



Ponoka Family & Community Support Services

Board Meeting Minutes

February 10, 2020

Present: Lynn Lawrence (Chairperson), Sandra Lyon (Town Rep), Debby Grant (Vice Chair), Gerry McCracken (Member at Large), Alana Cissell (Member at Large), Ed Seto (Member at Large), Shannon Boyce-Campbell (Executive Director)

Regrets: Sharon Koleyak (Member at Large), Mark Matejka (County of Ponoka Rep)

Recording Secretary: Shannon Epp (Office Manager)

Guest: Melissa Cooper (Office Assistant)

The meeting was called to order by Lynn Lawrence, Chairperson at 4:39 p.m. at the Ponoka FCSS Board room.

1.0 Approval of Agenda

20-13 Motion: Sandra Lyon moved to approve the agenda as presented. **Carried.**

Appointment of Board Evaluator – Ed Seto

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

None to Declare

3.0 Approval of Minutes – January 13, 2020

20-14 Motion: Sandra Lyon moved to accept the January 13, 2020 minutes as presented. **Carried.**

4.0 Business Arising

A. Mat Program Updates: This program has been in operation approximately 10 days and has seen clients three of those nights. Volunteers that are unable to commit to the overnight hours are available to do laundry and various other duties. The Ponoka FCSS Executive Director has attended meetings, presented on behalf of the committee at times, assisted with creating documents and training volunteers as well as collecting donations etc. FCSS monies cannot be utilized to fund programs such as this, however, we can offer supports for volunteerism and capacity building.

B. Local Hub and Spoke Application: Applications were sent in and we anticipate having a response to the applications mid to end of February.

5.0 New Business

A. West Central Regional Meeting Hosted in Ponoka May 2020: We tentatively have booked May 21st, 2020 to host the event. We will be booking a local facility and caterer, to host approximately 30 – 50 attendees. Details to follow once we have confirmed dates.

B. Keystone Club at Ponoka Youth Centre (PYC), has invited the board to a tour and info night.

Available dates being March 4, 11 or April 1: April 1st was chosen and the timeframe being approximately 4:30p.m. ED to confirm that date with the PYC.

C. A Caregivers Guide (Handbook about End of Life Care) Request for Purchase: The Home Care Nurses have asked if Ponoka FCSS would be interested in purchasing these Caregivers Guides for their palliative clients and families. We could purchase 50 for approximately \$150.00. It was suggested that a few copies be given to the FCSS library for patrons to access.

20-15 Motion: Alana Cissell moved that Ponoka FCSS purchase fifty (50) copies of the Caregivers Guide for Home Care nurses at the health unit in the amount of \$150.00. **Carried.**

D. Phase 3 Security Proposal: We have received a quote for upgraded security measures for the office from Phase 3 Security. Board members discussed the equipment and proposed changes.

20-16 Motion: Ed Seto moved that Ponoka FCSS approve the purchase of quoted security equipment and installation in the amount of \$1,950.00. **Carried.**

6.0 Correspondence

- A. Shoppers Drug Mart
- B. Skate Ponoka

7.0 Executive Director's Report – Attached

8.0 Program Coordinators Report – Attached

9.0 Home Services Coordinator Report and Home Support Coordinator Report – Attached

10.0 Committee Reports

10.1 Finance – Gerry McCracken - Chair

Financial report presented – November 2019

20-17 Motion: Alana Cissell moved to approve the November 2019 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 –Mellissa Moench Chair

Next meeting will be March 10th at 1:30 pm

10.6 PR & Advertising – Mark – Chair

11.0 Family Therapist Report

12.0 Schedule Committee Meetings:

13.0 Next Meeting:

The next regularly scheduled board meeting will be March 9th, 2020 at 4:30 p.m. at the Ponoka FCSS Board Room.

20-18 Motion: Debby Grant moved to adjourn the meeting at 5:23 p.m. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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