



## Ponoka Family & Community Support Services

### Board Meeting Minutes

April 8, 2019

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

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

**Regrets:** Tamara Armitage Cline (Member at Large)

The meeting was called to order by Doug Gill, Chairperson at 4:37 p.m. at the Ponoka FCSS Boardroom. Doug Gill welcomed guest, Sharon Koleyak to the meeting as a potential board member.

#### 1.0 Approval of Agenda

##### Appointment of Board Evaluator – Alana Cissell

Additions to the agenda; K-Road Trips and L-Office Manager Professional Development

**19-29 Motion:** Alana Cissell moved to approve the agenda with additions; K-Road Trips and L-Office Manager Professional Development. **Carried.**

#### 2.0 Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

None to Declare

#### 3.0 Approval of Minutes

**19-30 Motion:** Lynn Lawrence moved to accept the March 11, 2019 minutes as presented. **Carried.**

#### 4.0 Business Arising

**A. Ponoka Trade Fair April 12 and 13, 2019 Schedule:** The schedule was circulated to board for last spots to be filled. ED will email out schedule when finalized.

**B. Youth Centre FCSS Board Appreciation Day (April 24 @ 4:30 pm confirmed):** Most board members will be in attendance. The ED will inquire about length of event and inform board members.

**C. Volunteer Week Promotion and Supports:** This year's event is scheduled for Tuesday April 9<sup>th</sup> beginning at 3:30 pm. Board members, Lauraine Weir and Lynn Lawrence will be available to help with set up.

#### 5.0 New Business

**A. Swim Stats for first Quarter:** Information presented shows the program continues to be very popular and well utilized. Stats attached.

**B. Home Church Grant Application:** This is a grant application for the Home Church to host a family Easter event for the community.

**19-31 Motion:** Ed Seto moved that Ponoka FCSS approve funding in the amount of \$1,000.00 to come from ineligible funds. **Carried.**

**C. Theatre Alberta's Artstrek (for discussion):** For information only.

**D. Ponoka Broncs Bantam Football Team Sponsorship:** This is a sponsorship opportunity. Previously we have provided funds as the T-shirt sponsor.

**19-32 Motion:** Lauraine Weir moved that Ponoka FCSS provide funds in the amount of \$300.00 as the T-shirt sponsor to come from ineligible funds. **Carried.**

**E. FCSSAA Conference November 27-29:** We have 3 confirmed board members attending, if others would like to attend please let the ED know as soon as possible.

**F. Ponoka Secondary Campus Drama Club Grant Application:** This is a grant application from the drama club at the Ponoka Secondary Campus to attend the One Act Play in Leduc.

**19-33 Motion:** Lauraine Weir moved that Ponoka FCSS approve funds in the amount of \$700.00 towards costs other than the transportation and accommodations to come from ineligible funds. **Carried.**

**G. Ponoka Stampede Kiddie Day Sponsorship:** For discussion.

**19-34 Motion:** Debby Grant moved that Ponoka FCSS sponsor the Ponoka Stampede Kiddie Day in the amount of \$4000.00 to come from ineligible funds. **Carried.**

**H. Ponoka Staycation:** Board members discussed the free family event that was last done in 2017.

**19-35 Motion:** Mark Matejka moved that Ponoka FCSS approve a budget for the FCSS Stampede Staycation in the amount of \$4500.00 to come from eligible funds. **Carried.**

**I. FCSS Board Room Table & Chairs Sale:** We have completed our east side office lease as of March 31<sup>st</sup>, 2019 and the board room table and chairs from there will need to be moved. We have received an offer to purchase in the amount of \$350.00.

**19-36 Motion:** Alana Cissell moved that Ponoka FCSS accept the offer for the board table and chairs in the amount of \$350.00. **Carried.**

**J. Motion to Renew GIC of \$25,000.00 for 2 years to May 8, 2021:**

**19-37 Motion:** Lynn Lawrence moved that Ponoka FCSS renew the GIC in the amount of \$25,000.00 for two years to May 2021. **Carried.**

**K. Road Trips:** Attached for information only.

**L. Office Manager Professional Development:**

**19-38 Motion:** Alana Cissell moved that Ponoka FCSS approve funds up to \$1000.00 to cover costs of registration, mileage and accommodations for the Office Manager to attend the Labour Standards course in Calgary on April 12, 2019. **Carried.**

## **6.0 Correspondence**

None

## **7.0 Executive Director's Report**

Submitted for Review

## **8.0 Program Coordinators Report**

Submitted for Review

## **9.0 Home Services Coordinator Report and Home Support Coordinator Report**

Submitted for Review

No Home Services Report as staff away

## **10.0 Committee Reports**

### **10.1 Finance - Lauraine - Chair**

Current Financials – December 31, 2018

**19- 39 Motion:** Lynn Lawrence moved to accept the Ponoka FCSS December 31, 2018 Financials as presented. **Carried.**

### **10.2 Policy & Guidelines – Lauraine Weir - Chair**

*Policies regarding Overtime and Banked Time*

Board discussed the Ethical Behaviors policy.

**19-40 Motion:** Lauraine Weir presented Ethical Behavior policy with changes for approval. **Carried.**

### **10.3 Human Resources – Doug – Chair**

Review of new legislation re: Employment Standards

The Executive Director's annual evaluation has been completed.

### **10.4 OH&S – Shannon Boyce-Campbell – Chair**

**10.5 Quality Improvement – Shannon Boyce-Campbell – Chair**

Next meeting scheduled for Tuesday April 16 at 4:30

**10.6 PR & Advertising – Mark – Chair**

Promotional items are ready for the Trade Fair

**11.0 Family Therapist Report (Report Submitted Alternating Months)**

March Report

**12.0 Schedule Committee Meetings**

**13.0 Next Meeting:**

The next regularly scheduled board meeting will be held Monday May 13th, 2019 at 4:30 p.m. at the Ponoka FCSS Board Room.

**19-41 Motion:** Alana Cissell moved to adjourn the meeting at 6:10 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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