



Peace River Child Care Association

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Monthly Board of Directors Meeting Minutes In Person & Via Zoom

October 1, 2024
7:00 p.m.

Meeting Attended by:	Alysia Young, President Janelle Trevena, Vice President Chase Milligan, Treasurer Allison Nichols, Secretary	Max Shannon Cyndi Roy
Absent:	Megan Borile, Reva Elmhurst, Marci Willenborg, Maymoona Abdi	
Guests:	Gayle MacDonald	
Order	The October 1, 2024, Peace River Child Care Association Board Meeting was called to order by Alysia at 7:03 p.m.	
Agenda	Motion to accept the October 1, 2024, PRCCA Board Meeting Agenda. MOVED by Cyndi seconded by Janelle – CARRIED.	
Minutes	Motion to accept the September 10, 2024, PRCCA Board Meeting Minutes. MOVED by Max and seconded by Cyndi – CARRIED.	
Financial Update	a. August 2024 Financials Cyndi and Max gave a financial update. <ul style="list-style-type: none">Revenue has increased slightly this month, staff funding also increased (PD Development Funds), expenses were less for the month of August. The margins look like they are on track for the month. With almost double the net income from the previous month. With the summer daycare closure wages decreased. The loan payment interest appears to have increased.Alysia to send an email to Michelle requesting for an update on the Casino funds to ensure that if spending needs to occur as we are up for a casino in 2025.Motion to accept the August 2024 Financials as presented. MOVED by Max and seconded by Cyndi – CARRIED.	
Old Business	a. Fundraising Subcommittee Update i. Chase the Ace Fundraiser <ul style="list-style-type: none">Alysia gave an update on Chase the Ace fundraiser reporting that total revenue for the daycare is sitting at \$8,340.00 thus far, with the jackpot total is sitting at \$5000.40.	

	<ul style="list-style-type: none"> • It's still a struggle to get volunteers to sign up for shifts and come out hopefully after invoices are sent out it will remind and incentivize people to sign up. • With the board change over in June the fundraising invoices did not go out; they will be sent out ASAP. • Janelle to cover for Alysia the 16th and the 23rd while she is travelling out of the province. • Alysia looked at the AGLC license for the online chase the ace, there is not much more to include until we have the dates. <p>ii. Bacon</p> <ul style="list-style-type: none"> • The bacon+ fundraiser is live, the daycare has made \$3,117.00 – 62% of our \$5000.00 goal so far and the fundraiser has only been live for a short period of time. Orders can be placed until October 7th with products delivered on the 17th. • Janelle is available to come in to help sort the bacon, Alysia to send out a sign-up genius. <p>iii. Purdy's</p> <ul style="list-style-type: none"> • The upcoming Purdy's online fundraiser will be taking place again this year, expecting orders to be accepted until November 26 with pickup December 16 for chocolates in time for Christmas. <p>b. Criminal Record Checks</p> <ul style="list-style-type: none"> • To ensure records are all up to date all board members will need to resubmit their criminal record checks and confidentiality agreements. Reva, Cyndi, Maymoona, Max, Alysia still need to submit criminal record checks please.
New Business	<p>a. Election for secretary</p> <p>Alysia put a call out for nominations for the position of secretary</p> <ul style="list-style-type: none"> • Allison Nominated for the position of secretary. MOVED by Janelle seconded by Megan All in favour - Carried unanimously. <p>b. Welcome New Board Member</p> <ul style="list-style-type: none"> • Marci Willenborg has joined the board and will hold a director's role. Will need to submit a criminal record check and sign a confidentiality agreement. <p>C. Rental Space</p> <ul style="list-style-type: none"> • Kelly Erasmus – Occupational therapist considering opening a personal business and rent space. Only for pediatric patients, could use the side entrance. Gayle to discuss with licencing what or if anything we would need to include so that we can make this work. • Motion to rent the sensory room space to Kelly Erasmus for pediatric clients pending licensing approval at the cost of \$800.00 on a Month-to-Month bases.

	<p>MOVED by Max and seconded by Cyndi – CARRIED.</p> <p>D. Board Appreciation Gathering</p> <ul style="list-style-type: none"> • Motion to host a board appreciation gathering at the Peace River Brewery allocating \$300.00 in funds. Moved by Janelle seconded by Chase – CARRIED. • Alysia will email out some dates.
Reports	<p>a. Daycare Report</p> <p>Gayle MacDonald presented the monthly daycare report to the board:</p> <ul style="list-style-type: none"> • The OSC room has some spaces available, there is an ad up to advertise open spaces. • The pre-school started today; the five kids had a lot of fun. There is a post up advertising spaces. <p>Staffing:</p> <ul style="list-style-type: none"> • A staff member is leaving to go to Grant McEwan in January. A new level 3 staff member was just hired part-time and is looking to increase to full time in November. <p>Concerns:</p> <ul style="list-style-type: none"> • Scheduling staff has been busy -Oct 29 back on the 12th. Josee will be filling in while Gayle is away. <p>Educators meeting and changes:</p> <ul style="list-style-type: none"> • The educators were very grateful for the food provided during the meeting, lots of great discussions and changes to implement. • A staff member moved from the four-year old room to the toddler one room. • A level 3 staff member has moved into the 4-year-old room. • A level 1 moved into the 3–4-year-old room. • Next educators meeting upcoming on Oct.21st: <p>Outdoor lighting:</p> <ul style="list-style-type: none"> • needed as it is extremely dark outside on our private property. • Motion to approach ATCO requesting a lighting donation. MOVED by Chase seconded by Cyndi – CARRIED <p>Grounds and Maintenance :</p> <ul style="list-style-type: none"> • Glenmary school shop class looking to build an 8x10 shed. • Snow removal contractors- will be requesting quotes for the winter months. <p>Santa’s Visit Day:</p> <ul style="list-style-type: none"> • Gayle to purchase books for Santa’s visit day Motion to spend no more than \$500.00 on Christmas gift, book and associated gift for children. MOVED by Max, seconded by Chase –CARRIED unanimously. <p>Flu Clinic:</p> <ul style="list-style-type: none"> • Requesting to use the Gym to hold a Flu clinic. <p>FRN:</p> <ul style="list-style-type: none"> • Will be doing a Fearless presentation on November 5th, 12th and 19th. Tripple P course for parents to learn how to help their children with anxiety.

	Supports: <ul style="list-style-type: none"> October 4th outside programs to come and network and collaborate. Motion to accept the October 2024 Daycare report as presented. MOVED by Cyndi and seconded by Max – CARRIED.
Next Meeting	Regular monthly meeting scheduled for Tuesday, November 5, 2024, at 7:00 p.m. Board members are encouraged to attend in person. Zoom will be available.
Adjournment	Alysia adjourned the meeting at 8:44 p.m.
	Minutes Recorded by Allison.