



Board Meeting
December 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, Ola Crook and Judy Lane

PCCELC Staff Present

Stephanie Smith

Town Staff Present

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

Absent with Regret

Lacey Poytress (cell phone problems)

1. Call to Order

Don called the meeting to order at 7:00 p.m.

Don welcomed Judy Lane, Board Chair for the Holy Spirit Catholic School Division Board of Trustees, and Lacey Poytress, Board Vice-Chair for the Livingstone Range School Division Board of Trustees, as newly appointed members of the Board.

2. Approval of Agenda

Motion | ELC-116 | Korbett

That the agenda be approved as amended, with the amendment being the addition of Item 4.d. Provincial Funding Cutbacks.

Carried

3. Approval of Minutes of November 19, 2019 Meeting

Motion | ELC-117 | McGillivray

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

4. Operations Update

a. Financial (to November 30, 2019)

The Balance Sheet and Profit and Loss Report, as of November 30, 2019, was distributed in the agenda package. No issues or concerns were raised by the Board.

Motion | ELC-118 | Korbett

**That the Board accept the Balance Sheet and Profit and Loss Report, as of November 30, 2019, as presented and attached hereto.
Carried**

b. Administrative Matters

Stephanie advised that the Centre is almost ready to schedule a site visit for accreditation. This will not include the Out-of-School program due to space restrictions. Accreditation for this program will be pursued once the new centres are completed.

A part-time staff member is transitioning into a full-time position. Hence, the Centre is looking to hire someone to fill 10-15 hours per week.

c. Client Numbers

The December 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)	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

Total Children Enrolled: 57
Total Spaces Used: 50 of 56

- 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 27 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)

The Centre will be accepting two part-time and two full-time students from the wait list in January.

Motion | ELC-119 | McGillivray

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

Carried

d. Provincial Funding Cutbacks

A report outlining the UCP's cuts to childcare funding was distributed in the agenda package. La Vonne provided a brief history of childcare funding issued by the provincial government over the last ten years.

The provincial government is rolling back the wage enhancement benefit, which La Vonne estimated will cost the Centre \$5,000 to \$7,500 per month. Stephanie advised that the remittance payments from the Centre will also be increasing, and the monthly fees for each child may increase by \$40 to \$50. David advised that the operating budget projections will need to be updated to accommodate the funding cutbacks. Parents will also need to be informed about the monthly fee increase as soon as possible.

Motion | ELC-120 | Hammond

That the Board direct Administration to update the operating budget projections to reflect the provincial funding cutbacks.

Carried

Motion | ELC-121 | Gustavison

That the Board distribute the letter enclosed in the UCP Cuts Report to those impacted by the funding cutbacks.

Carried

5. Business Arising

a. Construction/Building Committee/Site Meeting Reports

Two Construction Summary Reports, dated Start to November 1, 2019 and November 1 to November 30, 2019, and the Site Meeting Minutes of December 10, 2019 were distributed in the agenda package.

Brian M. advised that construction is on track and on budget.

La Vonne advised that she will be meeting with the health inspector to ensure that the Centre is up to code.

b. Irrigation System

Scott confirmed that the irrigation system project has been cancelled.

c. Public Relations

David advised that construction updates continue to be published regularly in print media and on the Town website. Brian H. will verify if the updates are also being published to the M.D. website.

d. Advertising for Board Member

David advised that one member at large has submitted a letter of inquiry. The application deadline is January 15, 2020. The Board agreed to review all the applications once the deadline has passed.

6. New and Unfinished Business

a. CFEP Grant Rejection and Appeal + Corporate Status

Wendy advised that the Centre is applying for continuance to become a federally registered NPO. Wendy also requested a list of the names and physical addresses of the board members.

La Vonne advised that the Board can apply for a smaller grant of \$125,000 through CFEP. The application deadline for the next intake is January 15, 2020. If the necessary paperwork and status change is not completed by that date, the Board can apply for the next intake which closes on May 15, 2020.

Scott advised that John Barlow and Roger Reid have been made aware of the issue surrounding the CFEP grant.

b. Other Grants (Including Shell Legacy)

David advised that the Board is inquiring into the Shell Legacy grant which launches on January 2, 2020. Scott suggested that the Board could reach out to Enel Energy, TransAlta, ATCO and other local companies for financial support. La Vonne advised that the Centre could possibly obtain research grants if post-secondary students are recruited to assist with the development of the outdoor play space.

c. School Divisions – Board Appointments

Discussed during Item 1.

d. Training (Timeline and Budget)

La Vonne is currently investigating online training options. Stephanie advised that the Alberta Resource Center for Quality Enhancement (ARCQE) can offer several training courses for the Centre. Stephanie will draft a list of suggested courses to present to the Board.

e. Operating Budget Review

Discussed during Item 4.d.

f. Thank-You Letters

David advised that thank-you letters were sent to Kathy DeGinnus and Kim Thomas for their service.

g. CFLSA Social Innovation Fund

The Investment Readiness Program will provide social purpose organizations located and working in Southern Alberta with non-repayable capital to help prepare them for opportunities to accept investment capital in the future.

Successful applicants will receive funding for initiatives that facilitate organizational growth, through business planning, capacity enhancement, or development of new business, products, or services.

Applications for the first round of the IRP will be accepted between **January 8 and February 10, 2020.**

7. Round Table

David shared two thank-you cards that were received from the PCCELC Centre staff and children.

8. Closed Session

A closed session was not held for this meeting.

9. Date for Next Meeting

Thursday, January 16, 2020 at 7:00 p.m. in the Town Council Chambers

10. Adjournment

There being no further business, Judy Lane declared the meeting adjourned at 8:16 p.m.

Following the adjournment, Judy Lane inquired into the Board's expectations for her position. A brief discussion was held on this matter.

Read and approved this 16th January of December 2019

X

Director



X

Director



Pincher Creek Community Early Learning Centre

PROFIT AND LOSS
January - November, 2019



	TOTAL
INCOME	
4200 Sales	195,651.81
4320 Subsidies	125,325.52
4327 Benefit Contribution Grant	4,319.30
4329 Infant Care Incentive	9,150.00
4470 Interest Income	0.83
4800 Town of PC - Reimbursed Expense	24,160.00
Total Income	\$358,607.46
GROSS PROFIT	\$358,607.46
EXPENSES	
5200 Supplies	4,065.81
5210 Activities/field trips	577.00
5440 WCB Expense	2,199.64
5685 Insurance	2,288.11
5690 Interest & Bank Charges	372.86
5700 Office Supplies	3,543.04
5730 Professional Fees	6,491.71
5750 Training	625.88
5760 Rent	7,450.00
5860 Licenses and Memberships	382.75
5999 SKFDH Contract	40,000.00
Payroll Expenses	
Taxes	18,554.82
Wages	279,661.84
Total Payroll Expenses	298,216.66
Total Expenses	\$366,213.26
PROFIT	\$ -7,605.80

Pincher Creek Community Early Learning Centre

BALANCE SHEET
As of November 30, 2019



	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	\$ -1,034.51
Accounts Receivable (A/R)	
1202 Government Funding Receivable	13,223.97
1205 Child Care Fees Receivable	3,427.50
Total Accounts Receivable (A/R)	\$16,651.47
1400 Prepaid expenses	454.00
Total Current Assets	\$16,070.96
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	\$42,030.96
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	\$4,576.78
2300 Deposits	10,050.00
2400 Payroll Liabilities	5,500.12
Total Current Liabilities	\$20,126.90
Total Liabilities	\$20,126.90
Equity	
3005 Share capital	100.00
Retained Earnings	29,409.86
Profit for the year	-7,605.80
Total Equity	\$21,904.06
Total Liabilities and Equity	\$42,030.96