



Ponoka Family & Community Support Services

Board Meeting Minutes

February 11, 2019

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

Recording Secretary: Shannon Epp (Office Manager)

Regrets: Lauraine Weir (Vice-Chair) and Debby Grant (Member at Large), Tamara Armitage Cline (Member at Large)

The meeting was called to order by Doug Gill, Chairperson at 4:34 p.m. at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda

Appointment of Board Evaluator – Ed Seto

19-14 Motion: Lynn Lawrence moved to approve the agenda as presented. **Carried.**

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

None to Declare

3.0 Approval of Minutes

19-15 Motion: Lynn Lawrence moved to accept the January 14, 2019 minutes. **Carried.**

4.0 Business Arising

4.1 Joint Board Meeting: The Executive Director has requested a tour of Centennial Centre for March 29, 2019 from 2:30 – 4:30 as part of the Joint Board Meeting with Rimbey FCSS Board.

4.2 Bowl For Kids' Sake: This is just a reminder that this fundraising event for the Ponoka Youth Center is scheduled for March 8 at 5:00 pm and we have enough board members and staff able to attend.

4.3 Insurance Conference AUME Public Risk May 8-9, 2019: This would be great information for our organization if any Board members would be able to attend. Board member Doug Gill agreed to attend.

4.4 Directors Network May 8-10, 2019 Fort McMurray: The ED presented a rough estimate of budget implications and travel arrangements to attend the conference. The Board supported her interest on attending the conference and budget specifics will be finalized at the March board meeting.

4.5 Additional Walking Poles-Hospital Auxiliary: This has been a very popular program and we have given away approximately 15 sets of poles to clients who have completed 5 walks. Board members discussed different ideas to retain some poles and keep them available for public use.

- 19-16 Motion:** Ed Seto moved to approve the purchase of an additional 20 sets of walking poles to be ordered from the Ladies Auxiliary through the Ponoka Hospital Gift Shop. 10 sets to be distributed within the walking program and 10 sets to remain with FCSS for public use. **Carried.**

5.0 New Business

- 5.1 Ponoka Trade Fair April 12-13, 2019:** This year's event is being held on April 12 and 13 with a dinosaur theme. We have previously attended the Trade Fair, and would we be interested again? Board members discussed draw prizes and giveaway items.

- 19-17 Motion:** Lynn Lawrence moved that Ponoka FCSS attend the Ponoka Trade Fair April 12 and 13 at the non-profit rate of \$300.00 plus GST for a booth. **Carried.**

- 19-18 Motion:** Alana Cissell moved to approve providing both an adult draw prize and a youth draw prize each to a maximum of \$50.00 as well as up to \$100.00 to be used to purchase small plastic dinosaurs and/ or treats to be handed out. **Carried.**

- 5.2 Youth Centre FCSS Board Appreciation Day (April 3, 17 or 24):** The Youth Centre leadership group will be hosting an FCSS Board Appreciation and would like to know which of the three Wednesdays might work best for Board members. April 24th will work for Doug, Alana, Lynn, Ed and Kevin. The ED will confirm with the Youth Centre for the time and let members know.

- 5.3 "Ponoka Days" at the Winter Games Festival Site in Red Deer:** We have the opportunity to showcase Ponoka and help promote business at the 'Ponoka Days' February 22 and 23 at the Winter Games Festival Site. Kevin is already scheduled to attend representing the Town of Ponoka. The ED will forward more details and if any board member is able to volunteer they will reply ASAP.

6.0 Correspondence

- 6.1** Letter of Thanks – Opera Trip 2019

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

10.0 Committee Reports

- 10.1 Finance - Lauraine - Chair**

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

Minutes

Medical Absence 3.4.5, Safeguarding Employees 4.2.2, Rights and Responsibilities of Clients 4.1.8, Ethical Behavior for Care Providers, 4.2.1, Terms and Conditions of Service 4.1.1, (Package A) Gift Policy 4.2.1 section thereof

19-19 Motion: Lynn Lawrence moved to approve policies *Safeguarding Employees 4.2.2, Rights and Responsibilities of Clients 4.1.8, Ethical Behavior for Care Providers, 4.2.1, Terms and Conditions of Service 4.1.1* as presented. **Carried.**

10.3 Human Resources – Doug – Chair

ED Performance Review – Due at the end of February

10.4 OH&S – Shannon Boyce-Campbell – Chair

10.5 Quality Improvement – Shannon Boyce-Campbell – Chair

Next meeting scheduled for February 20, 2019 at 1:30 pm.

10.6 PR & Advertising – Mark – Chair

Gloves and vegetable peelers have been well received.

11.0 Family Therapist Report (Report Submitted Alternating Months)

12.0 Schedule Committee Meetings

13.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday March 11th, 2019 at 4:30 p.m. at the Ponoka FCSS Board Room.

19-20 Motion: Kevin Ferguson moved to adjourn the meeting at 6:01 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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