



## Ponoka Family & Community Support Services

### Board Meeting Minutes

April 12, 2021

**Present:** Lynn Lawrence (Chairperson-Via Zoom), Gerry McCracken (Member at Large-Via Zoom), Alana Cissell (Member at Large-Via ZOOM), Ed Seto (Member at Large-Via Zoom), Sharon Koleyak (Member at Large-Via ZOOM), Debby Grant (Vice Chair-Via Zoom), Mark Matejka (County of Ponoka Rep), Sandra Lyon (Town of Ponoka Rep), Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller).

**Regrets:**

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

This meeting was called to order Via ZOOM by Lynn Lawrence, Chairperson at 5:32 pm.

#### 1.0 Approval of Agenda

Additions to agenda: 11.0: Mediation Report – Leanne McFadden and 5.5: GIC's

**21-28 Motion:** Mark Matejka moved to approve the agenda with additions as listed. **Carried.**

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

Debby Grant – 5.2: Ponoka Stampede

#### 3.0 Approval of Minutes – March 8, 2021

**21-29 Motion:** Ed Seto moved to approve the March 8, 2021 minutes as presented. **Carried.**

#### 4.0 Business Arising

**4.1 Medi Lend:** FCSS has been informed that our local Health Unit is no longer able to lend equipment such as walkers and wheelchairs to the public. The service will only be available to emergent acute care discharges or local home care clients. Current options include Medi Lend, which operates out of Wetaskiwin and The Lending Cupboard in Red Deer. However, these options may be problematic for residents as it requires travel to either location. Currently, as patients are discharged from Red Deer hospital, they can access the Lending Cupboard prior to coming home. Further information will be brought forth to the Board as it is researched.

#### 5.0 New Business

**5.1 Ponoka District 4-H Beef Show and Sale:** Scheduled for May 3<sup>rd</sup> and 4<sup>th</sup> and they are seeking sponsorship for this event. Board members discussed sponsorship opportunities.

**21-30 Motion:** Alana Cissell moved to approve a "Friend of 4H" donation in the amount of \$110.00. **Carried.**

**5.2 Ponoka Stampede:** They are currently planning to proceed with Stampede dependent on the direction taken by the Calgary Stampede.

- 5.3 Board Retreat/Training:** The 2021 FCSSAA annual conference has already been cancelled. Board discussed options for the annual Board Retreat and current COVID restrictions. The focus of retreat will be our accreditation survey in October 2021. FCSS Executive Director is currently working on policies, procedures, and committee reviews to ensure adherence. The Board chose to house the retreat locally and perhaps expand the retreat over a series of workshops. The first meeting has been tentatively scheduled for Saturday May 29<sup>th</sup> starting at 9:30 with location to be determined.
- 5.4 Local Gift Certificate Programs:** Information only.
- 5.5 Ponoka Minor Ball Association:** A grant request in the amount of \$3000.00 was presented to the Board to purchase new equipment. Ponoka Minor Ball has seen a significant increase in interest and currently do not have enough equipment for all teams.

**21-31 Motion:** Gerry McCracken moved to approve the grant request of \$3000.00 to purchase new equipment as presented. **Carried.**

- 5.6 GIC's:** To date, all GIC renewals are brought forth to the Board for approval. Financial Controller, Wes Allan requested that regularly scheduled GIC's be renewed as needed, without being brought to the Board for a motion as the renewal deadlines do not always coincide with regular Board meetings. In the event of a non-routine renewal or any out of the ordinary circumstances, the Board would be consulted and a request for a motion made.

**21-32 Motion:** Sharon Koleyak moved to approve that the Financial Controller be permitted to renew routine GIC renewals as needed, without a Board motion. In the event of a non-routine renewal or any out of the ordinary circumstances, the Board will be consulted and a request for a motion brought forth. **Carried.**

**6.0 Correspondence – Nothing to report**

**7.0 Executive Director's Report – Submitted and discussed**

**8.0 Program Coordinators Report – Submitted and discussed**

**9.0 Home Services Coordinator Report and Home Support Coordinator Report – Submitted and discussed**

**10.0 Committee Reports –**

**10.1 Finance – Gerry McCracken - Chair**  
**December 2020 Financials**

**21-33 Motion:** Gerry McCracken moved to approve the December 2020 Financials as presented.  
**Carried.**

**10.2 Policy & Guidelines – Alana Cissell – Chair**  
Policies are currently being updated in preparation for Accreditation.

**10.3 Human Resources – Lynn Lawrence – Chair**

**10.4 OH&S – Shannon Boyce-Campbell – Chair**  
Currently being updated for Accreditation

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

A ZOOM meeting will be scheduled before next Board Meeting

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

**11.0 Family Therapist/Play Therapists/Mediation Reports** – Submitted and discussed.

**12.0 Schedule Committee Meetings:**

**13.0 Next Meeting:**

The next regularly scheduled Board meeting will be Monday May 10, 2021 in the Ponoka FCSS Boardroom at 4:30 pm or via ZOOM if necessary.

**21-34 Motion:** Alana Cissell moved to adjourn the meeting at 6:37 pm. **Carried.**

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Chairperson  
Lynn Lawrence

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Shannon Epp

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

# Minutes