



# Peace River Child Care Association

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

October 10, 2023  
 7:00 p.m.

<b>Meeting Attended by:</b>	Ashley Stone, President Alysia Young, Vice President Sandra Doll, Treasurer Tina Tameta, Secretary	Reva Elmhurst Chase Milligen Janelle Trevena Allison Nichols (joined at 7:06)
<b>Absent:</b>	Maymoona Abdi, Gaylene Whitehead	
<b>Guests:</b>	Gayle MacDonald	
<b>Order</b>	The October 10, 2023, Peace River Child Care Association Board Meeting was called to order by Ashley Stone at 7:02 p.m.	
<b>Agenda</b>	MOVED by Chase Milligen and seconded by Reva Elmhurst to accept the October 10, 2023, PRCCA Board Meeting Agenda as presented. CARRIED.	
<b>Minutes</b>	MOVED by Sandra Doll and seconded by Janelle Trevena to accept the September 5, 2023, PRCCA Board Meeting Minutes as presented. CARRIED.	
<b>Financial Update</b>	<p><b>a. August 2023 Financials</b>          Ashley Stone reviewed financial statements from August 2023. Employee benefits were high due to staff member starting school. Maintenance was high due to new room &amp; fixing of AC/door fixed. There was a larger payment in the principal for August's mortgage. There was a \$2000 income in August. Wages were lower due to two week closure &amp; not as many level 3 and 2 staff.</p> <p>Plan for casino money: child supplies/expenses</p> <p>MOVED by Sandra Doll and seconded by Chase Milligen to accept the August 2023 Financials as presented.          CARRIED.</p>	
<b>Old Business</b>	<p><b>a. Fundraising Subcommittee Update</b>          There has still been no volunteers for a chairperson.</p> <p><b>Upcoming Fundraisers</b>  <b>Toy Bingo / Spaghetti Fundraiser</b>          It could be possibly changed to a Toy &amp; Turkey bingo for around Eastertime. Getting cheque mailed for rental.</p>	

	<p><b>Bacon Fundraiser</b> There has been a sale of 40 cases of bacon with a profit of \$716 so far. Sixty cases still need to be sold.</p> <p><b>50/50 Cash Raffle</b> Cyndi Roy was the winner and took home \$5915. The daycare paid \$457.03 in processing (stripe) fee. and Rafflebox had a fee of \$828.10 (7%). The total earnings for the daycare was \$4629.87.</p> <p><b>b. Policy Committee Meeting Update</b> The meeting went well and was quick. There weren't too many changes, mostly change in wording and added an abuse policy. It still needs health and safety added. Gayle will make changes necessary.</p>
<p><b>New Business</b></p>	<p><b>a. Annette's Contract</b> The contract is troublesome for Michelle due to her being salaried. The issue was that Annette didn't have enough vacation to take the 2 weeks when the daycare was closed and so it was taken out of her vacation. When she asked for day off, but she didn't have enough vacation; she owed vacation. There is nothing in her agreement that says she's on hourly wage. Michelle should have offered to carry over a week. Annette should be moved up to 4 week vacation next year October 2024 since she'll be 5 years as a salaried employee. An amendment needs to be added to her contract</p> <p><b>b. Bookkeeper Contract</b> Michelle is asking to renegotiate contract due to opening of new room/preschool. She is claiming she's working more. If she needs more money, she needs to give more time. She's supposed to keep a log of her hours. The board will request to see log. Alysia suggested using a fingerprint login she has that's not being used. The board is looking into buying equipment to save time in logins/timesheets/spreadsheets.</p> <p><b>c. Shirts for Educators</b> There is money in the budget to give educators PRCCA shirts for Christmas. Gayle suggested giving a different type of gift such as travel mugs or toques because lots of older staff have already shirts. There is a yearly budget of \$3000 for uniforms currently not being used.</p>
<p><b>Reports</b></p>	<p><b>a. Daycare Report</b> Gayle MacDonald presented the daycare report to the board.</p> <p>There are currently 123 kids enrolled and 3 new hires Mckenzie, Ayesha &amp; Sherry. Mckenzie previously worked at the daycare before and will only work until January before she goes overseas. Sherry wants to take her ECE. She needs to improve English and is taking a course to so. She previously in a daycare in Jasper. Sue and Lesly are retiring. Emma is shadowing Leslie while Avery is going in for Sue. .</p> <p>There was an electrician report sent to licensing.</p>

	<p>The daycare didn't qualify for the Creating Ppaces grant due to lack of hours. The daycare can reapply if they decide to not use it as preschool but as a daycare room.</p> <p>The educators meeting have a meeting on the 23 &amp; 24<sup>th</sup>.</p> <p>The flu clinic happening on the 12<sup>th</sup> from 3:30-5:30 in the gym.</p> <p>A total of 80 people came to bbq.</p> <p>Shed: She is waiting to hear back regarding shed from the school which will be destroyed (Francophone school division).</p> <p><b>i. Staff Wages</b> No updates on wages until new rooms are open.</p> <p>MOVED by Chase Milligen and seconded by Allison Nichols to accept the Daycare Report as presented. CARRIED.</p>
<b>Next Meeting</b>	<p>Regular monthly meeting – Tuesday, November 7, 2023, at 7:00 p.m. Board members are encouraged to attend in person. Zoom will be available.</p>
<b>Adjournment</b>	<p>Ashley Stone adjourned the meeting at 8:38 p.m.</p>
	<p>Minutes Recorded by Tina Tameta</p>