



Board Meeting – January 16, 2020

Town Council Chambers

Agenda 2.0

1. Call to Order: 7:00 PM
2. Approval of agenda
3. Approval of Minutes of December 19, 2019
4. Approval of Minutes of January 7, 2020
5. Operations Update
 - a. Financial (to December 31, 2019)
 - b. Administrative matters (Emergency contacts)
 - c. Client numbers
6. Business Arising
 - a. Construction/Bldg C'tee/Site Meeting reports
 - b. Public relations (Noise/vibration complaints)
 - c. Board Member selection
7. New and unfinished business
 - a. Corporate – Continuance Registration / Charitable status
 - b. CFEP Small Funding Stream application
 - c. Other grants
 - d. Training (timeline and budget)
 - e. Letter to Minister re: Training
 - f. Operating Budget review
 - g. CFLSA Social Innovation Fund (Investment Readiness)
 - h.
8. Round Table
9. Closed session
10. Date for next meeting – February 20, 2020
11. Adjournment



Board Meeting
January 16, 2020 | 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 Judy Lane

Board Members Absent with Regret

Lacey Poytress and Ola Crook

Town and PCCELC Staff Present

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

PCCELC Staff Absent with Regret

Stephanie Smith

1. Call to Order

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

2. Approval of Agenda

Motion | ELC 2020-001 | McGillivray

That the agenda be approved as circulated.
Carried.

3. Approval of Minutes of December 19, 2019

Motion | ELC 2020-002 | Hammond

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

4. Approval of Minutes of January 7, 2020

Motion | ELC 2020-003 | McGillivray

**That the minutes of the January 7, 2020 meeting be approved as circulated.
Carried.**

5. Operations Update

a. Financial (to December 31, 2019)

The Operations Update, including the Balance Sheet and Profit and Loss Report as of December 31, 2019, was distributed in the agenda package and briefly discussed by the Board.

Motion | ELC 2020-004 | Korbett

**That the Board accept the Balance Sheet and Profit and Loss Report, as of December 31, 2019, as presented and attached hereto.
Carried.**

b. Administrative Matters (Emergency Contacts)

La Vonne advised that the PCCELC Director has a phone that is monitored in case of emergencies. La Vonne will provide this phone number to Brett Wuth at the MD to assist in coordinating emergency response procedures.

c. Client Numbers

La Vonne, on Stephanie's behalf, advised that the wait list has increased to 30, and that the enrollment numbers have not changed since the November 2019 report.

6. Business Arising

a. Construction/Building Committee/Site Meeting Reports

The Construction Summary Report, dated December 1st to December 31st, 2019, was distributed in the agenda package.

Scott advised that the project is currently on time and on budget. Brian H. advised that the construction updates may not be getting posted on the MD website. Judy will deliver a copy of the report to St. Mike's to publish on their website.

Motion | ELC 2020-005 | Gustavison

**That the Board approve the December Construction Summary Report as presented and distribute the report to Administration and the MD for publication.
Carried.**

b. Public Relations (Noise/Vibration Complaints)

Administration has received complaints from residents who live near the St. Mike's construction site. These residents reported that excessive noise and vibration is emanating from the exterior heaters throughout the night, which is disturbing their sleep. David advised that the affected residents have been visited by Talbera and the Community Peace Officers. The Board discussed the notion of moving the heaters inside or to the east side of the building to reduce the noise.

Motion | ELC 2020-006 | Korbett

That the Board direct Administration to formulate a solution to the excess noise and vibration emanating from the heaters at the St. Mike's construction site and report the solution to the site meeting on Tuesday, January 21st, 2020.

Carried.

c. Board Member Selection

Two Board Applications were distributed in the agenda package. David advised that a third application has also been received. The Board briefly reviewed the applications.

Scott nominated Kathryn Sinnott to serve on the Board of Directors. A motion was made to appoint Kathryn to the Board. However, this motion was tabled by Don following discussion. It was recommended that the Board delay the selection process and conduct an interview with each candidate. The Board discussed these concerns and chose to vote on the motion proposed by Scott.

Motion | ELC 2020-007 | Korbett

That the Board appoint Kathryn Sinnott to the PCCELC Board of Directors.

Carried.

Christy suggested that a parent representative from the schools could be added to the Board in the future.

7. New and Unfinished Business

a. Corporate – Continuance Registration / Charitable Status

David advised that the application to transition the PCCELC to federal corporate status was approved. A separate application would need to be submitted to apply for charitable status. This application process was outlined in the Charitable Status report which was distributed to the Board in the agenda package.

b. CFEP Small Funding Stream Application

The CFEP Small Funding Stream Application and the associated Furniture Budget was distributed in the agenda package. David briefly reviewed the furniture budget with the Board.

c. Other Grants

David is exploring the Shell Legacy Grant which is now open for applications. The Board discussed the application process and the information that would need to be included. The Board also discussed the notion of dedicating the new centres to organizations who contribute a substantial donation towards the projects.

Motion | ELC 2020-008 | Hammond

That the Board direct Administration to draft an application towards the Shell Legacy Grant requesting a \$500,000 donation.

Carried.

d. Training (Timeline and Budget)

David advised that this item will remain on the agenda until it is resolved.

e. Letter to Minister RE: Training

David requested additional details from La Vonne regarding the training. David and La Vonne will collaborate on drafting a letter to the Minister.

f. Operating Budget Review

A review of the operating budget has not been undertaken as of yet. La Vonne advised that the grants cancelled by the provincial government were not included in the budget, so the cutbacks should not affect these projections.

The Board discussed the fee increases that will result at the Centre due to government cutbacks. When communicating these fee increases to patrons, it should be emphasized that the increase is a direct result of these cutbacks and is not due to constructing the new centres.

g. CFLSA Social Innovation Fund (Investment Readiness)

The Social Innovation Fund and Investment Readiness Program report was distributed in the agenda package.

David discussed the terms and requirements of the application and advised that the Centre should qualify for the program. The PCCELC will need to formulate a business

plan as part of the application process for the initial \$10,000 funding. The deadline to apply for this initial funding is February 8th, 2020.

8. Round Table

No items were presented for discussion.

9. Closed Session

A closed session was not held at this meeting.

10. Date for Next Meeting

Thursday, February 20th, 2020 at 7:00 p.m. in the Town Council Chambers

11. Adjournment

There being no further business, Scott Korbett declared the meeting adjourned at 8:19 p.m.

Read and approved this 20th of February 2020


X

Director



X

Director



Pincher Creek Community Early Learning Centre

BALANCE SHEET
As of December 31, 2019

DRAFT

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	\$2,636.85
Accounts Receivable (A/R)	
1202 Government Funding Receivable	12,882.75
1205 Child Care Fees Receivable	1,535.00
Total Accounts Receivable (A/R)	\$14,417.75
1400 Prepaid expenses	454.00
Total Current Assets	\$17,508.60
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	\$43,468.60
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	\$9,731.06
2300 Deposits	10,350.00
2350 Prepaid Fees	319.00
2400 Payroll Liabilities	3,967.86
Total Current Liabilities	\$24,367.92
Total Liabilities	\$24,367.92
Equity	
3005 Share capital	100.00
Retained Earnings	29,409.86
Profit for the year	-10,409.18
Total Equity	\$19,100.68
Total Liabilities and Equity	\$43,468.60

Pincher Creek Community Early Learning Centre

PROFIT AND LOSS
January - December 2019



	TOTAL
INCOME	
4200 Sales	209,627.81
4320 Subsidies	137,461.20
4327 Benefit Contribution Grant	4,616.37
4329 Infant Care Incentive	9,600.00
4470 Interest Income	0.98
4800 Town of PC - Reimbursed Expense	24,160.00
Total Income	\$385,466.36
GROSS PROFIT	\$385,466.36
EXPENSES	
5200 Supplies	3,640.62
5210 Activities/field trips	577.00
5440 WCB Expense	2,439.64
5685 Insurance	2,288.11
5690 Interest & Bank Charges	710.94
5700 Office Supplies	3,543.04
5730 Professional Fees	13,316.71
5750 Training	625.68
5760 Rent	7,800.00
5860 Licenses and Memberships	382.75
5999 SKFDH Contract	40,000.00
Payroll Expenses	320,551.05
Total Expenses	\$395,875.54
PROFIT	\$ -10,409.18