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Board Meeting  
September 19, 2019 | 6:30 PM  
Town Council Chambers

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**SIGNATURE COPY**

**In Attendance**

Board Members Present

Don Anderberg, Brian McGillivray, Wayne Elliott, Christy Gustavison, Kim Thomas and Ola Crook

PCCCLC Staff Present

Kathy DeGinnus and Stephanie Smith

M.D. of Pincher Creek No. 9

Brian Hammond (Reeve)

Town Staff Present

La Vonne Rideout, David Green, Marie Everts and Dylan Bennett

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**1. Call to Order**

Don called the meeting to order at 6:35 p.m.

**2. Approval of Agenda**

**Motion | ELC-079 | Elliott**

**That the agenda be approved as circulated.**

**CARRIED**

**3. Approval of Minutes of August 27, 2019 Meeting**

**Motion | ELC-080 | McGillivray**

**That the minutes of the August 27, 2019 meeting be approved as circulated.**

**CARRIED**

**4. Communications Discussion – Marie Everts**

**a. Who, What, When, Budget, Billing Processes, etc.**

Marie advised that she will coordinate communication releases concerning the facility builds, registration (once the new centres are complete) and staff recruitment. The Board will receive updates on a bi-weekly basis. David will submit pertinent information from the site meetings to Marie in order to draft public updates. These public updates will be posted on the PCCELC Ltd. website and published in local news media. Links to the website updates will be posted on both the Town and MD webpages. The Board discussed the newspaper updates and whether they should be included in the Town's advertising or in a separate section for the Centre.

Marie advised that a registration website will need to be developed for both sites. The Board discussed a timeline for posting the employment opportunities. Accounting and invoicing concerns between the Town and the PCCELC Ltd. were discussed. Several board members advised that false information is being circulated around town concerning the new Centres.

*Marie left the meeting at 7:10 p.m.*

**5. Operations Update – PCCELC Ltd. – Kathy DeGinnus/Stephanie Smith**

**a. Financial Report**

The August 2019 Financial Report, including the Balance Sheet, Profit and Loss Report and an invoice and quote from Avail LLP, was distributed in the agenda package.

Kathy advised that the software will be billed to the corporate credit card once it is obtained. La Vonne and David advised that Wendy was unable to perform the application process as she does not have authority granted from the Board. Kathy advised that she will look into obtaining the application forms for the corporate card. Kathy will also obtain a petty cash fund for the purpose of reimbursing Stephanie for minor expenses.

**Motion | ELC-081 | Elliott**

**That the Board authorize Wendy Catonio to act on behalf of the PCCELC Ltd. and apply for a corporate credit card.**

**CARRIED**

**Motion | ELC-082 | Gustavison**

**That the Board include Stephanie Smith as an authorized signatory for the PCCELC Ltd.**

**CARRIED**

**Motion | ELC-083 | McGillivray**

**That the Board accept the August 2019 Financial Report as presented and attached hereto.**

**CARRIED**

**b. Administrative Matters**

**i. Yearly Reviews**

La Vonne, Kathy and Stephanie will meet to perform the reviews.

**ii. Benefits**

In progress. No immediate updates were presented.

**iii. Avail**

Discussed during Item 5.a.

**c. Client Numbers – St. Michael’s**

The September 2019 Enrollment Report (version 2.0) was included in the agenda package. The following statistics were provided in the report:

| <b>AGE GROUP</b>  | <b>MAX</b>                           | <b>CURRENT</b>   |
|---|--------------------------------------|--|
| 0 – 18 Months (Infant)  | 8 (6 if one or more under 12 months) | 3 Full-Time<br>2 Part-Time<br>Total: 4                 |
| 19 – 36 Months (Toddlers)   | 12                                   | 8 Full-Time<br>6 Part-Time = 4 Full-Time<br>Total: 12  |
| 3 – 6 Years Old (Preschool)   | 16                                   | 13 Full-Time<br>6 Part-Time = 3 Full-Time<br>Total: 16 |
| Out-of-School Care  | 20                                   | 7 Full-Time<br>14 Part-Time = 7 Full-Time<br>Total: 14 |
| Total Children Enrolled: 49<br>Total Spaces Used: 48 of 56  |                                      |  |
| <ul style="list-style-type: none"><li>- We have availability for 4 Full-Time children who are 13-18 months. However, we need a CDW or CDS to staff this position</li><li>- We could add up to 7 Drop In/Part Time OOSC children</li></ul> |                                      |  |

- |  |
|--|
| <ul style="list-style-type: none"><li>- We have 24 children on our waiting list with varying degrees of childcare needs (as soon as possible, at a later date, and part-time or full-time)</li></ul> |
|--|

Stephanie advised that the Centre lost one family with three children and a full-time staff member since the last enrollment report. The Centre is limited in capacity until additional staff can be hired. Kathy advised the Board of training options for staff. La Vonne advised that a staff recruitment and retention strategy will be developed.

Stephanie advised the Board of a couple of fundraising options for the Centre.

**Motion | ELC-084 | Crook**

**That the Board accept the September 2019 Enrollment Report as presented.**

**CARRIED**

*Kathy left the meeting at 7:50 p.m.*

## **6. Business Arising**

### **a. Construction**

#### **i. Construction Progress Report/Timelines/Site Meetings**

La Vonne and David discussed the results of the first site meeting. Site meetings will be held on a bi-weekly basis. Don advised that representatives from the Building Committee should attend the site meetings.

David provided a construction update and discussed traffic issues at the St. Mike's location. David advised that the site work costs could increase at the St. Mike's location due to the topsoil being deeper than expected.

#### **ii. Paint Colors – Interior and Exterior**

La Vonne advised that she will be meeting with Talbera and will report back to the Board.

#### **iii. Public Relations – On-Going Public and Council Communication**

Discussed during Item 4.a.

## **7. Unfinished/New Business**

### **a. Grant Applications – Renewables/Options/CFEP**

David advised that Liza has found a variety of grant opportunities. Liza has also received a letter of support from MLA Roger Reid. Several board members will also draft letters of support.

David advised that snow removal and maintenance costs were not calculated into the budget for the new Centres.

**b. Janitorial**

David advised that a letter was received from Lisa Palmarin of HSSD. The letter advised that, moving forward, the Centre will be responsible for their own janitorial services and the monthly fees will be removed as of the October invoice. The Board expressed deep concerns regarding the janitorial services at the school.

**Motion | ELC-085 | Thomas**

**That the Board direct Brian McGillivray to meet with Superintendent Chris Smeaton and/or Superintendent Ken Sampson to discuss the lack of janitorial services at the Centre.**

**CARRIED**

**c. Meeting with Minister of Children's Services**

La Vonne shared a letter from Scott Korbett that indicated a meeting has been established for Friday, October 11<sup>th</sup> from 2-4 p.m. David advised that the information binders need to be updated for the meeting. Brian Hammond asked who would be on the invite list. The Board discussed an agenda for the meeting. A planning meeting was established for Monday, October 7<sup>th</sup> at 7:00 p.m. in the Town Council Chambers.

**d. Training – Budget, Timeline, Advertising**

Discussed during Item 5.c. La Vonne and Stephanie advised that the Centre is seeking accreditation to secure additional funding.

**8. Closed Session – Board Composition**

**Motion | ELC-086 | Elliott**

**That the Board agree to move in-camera at 8:55 p.m. with the following present:**

**Don Anderberg, Brian McGillivray, Wayne Elliott, Christy Gustavison, Kim Thomas, Ola Crook, Stephanie Smith, Brian Hammond, La Vonne Rideout, David Green and Dylan Bennett.**

**CARRIED**

**Motion | ELC-087 | McGillivray**

**That the Board agree to move out of in-camera at 9:15 p.m.**

**CARRIED**

**Motion | ELC-088 | McGillivray**

That the Board direct Administration to extend an invitation to the M.D. of Pincher Creek #9 to appoint Brian Hammond to the PCCCLC Ltd. Board of Directors.  
CARRIED

9. Date for Next Meeting

**Thursday, October 17, 2019 at 7:00 p.m. in the Town Council Chambers**

The Board agreed to change the time for all future board meetings from 6:30 p.m. to 7:00 p.m.

10. Adjournment

There being no further business, Christy Gustavison declared the meeting adjourned at 9:25 p.m.

Read and approved this 17<sup>th</sup> October of ~~September~~, 2019

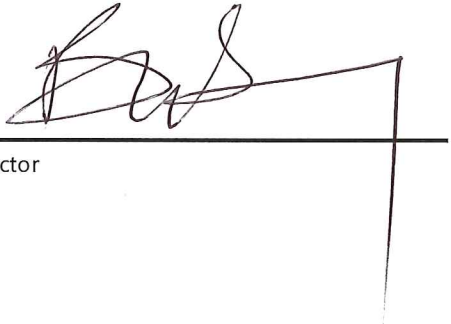
X

Director



X

Director



## Pincher Creek Community Early Learning Centre

BALANCE SHEET  
As of August 31, 2019

DRAFT

|   | TOTAL               |
|---|---------------------|
| <b>Assets</b>                                     |                     |
| <b>Current Assets</b>                             |                     |
| Cash and Cash Equivalent                          |                     |
| 1060 ATB Bank Account                             | -6,235.53           |
| <b>Total Cash and Cash Equivalent</b>             | <b>\$ -6,235.53</b> |
| Accounts Receivable (A/R)                         |                     |
| 1202 Government Funding Receivable                | 13,350.59           |
| 1205 Child Care Fees Receivable                   | 9,057.50            |
| <b>Total Accounts Receivable (A/R)</b>            | <b>\$22,408.09</b>  |
| 1400 Prepaid expenses                             | 454.00              |
| <b>Total Current Assets</b>                       | <b>\$16,626.56</b>  |
| <b>Non-current Assets</b>                         |                     |
| Property, plant and equipment                     |                     |
| 1820 Office Furniture                             | 25,564.00           |
| 1830 Computer equipment                           | 2,887.00            |
| <b>Total Property, plant and equipment</b>        | <b>\$28,451.00</b>  |
| 1825 Office furniture - Accumulated amortization  | -2,130.00           |
| 1835 Computer equipment- accumulated amortization | -361.00             |
| <b>Total Non Current Assets</b>                   | <b>\$25,960.00</b>  |
| <b>Total Assets</b>                               | <b>\$42,586.56</b>  |
| <b>Liabilities and Equity</b>                     |                     |
| <b>Liabilities</b>                                |                     |
| <b>Current Liabilities</b>                        |                     |
| Accounts Payable (A/P)                            | \$2,500.00          |
| 2300 Deposits                                     | 10,350.00           |
| 2400 Payroll Liabilities                          | 6,894.83            |
| <b>Total Current Liabilities</b>                  | <b>\$19,744.83</b>  |
| <b>Total Liabilities</b>                          | <b>\$19,744.83</b>  |
| <b>Equity</b>                                     |                     |
| 3005 Share capital                                | 100.00              |
| Retained Earnings                                 | 29,409.86           |
| Profit for the year                               | -6,668.13           |
| <b>Total Equity</b>                               | <b>\$22,841.73</b>  |
| <b>Total Liabilities and Equity</b>               | <b>\$42,586.56</b>  |

Pincher Creek Community Early Learning Centre

PROFIT AND LOSS  
January - August, 2019

**DRAFT**

|                                      | TOTAL               |
|--------------------------------------|---------------------|
| <b>INCOME</b>                        |                     |
| 4200 Sales                           | 136,926.12          |
| 4320 Subsidies                       | 89,438.28           |
| 4327 Benefit Contribution Grant      | 3,206.21            |
| 4329 Infant Care Incentive           | 7,350.00            |
| 4470 Interest Income                 | 0.29                |
| 4800 Town of PC - Reimbursed Expense | 24,160.00           |
| <b>Total Income</b>                  | <b>\$261,080.90</b> |
| <b>COST OF GOODS SOLD</b>            |                     |
| 5440 WCB Expense                     | 1,479.64            |
| <b>Total Cost of Goods Sold</b>      | <b>\$1,479.64</b>   |
| <b>GROSS PROFIT</b>                  | <b>\$259,601.26</b> |
| <b>EXPENSES</b>                      |                     |
| 5200 Supplies                        | 3,244.33            |
| 5210 Activities/field trips          | 77.00               |
| 5685 Insurance                       | 2,288.11            |
| 5690 Interest & Bank Charges         | 247.29              |
| 5700 Office Supplies                 | 1,577.77            |
| 5750 Training                        | 625.68              |
| 5760 Rent                            | 6,000.00            |
| 5860 Licenses and Memberships        | 382.75              |
| 5999 SKFDH Contract                  | 35,000.00           |
| Payroll Expenses                     | 216,826.46          |
| <b>Total Expenses</b>                | <b>\$266,269.39</b> |
| <b>PROFIT</b>                        | <b>\$ -6,668.13</b> |