



## Ponoka Family & Community Support Services

### Board Meeting Minutes

April 11, 2022

**Present:** Lynn Lawrence (Chairperson), Gerry McCracken (Member at Large), Ed Seto (Member at Large), Debby Grant (Vice-Chair), Mark Matejka (County of Ponoka Rep), Kalea Gougoulas (Member at Large), Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller).

**Regrets:** Sandra Lyon (Town of Ponoka Rep), Alana Cissell (Member at Large)

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

**Guests:** Jack Surbey and Doug Gill Handivan Board Members

This meeting was called to order by Lynn Lawrence, Chairperson at 5:25 pm at the Ponoka FCSS Boardroom.

#### 1.0 Approval of Agenda

**22-15 Motion:** Ed Seto moved to approve the agenda as presented. **Carried.**

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

Kalea Gougoulas declared conflict of interest in relation to item 5.D

#### 3.0 Approval of Minutes – January 10, 2021

**22-16 Motion:** Gerry McCracken moved to approve the January 10, 2022, minutes as presented. **Carried.**

#### 4.0 Business Arising

**4.1 Ratify online motion made Feb 08, 2022, to approve the allocation of three thousand dollars (\$3000.00) toward blueprint drawings for additional office space, as recommended by Finance Committee:**

**22-17 Motion:** Gerry McCracken moved to ratify online motion as presented. **Carried.**

**4.2 Additional Office Space:** Asbestos testing has been completed and final blue prints to be compiled soon in collaboration with architect and Jack Surbey. The landlord has given permission for Ponoka FCSS to use the space for storage of PPE as well as an additional meeting space during the Accreditation survey.

**4.3 Ratify online motion made Feb 08, 2022, to approve three thousand dollar grant request (\$3000.00) for Connect Parenting Facilitator Training from Eligible Funds:**

**22-18 Motion:** Ed Seto moved to ratify online motion as presented. **Carried.**

**4.4 Ratify online motion made January 27, 2022, to approve Cancer Fund Revised Guidelines, Donation Account Revised Guidelines and New Timesheet Policy.**

**22-19 Motion:** Mark Matejka moved to ratify the online motion as presented. **Carried.**

**4.5 Acceptable Use of Information Technology Policy**

**22-20 Motion:** Debby Grant moved to approve the new policy as presented. **Carried.**

**4.6 Proposed Changes/Upgrades to Security System and Board Room Table IT Access**

**22-21 Motion:** Mark Matejka moved to approve the upgrades in the amount of one thousand four hundred and forty-one dollars (\$1441.00) as presented. **Carried.**

**4.7 Outcomes Report BB/BS:** For information only.

**5.0 New Business**

**5.1 Accreditation Survey Results:** Executive Director updated board members regarding the outcome of the Accreditation Survey.

**5.2 Wellness Committee Grant Application:** Board members discussed the various opportunities for the Board and the Wellness Committee to work together to meet agency staff wellness outcomes. There may be an opportunity for the Wellness committee to take on a bigger role and be responsible for a significant part of the Gifts and Promotion budget. This would of course have reporting and outcome accountability. The Executive Director will bring this info back to the Wellness Committee for further discussion.

**5.3 FCSSAA Provincial Conference November 16 – 18, 2022 West Edmonton Mall:** Several rooms have been booked for the conference and if Board members are interested in going, please let the Executive Director know.

**5.4 Ponoka Bantam Broncs 2022 Sponsorship Request:**

**22-22 Motion:** Gerry McCracken moved to provide sponsorship funds in the amount of seven hundred and fifty dollars (750.00) to come from non-eligible funds. **Carried.**

**5.5 AHS ID Program:** Three staff were able to complete the online training. The FCSS Board discussed having the program running through Ponoka FCSS.

**22-23 Motion:** Kalea Gougoulas moved to approve Ponoka FCSS involved in the AHS ID program as needed. **Carried.**

**5.6 Proposed Pilot Grocery Delivery Program:** A gap in services had been identified during the pandemic that is still relevant today, as no grocery stores in Ponoka deliver nor offer curbside

pickup. Doug and Shirley Gill have proposed a pilot project and are requesting board support. Information and protocols were included in board packages.

**22-24 Motion:** Gerry McCracken moved to approve a 6-month Pilot Project of the Grocery Delivery Program. **Carried.**

**5.7 4-H Sponsorship:** A request for sponsorship funds to support 4-H Show and Sale.

**22-25 Motion:** Mark Matejka moved to provide sponsorship funds in the amount of one hundred and ten dollars (\$110.00) to come from non-eligible funds. **Carried.**

**5.8 Client Account Write-off of \$213.00:**

**22-26 Motion:** Debby Grant moved to approve the account write-off in the amount of two hundred and thirteen dollars (\$213.00). **Carried.**

**5.9 Research Policy – as per Accreditation:**

**22-27 Motion:** Ed Seto moved to approve the Research Policy as presented. **Carried.**

**5.10 Board Agreements – as per Accreditation:** The Executive Director will draft Board member agreements for each Board member, articulating roles, and responsibilities.

**5.11 Community Garden:** This is a budget request from the Program Coordinator for funds for to purchase a small rototiller and hanging flower baskets.

**22-28 Motion:** Gerry McCracken moved to approve the proposed budget as presented with an additional four hundred and forty dollars (\$440.00) to be used for maintenance on the existing gazebo as needed. **Carried.**

## **6.0 Correspondence**

**6.1 County of Ponoka – approved budget contribution**

**6.2 Ponoka Stampede Association – possible sponsorship**

**6.3 Ponoka Minor Ball – Letter explaining proposed project**

**6.4 Ponoka Jubilee Library – Request for attendance May 05, 2022: event Missing and Murdered Indigenous Women, Girls and Two-Spirited.**

**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**

**22-29 Motion:** Mark Matejka moved to approve the November and December 2021 Ponoka FCSS Financials as presented. **Carried.**

**10.2 Policy & Guidelines – Alana Cissell – Chair**

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

- 10.4 OH&S – Shannon Boyce-Campbell – Chair
- 10.5 Quality Improvement – Shannon Boyce-Campbell - Chair
- 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: May 9, at 4:30 p.m. at the Ponoka FCSS Boardroom

**22-30 Motion:** Debby Grant moved to adjourn the meeting at 7:15 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: \_\_\_\_\_

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