



**Board Meeting May 14, 2020**  
**Town Council Chambers and Conference Call**  
**Agenda 2.0**

1. **Call to Order: 5:00 PM**  
**Meeting Protocol for call-ins**
2. **Approval of agenda**
3. **Approval of Minutes of April 30, 2020**
4. **Operations Update**
  - a. Status of operations (Alberta Re-Launch impact, federal staff wage compensation, employee contract, )
  - b. Child Care for Essential Workers – current enrollment
  - c. Financial Update – April, 2020
  - d. Client communication updates
  - e. Recruitment/Training/Advertising
  - f. Office manager – job description/advertising
5. **Business Arising**
  - a. Construction – Site meeting April 28/20
    - i. Boiler installation
    - ii. Cell Service / Internet service
    - iii. Telus installation of services
    - iv. Kitchen appliances *Diswasher*
  - b. Landscaping and outdoor playspace/designs and budget
  - c. Public relations **(Marketing and Signage)**
6. **New and unfinished business**
  - a. Grants
  - b. LRSD transition agreement
  - c. Operating Budget 2020 (on hold)
  - d. Policy – Board Recruitment (on hold)
  - e. Vision and Mission (committee)
  - f. Annual General Meeting (TBD)
7. **Round Table**
8. **Date for next meeting – \_\_\_\_\_ , 2020**
9. **Adjournment**



**Board Meeting May 14, 2020  
Virtual Meeting  
Minutes – Signature Copy**

1. **Call to Order:** Don Anderberg called the meeting to order at 5:00 PM.

**Board members present:** Don Anderberg, Brian McGillivray, Scott Korbett, Ola Crook, Kathryn Sinnott, Judy Lane, Christy Gustavison

**Absent with regret:** Brian Hammond, Lacey Poytress

**Staff present:** Dylan Bennett, La Vonne Rideout, Wendy Catonio, David Green

2. **Approval of agenda**

**Motion / McGillivray**

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

3. **Approval of Minutes of April 30, 2020**

**Motion / Gustavison**

**That the Minutes of April 30 be approved with the addition of the recommendation made by Christy Gustavison that a FAQ Section be developed for use on the PCCELC website.**

**Carried**

4. **Operations Update**

- a. **Status of operations** (Alberta Re-Launch impact, federal staff wage compensation, employee contract)

La Vonne provided an overview of the re-opening of the St. Michael's facility for the children of essential workers.

**Motion / McGillivray**

**That PCCELC Management proceed with the Employee Contract as necessary.  
Carried**

- b. **Child Care for Essential Workers** – current enrollment is 8

- c. **Financial Update** – Financial statements for April, 2020 are unavailable.

- d. Client communication updates: Stephanie has reported that she maintains contact with client families.
  
- e. Recruitment/Training/Advertising: The on-line training initiative is proceeding
  
- f. Office manager – job description/advertising: The Board discussed this matter at length. Recommendations and suggestions included:
  - carry on the way we have been operating
  - approach this matter gradually and determine need as it arises (given the fact that PCCELC will only be managing one site until March 31, 2021)
  - begin a search for candidates to determine availability
  - continue with office management through Avail and with Stephanie.

**Motion / McGillivray**

**To defer this matter definitely to the May 26 meeting**

**Carried**

**5. Business Arising**

- a. Construction – Scott reported that construction remains on schedule. Final interior painting and parking lot paving are scheduled for the week of May 18<sup>th</sup>. Landscaping has not started but is scheduled.
  - i. Boiler installation: On a recent walkthrough of the Canyon site, it was noted that the boiler for the in-floor heating had been installed. (the Board had agreed earlier that although the in-floor tubing was to be installed, the boiler installation was to be delayed)  
It was agreed to pursue this matter with Talbera and to review all change orders.
  
  - ii. Cell Service / Internet service: It was agreed that these matters be reviewed with Livingstone Range School Division technical staff and Talbera in consultation with La Vonne.
  
  - iii. Telus installation of services: Wendy has been providing the necessary information to Telus to establish the necessary accounts for each facility. La Vonne provided information on options related to room-to-room communication and phone line options.

- iv. Kitchen appliances: The kitchen appliances have been installed. It was noted that the dishwasher required is to be commercial rather than residential grade. The upgrade will cost \$1200.00 per site.
  
- b. Landscaping and outdoor playspace/designs and budget: La Vonne provided some detail regarding options for design. It was noted that opening of the facilities hinges on both landscaping completion and playspace installation.
  
- c. Public relations (Marketing and Signage): La Vonne provided some options related to “branding” of the facilities. It was recommended that the logo be converted to a “user-friendly” platform for easier use in all marketing and signage processes both inside and outside the facilities.

**Motion / Crook**

**That marketing and signage planning be assigned to the Mission and Vision Committee for review.**

**Carried**

**6. New and unfinished business**

- a. Grants: La Vonne has been working with the Community Grant writer on several grant applications. David reported that there has been no word from the Community Facility Enhancement Grant regarding the application for funding assistance for furnishings.
  
- b. LRSD transition agreement: There has been no new information. It was recommended that this matter be expedited as “moving day” is coming soon. David will follow up with LRSD and Board Member Poytress. The operating budget for the Canyon site will be impacted by the agreement with Livingstone Range.
  
- c. Operating Budget 2020: The operating budget projections have not been reviewed recently. It was agreed that the budget is to be sent to the PCCELC Board. Further, it was agreed that the budget may be impacted as a result of the Covid-19 crisis.
  
- d. Policy – Board Recruitment (on hold)

e. Vision and Mission (committee)


f. Annual General Meeting (TBD)

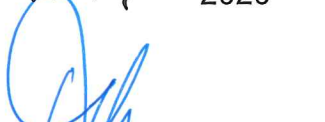
7. Round Table: no items

8. Date for next meeting – May 26, 2020 5:00 PM

9. Adjournment: There being no further business, Christy Gustavison declared the meeting adjourned at 6:26 PM

Read and approved this 26<sup>th</sup> day of May, 2020

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

**Recommended reading/response as per Christy's email of May 18th**

[https://www.ctvnews.ca/health/coronavirus/feds-quietly-probe-expanded-role-for-child-care-in-post-pandemic-recovery-1.4943770?cid=sm%3Atrueanthem%3Aactivlethbridge%3Apost&utm\\_campaign=trueAnthem%3A+New+Content+%28Feed%29&utm\\_medium=trueAnthem&utm\\_source=facebook](https://www.ctvnews.ca/health/coronavirus/feds-quietly-probe-expanded-role-for-child-care-in-post-pandemic-recovery-1.4943770?cid=sm%3Atrueanthem%3Aactivlethbridge%3Apost&utm_campaign=trueAnthem%3A+New+Content+%28Feed%29&utm_medium=trueAnthem&utm_source=facebook)

AND

[http://policyresponse.ca/care-at-the-core/?fbclid=IwAR2bfpzLhzIGFNEHLys3ErAQ3CrmRD9Dw0C54ET7GA\\_GYACWyz2C VV3WkAg](http://policyresponse.ca/care-at-the-core/?fbclid=IwAR2bfpzLhzIGFNEHLys3ErAQ3CrmRD9Dw0C54ET7GA_GYACWyz2C VV3WkAg)