



Ponoka Family & Community Support Services

Board Meeting Minutes

April 9, 2018

Present: Doug Gill (Board Chairperson), Kevin Ferguson (Town Rep), Lynn Lawrence (Member at Large), Alana Cissell (Member at Large), Tamara Armitage Cline (Member at Large), Ed Seto (Member at Large), Mark Matejka (County of Ponoka Rep), Debby Grant (Member at Large), Lauraine Weir (Member at Large), Shannon Boyce-Campbell (Executive Director)

Recording Secretary: Donna Davies (Executive Assistant)

Guests: Danna Hall, Stacey Carmichael (Turning Point)

The guests presented on Harm Reduction Strategies from 4:30 p.m. to 5:30 p.m. and answered questions until 6:00 p.m.

The meeting was called to order by Doug Gill at 6:05 p.m. at the Ponoka Family and Community Support Services Board Room.

1.0 Approval of Agenda

Additions to the agenda: 4.4 Ponoka Secondary Campus Drama; 4.7 Lifeline Conference and 4.8 FCSS road Trips

18-29 Motion: Lauraine Weir moved to accept the agenda as amended. **Carried.**

2.0 Approval of Minutes

March 12, 2018

18-30 Motion: Kevin Ferguson moved to accept the March 12, 2018 minutes as presented. **Carried.**

3.0 Business Arising

3.1 Board Governance Survey: Survey results from Accreditation Canada were received and there are no areas of concern. Overall results were very positive.

3.2 Ponoka Trade Fair: The layout for the trade fair and the work schedule for the booth at the trade fair were circulated to the Board Members during the meeting. Ponoka FCSS booth is 84B which has power.

3.3 Library Naming Rights: This item to be discussed at May board meeting.

3.4 Youth Centre/BBBS Funding: Request for additional funding from the two agencies was received. Request for additional funds to be addressed at upcoming budget deliberations.

18-31 Motion: Alana Cissell moved that April portion of their regular request of \$30,000 to the Ponoka Youth Centre and the April portion of their regular request of \$25,000.00 to Big Brothers and Big Sisters be released as discussed. The request for additional

funding from these two agencies to be addressed when the 2018 budget is finalized.
Carried.

4.0 New Business

- 4.1 Rimbey/Ponoka FCSS Boards Joint Meeting:** We have received a request from the Rimbey FCSS Board for a joint board meeting. Various suggestions were proposed. Shannon Boyce Campbell will discuss with the Rimbey FCSS Board the suggestions and possible timing and report back to the board with the information.
- 4.2 National Volunteer Week Budget:** The celebration for Volunteer Week in Ponoka will be held at the Ponoka Legion on April 19th, 2018 from 5:00 p.m. to 9:00 p.m. Activities include a meal, crafts and games. There will be no formal presentations or awards at the Ponoka FCSS event as Alberta Health Services is doing their own volunteer recognition event this year. Alana volunteered herself and her daughter to assist with the event.

18-32 Motion: Lauraine Weir moved to adopt the proposed budget of two thousand dollars (\$2,000.00) for the Ponoka FCSS Volunteer Week Celebration to be held April 19, 2018 at the Ponoka Legion. **Carried.**

- 4.3 Ponoka Secondary Campus – Skills Canada:** An informal funding request of \$1,656 for transporting 200 Grade 9 and Grade 10 Ponoka Secondary Campus students to a Skills Canada competition in Edmonton during the period May 30 – June 1, 2018 was discussed.

18-33 Motion: Mark Matejka moved that Ponoka FCSS fund the Skills Canada request from Ponoka Secondary Campus to a maximum of one thousand six hundred and fifty-six dollars (\$1656.00). **Defeated.**

Shannon Boyce-Campbell was asked to instruct the funding request applicant to complete the required forms and resubmit. Insufficient information was provided in the funding request. The E.D. indicated to the Board that she will prepare a “short-form” application for funding requests of smaller amounts.

- 4.4 Ponoka Secondary Campus – Drama:** An informal funding request of \$2,103.00 for Ponoka Secondary Campus Drama students to attend the Zone 4 East One Act Play Festival in Leduc on April 24-26 was received.

18-34 Motion: Kevin Ferguson moved that Ponoka FCSS support the Ponoka Secondary Campus (PSC) request for PSC drama students to attend an One Act Play Festival in Leduc from April 24-26, 2018 from ineligible funds to a maximum amount of seven hundred and twenty dollars (\$720.00) to be used only to fund the play fees of three hundred dollars (\$300.00) and the student fees of four hundred and twenty dollars (\$420.00) pursuant to the completion and submission of the accepted funding request application by PSC. **Carried.**

- 4.5 Town of Ponoka – Ponoka Day in the Park Funding Request:** A funding request for \$2,000.00 was received from the Town of Ponoka for fireworks at the 2018 Ponoka Day in the Park. The Board reviewed previous funding requests from the Town of Ponoka for fireworks.

- 18-35 Motion:** Lauraine Weir moved that Ponoka FCSS provide funding from ineligible funds to the Town of Ponoka Day in the Park event to a maximum of two thousand dollars (\$2,000.00) to be used for the children's activities and entertainment such as and including bubble soccer. **Carried.**
- 4.6 Lifeline Equipment:** Shelly Van Eaton, Program Coordinator submitted a request to purchase three new GoSafe Lifeline units via the trade-in program.
- 18-36 Motion:** Lynn Lawrence moved that Ponoka FCSS purchase three new GoSafe Lifeline units through the trade-in program for a cost of two thousand dollars (\$2,000.00) with this cost to be offset by credits from Lifeline obtained through Lifeline conference attendance. **Carried.**
- 4.7 Lifeline Conference:** A request for funding to send Shelly Van Eaton; as Lifeline Coordinator and her Lifeline volunteers to the 2018 Lifeline Conference was submitted.
- 18-37 Motion:** Mark Matejka moved that Ponoka FCSS fund Shelly Van Eaton and one volunteer to attend the 2018 Lifeline Conference. **Carried.**
- 4.8 Ponoka FCSS Road Trips:** Requests for funding support for two field trips were submitted by Shelly Van Eaton; Program Coordinator.
- 18-38 Motion:** Debbie Grant moved that Ponoka FCSS fund the field trips from ineligible funds to the Junior Jubilations Dinner Theatre production *Moama* on May 4, 2018 and the *Menopause the Musical* theatre production on May 12, 2018 to a maximum of two thousand five hundred dollars (\$2,500.00) each. **Carried.**
- 5.0 Correspondence**
Canada/Alberta Government job grant successful for two applicants from Ponoka FCSS.
- 6.0 Executive Director's Report - Attached**
- 7.0 Program Coordinator Report - Attached**
- 8.0 Home Services/Home Support Coordinators Reports - Attached**
- 9.0 Committee Reports**
- 9.1. Finance:**
- 9.2 Policy & Guidelines:** Lauraine – Chair
Policy changes to professional development needed.
- 9.3 Human Resources:** Doug – Chair
E.D. Evaluation to be scheduled.
- 9.4 OH&S:** Shannon BC – Chair
- 9.5 Quality Improvement:** Shannon BC – Chair
- 9.6 P.R. and Advertising:** – Chair
Accreditation banner is too big to be easily usable.

10.0 Supported Program Reports: Koreen Naugler – Family Therapist – **Attached**
March 2018 monthly statistics were circulated.

11.0 Schedule Committee Meetings:

OH&S: April 19 @ 3:00 p.m.

Special Board Meeting: April 26 @ 5:30 p.m. Agenda to be Budget 2018 only.

QI: May 15 @ 2:30 p.m.

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday May 14th, 2018 at 4:30 p.m. at the FCSS Boardroom.

18-39 Motion: Lauraine Weir moved to adjourn the meeting at 7:48 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Donna Davies

Date Approved: _____

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