



Board Meeting
October 17, 2019 | 7:00 PM | Town Council Chambers
Minutes – SIGNATURE COPY

In Attendance

Board Members Present

Don Anderberg, Brian McGillivray, Scott Korbett, Christy Gustavison and Ola Crook

PCCELC Staff Present

Stephanie Smith

Town Staff Present

La Vonne Rideout, Wendy Catonio, David Green and Dylan Bennett

1. Call to Order

Don called the meeting to order at 7:03 p.m.

2. Approval of Agenda

Motion | ELC-089 | McGillivray

That the agenda be approved as amended, with the amendment being the adjustment of Item 4.a. to read "Financial Report/Approval of Auditor" and the addition of Items 6.f. Roundtable Discussion and 6.g. Response to iWorQ's Questions Regarding the Early Learning Centres.
Carried

3. Approval of Minutes of September 19, 2019 Meeting

Motion | ELC-090 | Crook

That the minutes of the September 19, 2019 meeting be approved as circulated.
Carried

4. Operations Update – PCCELC Ltd. – Kathy DeGinnus/Stephanie Smith

a. Financial Report/Approval of Auditor

David advised that the September 2019 Financial Report was currently not up to date. The report will be distributed to the Board at a later point in time.

Stephanie addressed the Board’s concerns regarding late payments from the government.

Wendy recommended that the Board remain with Avail for at least a couple of years to streamline the reporting and payroll processes. The Board agreed to assess the need for auditing services on a yearly basis.

Motion | ELC-091 | Korbett

That the Board utilize Avail LLP as the auditor for the PCCELC Ltd. for this year.

Carried

b. Administrative Matters

i. Yearly Reviews – Done Yet?

Stephanie advised that the yearly reviews have not been completed. La Vonne advised that the reviews will begin on Monday and should be completed by the next board meeting.

Motion | ELC-092 | Korbett

That the Board defer the Yearly Reviews discussion to the next board meeting.

Carried

ii. Benefits Discussion

Stephanie advised that the Centre is looking into a basic benefits package that requires a co-pay from employees. La Vonne advised that staff could be hesitant towards the benefits package once a cost is involved on their part. The Centre agreed to present benefits options and costs at the next board meeting.

c. Client Numbers – St. Michael’s

The October 2019 Enrollment Report was distributed in the agenda package. The following statistics were provided in the report:

AGE GROUP	MAX	CURRENT
0 – 18 Months (Infant)	8 (6 if one or more under 12 months)	2 Full-Time 4 Part-Time Total: 5

19 – 36 Months (Toddlers)	12	8 Full-Time 8 Part-Time = 4 Full-Time Total: 12
3 – 6 Years Old (Preschool)	16	6 Full-Time 17 Part-Time = 10 Full-Time Total: 16
Out-of-School Care	20	6 Full-Time 13 Part-Time = 10 Full-Time Total: 16
<p>Total Children Enrolled: 55 Total Spaces Used: 49 of 56</p> <ul style="list-style-type: none"> - We have the availability for 3 full-time children ages 13-18 months. However, we need a CDW or CDS to staff this position – we have a part-time staff member that will potentially move to full-time to fill this position, but not a CDW/CDS. - Our part-time spots in the preschool-aged room for Monday/Wednesday have been filled – we are operating between 14-16 all 5 days of the week in this classroom. - We have 4 full-time OSC spots and 6 part-time spots available (Tuesday, Thursday availability only to share with our Monday/Wednesday Kindergarten children). - We have 24 children on our waiting list, each with varying degrees of childcare needs (including: as soon as possible, at a later date, and part-time or full-time). - We updated the waitlist and were able to remove a few who have found care, but we just as quickly added more to the list leaving it at 24. 		

Stephanie advised that the Centre is in need of staff who possess higher qualifications.

Motion | ELC-093 | Gustavison

That the Board accept the October 2019 Enrollment Report as presented.

Carried

Stephanie advised that the Centre would like to take the older children to visit the Holiday Train on December 11th, and she suggested the town bus could be used as transportation. David will schedule the bus for the event and Scott will find a qualified driver. Brian advised that the Canyon Early Learning Centre could be invited to the event as well.

The Board discussed the idea of appointing a representative from LRSD and HSSD to the Board.

Motion | ELC-094 | Crook

That the Board recommend Council appoint a representative from Livingstone Range School Division No. 68 and Holy Spirit School Division No. 4 to the PCCCLC Ltd. Board of Directors.

Carried

Stephanie left the meeting at 7:35 p.m.

5. Business Arising

a. Construction

i. Building Committee Report

The minutes from the last two Building Committee Meetings were reviewed. Scott advised that additional expenditures have arisen that were not accounted for in the budget. These items include: furnishings for the new centres, power installation costs and the extra topsoil removal at the St. Mike's location.

A representative from the Building Committee will attend each site meeting.

ii. Paint Colors

La Vonne presented the Board with a few color scheme options for the new centres. It was indicated that the interior will assume more neutral colors. La Vonne advised that she will be in contact with the interior designer.

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

David advised that Marie published a brief construction update this week. She will attempt to post an update on a bi-weekly basis.

6. Unfinished/New Business

g. Response to iWorQ's Questions Regarding the Early Learning Centres

David advised that several questions pertaining to the new centres were submitted by a resident through the iWorQ's system. It was recommended that updates be published in print media to clarify these types of concerns. The Board discussed the idea of creating a separate Early Learning Centres category in the iWorQ's system.

a. Meeting with the Minister of Children's Services

The Board discussed the items covered during the meeting and the feedback received from the Minister. The Minister suggested that the Board seek out corporate sponsors and fundraising opportunities to secure additional funding for the centres. The Board discussed potential sponsorship opportunities with local corporations. Administration will draft a thank you letter for the Minister and other participants.

The Board was advised that Brian Hammond has been officially posted to the PCCELC Board of Directors following Council's approval on October 15th.

b. Grant Applications – Renewables/Options/CFEP

The CFEP grant application was discussed with the Minister during the meeting. The Board discussed additional grant applications that are currently being investigated.

c. Janitorial

Brian, as per Stephanie's request, may no longer be meeting with Chris Smeaton to discuss the janitorial issues at the Centre. Brian will follow-up with Stephanie and report back to the Board.

d. Training – Budget, Timeline, Advertising

David advised that training and recruitment timelines need to be established well ahead of the May opening date. La Vonne advised that a staff recruitment strategy will be developed based on the projected attendance from the wait list. La Vonne will attempt to prepare this strategy in time for the next board meeting.

Motion | ELC-095 | McGillivray

That the Board direct La Vonne to develop a basic recruitment strategy, together with the associated costs, for presentation at the next board meeting.

Carried

e. Operational Budget Review

David advised that additional items have been added which impact the operational budget. The four-year budget plan will need to be revised to reflect these new expenditures. Administration will perform the necessary adjustments and present the four-year budget for review at the next board meeting.

Motion | ELC-096 | Korbett

That the Board defer the Operational Budget Review to the November 19, 2019 Board Meeting.

Carried

f. Roundtable Discussion

David advised that the Roundtable Discussion item will be included in each agenda moving forward.

Wendy inquired into the process of transitioning the Centre's operations from Kathy to Stephanie. La Vonne advised that she will be working with Stephanie to address her concerns and assist with the transition.

David and Wendy discussed the CIBC diagnostic review process with the Board.

La Vonne advised that Stephanie's spouse has expressed interest in working at the new centres. The Board agreed that this situation could pose a conflict of interest.

7. Date for Next Meeting

Tuesday, November 19, 2019 at 7:00 p.m. in the Town Council Chambers

The Board agreed to change the date of the next meeting due to a conflict with the Joint Council Meeting on November 21st.

8. Adjournment

There being no further business, Brian McGillivray declared the meeting adjourned at 8:40 p.m.

Read and approved this 19th of November 2019

X

Director



X

Director



Pincher Creek Community Early Learning Centre

BALANCE SHEET
As of September 30, 2019

DRAFT

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1060 ATB Bank Account	263.16
Total Cash and Cash Equivalent	\$263.16
Accounts Receivable (A/R)	
1202 Government Funding Receivable	12,325.01
1205 Child Care Fees Receivable	3,841.75
Total Accounts Receivable (A/R)	\$16,166.76
1400 Prepaid expenses	454.00
Total Current Assets	\$16,883.92
Non-current Assets	
Property, plant and equipment	
1820 Office Furniture	25,564.00
1830 Computer equipment	2,887.00
Total Property, plant and equipment	\$28,451.00
1825 Office furniture - Accumulated amortization	-2,130.00
1835 Computer equipment- accumulated amortization	-361.00
Total Non Current Assets	\$25,960.00
Total Assets	\$42,843.92
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	\$8,224.60
2300 Deposits	9,350.00
2400 Payroll Liabilities	6,239.79
Total Current Liabilities	\$23,814.39
Total Liabilities	\$23,814.39
Equity	
3005 Share capital	100.00
Retained Earnings	29,409.86
Profit for the year	-10,480.33
Total Equity	\$19,029.53
Total Liabilities and Equity	\$42,843.92

Pincher Creek Community Early Learning Centre

PROFIT AND LOSS
January - September, 2019

DRAFT

	TOTAL
INCOME	
4200 Sales	156,703.87
4320 Subsidies	100,647.78
4327 Benefit Contribution Grant	3,571.72
4329 Infant Care Incentive	8,100.00
4470 Interest Income	0.43
4800 Town of PC - Reimbursed Expense	24,160.00
Total Income	\$293,183.80
GROSS PROFIT	
	\$293,183.80
EXPENSES	
5200 Supplies	3,669.52
5210 Activities/field trips	77.00
5440 WCB Expense	1,719.64
5685 Insurance	2,288.11
5690 Interest & Bank Charges	259.89
5700 Office Supplies	1,462.28
5730 Professional Fees	5,724.60
5750 Training	625.68
5760 Rent	6,750.00
5860 Licenses and Memberships	382.75
5999 SKFDH Contract	37,500.00
Payroll Expenses	243,204.66
Total Expenses	\$303,664.13
PROFIT	\$ -10,480.33