



## Ponoka Family & Community Support Services Annual General Meeting Minutes October 21, 2019

**Members Present:** Doug Gill (Board Chairperson), Debby Grant (Member at Large), Ed Seto (Member at Large), Lynn Lawrence (Member at Large), Tamara Armitage Cline (Member at Large), Lauraine Weir (Vice Chair), Kevin Ferguson (Town of Ponoka Representative)

**Non-Members Present:** Shannon Boyce-Campbell (Executive Director), Sharon Koleyak, Gerry McCracken

**Regrets:** Alana Cissell (Member at Large), Mark Matejka (County of Ponoka Representative)

**Recording Secretary:** Shannon Epp (Office Manager)

**1.0 Call to Order:** The meeting was called to order by Doug Gill, Board Chair at 5:47 p.m.

**2.0 Determination of Quorum:** As seven of nine members were present, a quorum was declared.

**3.0 Adoption of Agenda:**

**2019-AGM1:** Moved by Lauraine Weir that the agenda of the 2019 AGM be adopted as circulated. **CARRIED.**

**4.0 Minutes of the 2018 AGM:**

**2019-AGM2:** Moved by Debby Grant that the minutes of the 2018 AGM be adopted as circulated. **CARRIED.**

**5.0 Addresses and Discussions:** The Executive Director took time to recognize the three outgoing members; Doug Gill, Lauraine Weir and Tamara Armitage Cline. Members were thanked for their many contributions to Ponoka FCSS and presented with parting gifts.

**6.0 Presentation of 2018 Financials:**

**2019-AGM3:** Moved by Tamara Armitage Cline that the 2018 FCSS Financials be adopted as presented. **CARRIED.**

**7.0 Accept the signed Statements of "Board Confirmation of Review" of the 2 appointed Board Members being Doug Gill and Tamara Armitage Cline for the year ended December 31, 2018:**

**2019-AGM4:** Moved by Lynn Lawrence to accept the signed statements for the year ended December 31, 2018. **CARRIED.**

**8.0 Appointment of External Public Accountant for the Review Engagement:**

**2019-AGM5:** Moved by Lynn Lawrence that Rowland Parker and Associates conduct the 2019 annual Review Engagement for Ponoka Family and Community Support Services. **CARRIED.**

**9.0 Appointment of 2 board members to conduct and sign a “Board Confirmation of Review for the year ending December 31, 2019:**

**2019-AGM6:** Moved by Lauraine Weir that Ed Seto and Debby Grant be appointed to conduct the 2019 financial review for Ponoka Family and Community Support Services. **CARRIED.**

**10.0 Election of Board Members and Executive:** Ed Seto was nominated by Lauraine Weir for Board Chair to which he respectfully declined. Lynn Lawrence was nominated by Ed Seto as Board Chair. As no further nominations were put forward Doug Gill, Board Chair declared the nominations closed. Lynn received the position by acclamation and accepted the position. Debby Grant was nominated as Vice Chair by Lynn Lawrence. As no other nominations were put forward Doug Gill, Board Chair declared the nominations closed. Debby Grant received the position by acclamation and accepted the position. Other committee appointments as follows; OH & S – Debby Grant, Finance – Gerry McCracken and Ed Seto, Policy – Alana Cissell, QI – Sharon Koleyak and Debby Grant, PR & Advertising – Mark Matejka and HR – Alana Cissell and Sharon Koleyak. We will revisit this item at the next meeting with missing members.

**2019-AGM7:** Moved by Tamara Armitage Cline to accept the new Board Chair, Lynn Lawrence, Vice Chair, Debby Grant and the three new board members; Sharon Koleyak, Gerry McCracken and Brandi Rausch. **Carried.**

**11.0 Introductions of newly elected Board Members and Executive Committee:**

**12.0 Adjournment:**

**2019-AGM8:** Moved by Sharon Koleyak that the meeting be adjourned at 6:18 p.m. **Carried.**

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Chairperson  
Doug Gill

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Shannon Epp

Date Approved: \_\_\_\_\_

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