presented. CARRIED.	
<b>Minutes</b>	MOVED by Sandra Doll and seconded by Allison Nichols to accept the April 3, 2023, PRCCA Board Meeting Minutes as amended. CARRIED.	
<b>Reports</b>	<p><b>a. Daycare Report</b>            Gayle MacDonald submitted her report prior to the meeting.            Amber Houle read Gayle's report on her behalf. Enrollment is the same as last month. The Daycare has received a grant from FCSS for \$11,250 (correspondence provided). Gayle has received two proposals for the lawn maintenance.            MOVED by Amber Houle and seconded by Maymoona Abdi to accept the Daycare Report as presented.            CARRIED.</p> <p><i>Lawn Maintenance Discussion</i>            The Board reviewed two Lawn Maintenance proposals.            MOVED by Allison Nichols and seconded by Amber Houle to award A. D. Cleaning with the Lawn Maintenance contract for 2023.            CARRIED.</p>	
<b>Financial Update</b>	<p><b>a. March 2023 Financials</b>            The March 2023 Financials were made available within the agenda package.</p>	

	<p>Sandra Doll noted that there were some concerns with the numbers not balancing and requested that acceptance of the March 2023 Financials be tabled until she has had time to review the numbers further. TABLED.</p>
<p><b>Old Business</b></p>	<p><b>a. Fundraising Subcommittee Update</b></p> <p><b>i. Super Cash Raffle</b> April weekly winner: Troy Warlock, Brianne Hinson, Moon Young Jegal, Kathy Kielly  April monthly winner: Enid &amp; Jim Davidge</p> <p><b>ii. Upcoming Fundraisers</b> Allison Nichols provided an update on the Fundraising Subcommittee meeting. The Fundraising Subcommittee will be sending out a sign-up form for the upcoming Teddy Bear Picnic event at the Baytex on June 8. Parents will be approached to assist with cooking and serving hot dogs during the event. Information regarding the Christmas in July Beer Advent calendars will be circulating shortly. For the Open House Day, the Fundraising Subcommittee will coordinate the 50/50 and the PRCCA Board and staff will coordinate the interactive activities.</p> <p><b>b. Volunteering and Fundraising Policy Update</b> A form to track volunteer hours and donations still needs to be finalized. Amber Houle has drafted a poster to encourage people to donate bottles at the local bottle depot under the PRCCA account. The poster will be circulated through ProCare shortly.</p> <p><i>Gate Discussion</i> Within a report, provided by Ashley Stone, EQV is willing to have their contractor relocate the Daycare gates behind where the sheds are and to repair the fence. Before agreeing to the gate being moved, the Board would like to know the cost.</p>
<p><b>New Business</b></p>	<p><b>a. Annual General Meeting Date</b> The Auditor suggested hosting the AGM the week of June 19-23, 2023. The Board members felt that this timeline would be too late as kindergarten children would be out of school, and they suggested hosting the AGM the week of June 12-16, 2023.</p> <p><b>b. Board Positions</b> Amber Houle informed the Board that she would be stepping down in June, as the secretary, and would offer support to the new Secretary.  Stephanie Milley entered the meeting at 7:55 p.m.</p> <p><b>c. Insurance</b> The cost of insurance has risen by 73.3% from last year. Sandra Doll has contacted other insurance providers to get quotes.</p>

	<p><i>Policy Subcommittee Discussion</i></p> <p>The Policy Subcommittee needs to meet to review and edit the Abuse policies for insurance. It was noted that Jill Noskey, a parent at the Daycare, is interested in assisting with the Policy Subcommittee. Amber Houle will coordinate a meeting date, and have Gayle promote it through ProCare.</p>
<b>Next Meeting</b>	<p>Regular monthly meeting – Tuesday, June 6, 2023, at 7:00 p.m. Board members are encouraged to attend in person. Zoom will be available.</p>
<b>Adjournment</b>	<p>Alysia Young adjourned the meeting at 8:07 p.m.</p>
	<p>Minutes Recorded by Amber Houle</p>