



Board Meeting
November 19, 2019 | 7:00 PM | Town Council Chambers
Minutes – Signature Copy

In Attendance

Board Members Present

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

Town Staff Present

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

1. Call to Order

Don called the meeting to order at 7:01 p.m.

2. Approval of Agenda

Motion | ELC-097 | McGillivray
That the agenda be approved as circulated.
Carried

3. Approval of Minutes of October 17, 2019 Meeting

Motion | ELC-098 | Crook
That the minutes of the October 17, 2019 meeting be approved as circulated.
Carried

4. Operations Update

a. Financial (to October 31, 2019)

The October 2019 Balance Sheet and Profit and Loss Report was attached to the draft
October 17th minutes and distributed to the Board in the agenda package.

La Vonne advised that Kathy DeGinnus' contract has officially ended, but she has offered to continue mentoring staff, if desired. Don recommended that a thank you card be drafted and submitted to Kathy for her service.

Motion | ELC-099 | McGillivray

That the Board direct Administration to draft and send a letter of appreciation to Kathy for her service.

Carried

Motion | ELC-100 | Crook

That the Board accept the October 2019 Balance Sheet and Profit and Loss Report as presented and attached hereto.

Carried

b. Administrative Matters (Staffing Plans and Janitorial)

The Staffing Plans document, as drafted by Stephanie, was distributed in the agenda package. The Board reviewed the proposed plan and the associated job descriptions. La Vonne advised that the Staffing Plans must be approved by licensing before they can be implemented.

In terms of the janitorial issues, Brian advised that he has not met with Chris Smeaton as Stephanie is working things out with the school.

Motion | ELC-101 | McGillivray

That the Board accept the Staffing Plans and janitorial reports as presented.

Carried

c. Client Numbers

The November 2019 Enrollment Report was attached to the draft October 2019 minutes and 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)	3 Full-Time 3 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	7 Full-Time 14 Part-Time = 9 Full-Time Total: 16

Out-of-School Care	20	7 Full-Time 13 Part-Time = 10 Full-Time Total: 17
<p>Total Children Enrolled: 57 Total Spaces Used: 50 of 56</p> <ul style="list-style-type: none"> - We have the availability for 2 full-time children, 13-18 months, however, we need to staff this position - 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 3 full-time OSC spots available and 6 part-time (Tuesday/Thursday availability only, to share with our Monday/Wednesday Kindergarten children) - We have 26 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) 		

Motion | ELC-102 | Korbett

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

Carried

5. Business Arising

a. Construction/Building Committee/Site Meeting Reports

The October 29th, 2019 site meeting minutes, as recorded by Talbera, were distributed in the agenda package.

David advised that the permanent power installation has been re-designed. The Board expressed their overall satisfaction with the construction progress.

Motion | ELC-103 | Crook

That the Board accept the October 29th, 2019 site meeting minutes and construction report as information.

Carried

b. Talbera Progress Report as of November 1st, 2019

The November 1st Construction Summary Report, as drafted by Talbera, was distributed in the agenda package.

David advised that the foundation inspections are still pending.

Motion | ELC-104 | Korbett

That the Board accept the November 1st, 2019 Construction Summary Report as information.

Carried

c. Paint Colours

La Vonne presented the finalized wall and floor colour schemes that will be utilized at the centres.

Motion | ELC-105 | Korbett

That the Board accept the colour schemes presentation as information.

Carried

d. Public Relations

David advised that public updates are being regularly published in local print media. David also reported that fewer inquiries are being received concerning the centres.

e. Reversal of Floor Plan

La Vonne informed the Board that the floor plans have been reversed at each centre. This reversal has caused the infant rooms to now face into the wind. La Vonne advised that the foundation has been set, so the floor plans can no longer be altered. The Board discussed the impact of this reversal on the outside play space and the need to install some form of wind protectant. The Board also discussed the need to seek out retribution from Talbera for this reversal.

Brian M. raised concerns about the furnishings for the centres and how they are no longer included in the plans.

Motion | ELC-106 | Korbett

That the Board refer the floor plan reversal discussion to the Building Committee who will engage in direct conversation with Talbera concerning the installation of a wind protectant and furnishings for the centres.

Carried

Christy Gustavison entered the meeting at 7:33 p.m.

6. New and Unfinished Business

a. CFEP Grant Rejection and Appeal + Corporate Status

David explained that the CFEP Grant was rejected on the basis of the PCCCLC's corporate status, as the corporation is not registered as a non-profit organization with the federal

government. It would cost \$3,500 to \$5,000 to obtain federal NPO status, plus recurring annual fees. The Board discussed the possibility of requiring this status in the future.

David advised that there is no appeal process associated with the grant application. The Board reviewed some of the stipulations printed on the application and possible means of recourse. The Board agreed to file a formal appeal with CFEP. Brian H. requested permission to inform the MD Council of the CFEP application and appeal.

Motion | ELC-107 | McGillivray

That the Board agree to file a formal appeal to CFEP and include Roger Reid, MLA for Livingstone-Macleod, and Rebecca Schulz, Minister of Children's Services, in the associated communications.

Carried

b. Other Grants

La Vonne advised that she is working with Liza to submit applications for other grants.

c. School Divisions – Board Appointments

David has contacted both school boards, who advised that they will assign trustees to the Board instead of staff members. David will include these appointments in an RFD for the next Council Meeting.

d. Training (Timeline and Budget)

La Vonne advised that another 6-8 staff are needed for each centre. La Vonne and Stephanie will look into online training opportunities.

The Board discussed licensing issues with Canyon moving to the new facility. The Canyon centre will need to remain under their name and license until March 2021 to maintain the \$25/day grant.

e. Operating Budget Review

The projected operating budget spreadsheets for 2020-2022 were distributed in the agenda package. David explained some of the expense items included in the reports. Wendy explained Line 37: Loan Repayment (via MSI) and how the MSI Grant will assist in the facility loan repayment process. La Vonne expressed concern about obtaining the necessary staff to achieve the revenue projections. The Board discussed the process for approving the budget and whether it will need Council's approval.

Motion | ELC-108 | Korbett

That the Board approve the operating budget as presented, pending the approval of the MSI Grant funding from Council.

Carried

f. GoA Cancellation of Two Childcare Subsidies

La Vonne advised that the Stay-at-Home and Kin Care Subsidies have been cancelled by the Alberta Government. La Vonne also advised that the \$25/day child care is unlikely to continue once the program expires.

g. Kim Thomas – Letter of Resignation

David read a letter of resignation that was received from Kim. The Board expressed their gratitude for Kim's service and agreed that a letter of appreciation should be drafted and sent. The Board discussed the appointment of a new Secretary-Treasurer along with the drafting of an advertisement for a community member-at-large to fill Kim's position.

Motion | ELC-109 | McGillivray

That the Board accept the letter of resignation received from Kim Thomas and direct Administration to send a letter of appreciation to Kim for her service.

Carried

Motion | ELC-110 | Korbett

That the Board appoint Ola Crook as the new Secretary-Treasurer following Kim's resignation.

Carried

Motion | ELC-111 | McGillivray

That the Board direct Administration to draft an advertisement for a community member-at-large to fill the vacant board member position.

Carried

Ola and Christy advised that they will look for potential candidates to fill the board member position.

Don called for a brief recess at 8:20 p.m.

Don called the meeting back to order at 8:26 p.m.

Following the recess, the following items were briefly discussed:

La Vonne advised that the plans for each centre will be modified to create an additional door connecting the washroom to the Gross Motor Room.

The Board discussed Stephanie's request for \$500 to hold a staff Christmas party. The request was approved, and Brian M. will attend the function.

David advised that the Centre has an outstanding invoice from Avail. The Board agreed to pay the invoice and ask Kathy DeGinnus for clarification as these services may have been performed under her contract.

Motion | ELC-112 | Korbett

That the Board submit payment for the invoice received from Avail LLP and contact Kathy DeGinnus to clarify when the services were rendered.

Carried

7. Closed Session (Personnel)

Motion | ELC-113 | McGillivray

That the Board agree to move in-camera at 8:40 p.m. with the following present:

Don Anderberg, Brian McGillivray, Scott Korbett, Brian Hammond, Christy Gustavison, Ola Crook, Laurie Wilgosh, La Vonne Rideout, Wendy Catonio, David Green and Dylan Bennett.

Carried

Motion | ELC-114 | Hammond

That the Board agree to move out of in-camera at 8:54 p.m.

Motion | ELC-115 | McGillivray

That the Board agree to increase the PCCCLC Director's wage by \$3.00/hour effective retroactively as of November 1, 2019.

Carried

8. Round Table

No items were presented for discussion.

9. Date for Next Meeting

Thursday, December 19, 2019 at 7:00 p.m. in the Town Council Chambers

10. Adjournment

There being no further business, Christy Gustavison declared the meeting adjourned at 8:56 p.m.

Read and approved this 19th December
of November 2019

X



Director

X



Director

Pincher Creek Community Early Learning Centre

BALANCE SHEET
As of October 31, 2019

DRAFT

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1060 ATB Bank Account	-3,581.12
Total Cash and Cash Equivalent	\$ -3,581.12
Accounts Receivable (A/R)	
1202 Government Funding Receivable	13,251.35
1205 Child Care Fees Receivable	3,909.00
Total Accounts Receivable (A/R)	\$17,160.35
1400 Prepaid expenses	454.00
Total Current Assets	\$14,033.23
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	\$39,993.23
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	\$4,576.78
2300 Deposits	9,750.00
2400 Payroll Liabilities	6,835.30
Total Current Liabilities	\$21,162.08
Total Liabilities	\$21,162.08
Equity	
3005 Share capital	100.00
Retained Earnings	29,409.86
Profit for the year	-10,678.71
Total Equity	\$18,831.15
Total Liabilities and Equity	\$39,993.23

Pincher Creek Community Early Learning Centre

PROFIT AND LOSS
January - October, 2019

DRAFT

	TOTAL
INCOME	
4200 Sales	177,497.37
4320 Subsidies	112,895.68
4327 Benefit Contribution Grant	3,975.17
4329 Infant Care Incentive	8,700.00
4470 Interest Income	0.58
4800 Town of PC - Reimbursed Expense	24,160.00
Total Income	\$327,228.80
GROSS PROFIT	\$327,228.80
EXPENSES	
5200 Supplies	3,908.31
5210 Activities/field trips	77.00
5440 WCB Expense	2,199.64
5685 Insurance	2,288.11
5690 Interest & Bank Charges	355.26
5700 Office Supplies	2,543.04
5730 Professional Fees	6,491.71
5750 Training	625.68
5760 Rent	7,100.00
5860 Licenses and Memberships	382.75
5999 SKFDH Contract	40,000.00
Payroll Expenses	
Taxes	17,038.02
Wages	254,897.99
Total Payroll Expenses	271,936.01
Total Expenses	\$337,907.51
PROFIT	\$ -10,678.71