



Ponoka Family & Community Support Services Annual General Meeting Minutes October 19, 2020

Members Present: Lynn Lawrence (Board Chair), Debby Grant (Vice Chair), Ed Seto (Member at Large), Sandra Lyon (Town of Ponoka Representative-Via ZOOM), Alana Cissell (Member at Large), Mark Matejka (County of Ponoka Representative), Sharon Koleyak (Member at Large), Gerry McCracken (Member at Large).

Non-Members Present: Shannon Boyce-Campbell (Executive Director), Wes Allan, (Financial Controller)

Guests: Jack Surbey, Lauraine Weir, Doug Gill and Brenda Hutniak (Via ZOOM)

Recording Secretary: Shannon Epp (Office Manager)

1.0 Call to Order: The meeting was called to order by Lynn Lawrence, Board Chair at 4:35 p.m.

2.0 Determination of Quorum: As eight members were present, a quorum was declared.

3.0 Adoption of Agenda:

2020-AGM1: Moved by Ed Seto that the agenda of the 2020 AGM be adopted as circulated.
CARRIED.

4.0 Minutes of the 2019 AGM:

2020-AGM2: Moved by Mark Matejka that the minutes of the 2019 AGM be adopted as circulated.
CARRIED.

5.0 Addresses and Discussions: The Executive Director took time to recognize the board members for their continued commitment to FCSS. The annual report was circulated and discussed. Members also discussed new member recruitment as there is room for 2 more members.

6.0 Presentation of 2019 Financials:

2020-AGM3: Moved by Debby Grant that the 2019 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 Ed Seto and Debby Grant for the year ended December 31, 2019:

2020-AGM4: Moved by Sharon Koleyak to accept the signed statements of Board Confirmation of Review for the year ended December 31, 2019. **CARRIED.**

8.0 Appointment of External Public Accountant for the Review Engagement 2020:

2020-AGM5: Moved by Mark Matejka that Rowland Parker and Associates conduct the 2020 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, 2020:

2020-AGM6: Moved by Lynn Lawrence that Gerry McCracken and Debby Grant be appointed to conduct and sign a Board Confirmation of Review for year ending December 31, 2020 for Ponoka Family and Community Support Services. **CARRIED.**

10.0 Election of Board Members and Executive: Lynn Lawrence will continue on as Board Chairperson for Ponoka FCSS and Debby Grant will also continue as Vice-Chairperson of Ponoka FCSS.

11.0 Introductions of newly elected Board Members and Executive Committee:
None

12.0 Adjournment:

2020-AGM7: Moved by Ed Seto that the meeting be adjourned at 5:01 p.m. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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