



# 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

September 05, 2023  
 7:00 p.m.

<b>Meeting Attended by:</b>	Ashley Stone, President Alysia Young, Vice President Sandra Doll, Treasurer	Allison Nichols Reva Elmhurst Chase Milligen Janelle Trevena Maymoona Abdi Gaylene Whitehead
<b>Absent:</b>	Tina Tameta, Secretary	
<b>Guests:</b>	Gayle MacDonald	
<b>Order</b>	The September 05, 2023, Peace River Child Care Association Board Meeting was called to order by Ashley Stone at 7:00 p.m.	
<b>Agenda</b>	MOVED by Janelle Trevena and seconded by Maymoona Abdi to accept the September 05, 2023, PRCCA Board Meeting Agenda as presented. CARRIED.	
<b>Minutes</b>	MOVED by Janelle Trevena and seconded by Maymoona Abdi to accept the August 8, 2023, PRCCA Board Meeting Minutes as presented. CARRIED.	
<b>Financial Update</b>	<p><b>a. June 2023 Financials</b>          Ashley Stone reviewed financial statements from July 2023. \$20,000 was put onto the mortgage in July to help pay down the principal sooner. We are still waiting to see if the Creating Spaces Grant will be approved before making another lump sum payment onto the mortgage. There is no penalty from the bank to make another lump sum payment before renewal.</p> <p>MOVED by Sandra Doll and seconded by Allison Nichols to accept the July 2023 Financials as presented.          CARRIED.</p>	
<b>Old Business</b>	<p><b>a. Fundraising Subcommittee Update</b></p> <p><b>Upcoming Fundraisers</b>  <b>Toy Bingo / Spaghetti Fundraiser</b>          It has been decided to postpone the Toy Bingo until the Spring of 2024 to have more time to better prepare and find donations. Will have someone look into borrowing a Bingo Machine ( Peace River Brewing or Seniors Centre)</p>	

	<p><b>50/50 Cash Raffle (Rafflebox)</b>  The 50/50 Cash Raffle is underway and will be completed by September 27<sup>th</sup>, 2023 with the draw taking place at the Daycare September 28<sup>th</sup>, 2023.</p>
<p><b>New Business</b></p>	<p><b>Policy Subcommittee Update</b>  Policy Subcommittee will meet on October 02, 2023, email will go out to those who will be present.</p>
<p><b>Reports</b></p>	<p><b>a. Daycare Report</b>  Gayle MacDonald informed the Board that each room is still full. There is 1 new hires: 1 level 1.</p> <p>Educators will have their meetings on September 18<sup>th</sup> &amp; 19<sup>th</sup>. They will be doing Fairy Dust Training. Adele will be finishing her Level 3 in October.</p> <p>Staff are now paid to take training through government grants.</p> <p>Floater STAT will be taken December 22, 2023</p> <p>New OSC/Pre-school room is all ready, licensing is approved, waiting on a site visit, all pre-school info is sent in and will now be reviewed. Opening date for the new room TBD.</p> <p>Creating spaces grant is still in the reviewing process, hopefully will hear back from them in 10 days</p> <p>Alberta Public health – inquiring about using the gym for immunizations, probably between the hours of 3:30 – 5:30 pm</p> <p>Back to School BBQ on September 07, 2023 from 4:30-6:30 pm</p> <p>Parent issues: discussion on parent issues, Gayle will keep us posted on any new information.</p> <p>Security Door issue: Discussed that Parents are holding the door open for others. Will send a Procare message to families to not hold the door open for anyone else. Parents must use their code to access the daycare rooms for drop off and pick up. This is for the safety of everyone in the building. Also to make sure the door is securely closed after entering or exiting.</p> <p>Michelle G (bookkeeper) would like to only invoice the amount parents owe AFTER subsidy to have less confusion for the parents as too how much is owed for fees. Subsidy will not be listed on invoice from now on.</p> <p><b>i. Staff Wages</b>  No updates on wages until new rooms are open.</p>

	MOVED by Sandra Doll and seconded by Janelle Trevena to accept the Daycare Report as presented. CARRIED.
<b>Next Meeting</b>	Regular monthly meeting – Tuesday, October 03, 2023, at 7:00 p.m. Board members are encouraged to attend in person. Zoom will be available.
<b>Adjournment</b>	Ashley Stone adjourned the meeting at 8:42 p.m.
	Minutes Recorded by Reva Elmhurst