



## Ponoka Family & Community Support Services

### Board Meeting Minutes

January 14, 2019

**Present:** Doug Gill (Chairperson), Kevin Ferguson (Town Rep), Tamara Armitage Cline (Member at Large), Lynn Lawrence (Member at Large), Ed Seto (Member at Large), Mark Matejka (County of Ponoka Rep) Shannon Boyce-Campbell (Executive Director), Wes Allan (Financial Controller)

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

**Regrets:** Lauraine Weir (Vice-Chair) and Debby Grant (Member at Large), Alana Cissell (Member at Large)

The meeting was called to order by Doug Gill, Chairperson at 4:39 p.m. at the Ponoka FCSS Boardroom.

#### 1.0 Approval of Agenda

##### Appointment of Board Evaluator – Tamara Armitage Cline

**19-1 Motion:** Lynn Lawrence moved to approve the agenda with the following additions; 4.3 Safety Kits, 5.7 Town of Ponoka Community Directory and Finance- 2019 FCSS Budget.  
**Carried.**

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

Executive Director declared conflict with item 5.1 Adult Learning Lease

#### 3.0 Approval of Minutes

**19-2 Motion:** Kevin Ferguson moved to accept the November 19, 2018 minutes. **Carried.**

**19-3 Motion:** Ed Seto moved to accept the December 17, 2018 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 FCSS Free Swim:** We have received statistics from the pool and see that the free swims continue to be very popular and well utilized. We have sponsored the first swim of 2019 on January 10<sup>th</sup>.

**19-4 Motion:** Lynn Lawrence moved to provide total funds for the Ponoka FCSS sponsored Free Swim in the amount of \$5000.00 to be paid in two equal payments of \$2500.00 in July and December once we have received adequate reporting. **Carried.**

##### 4.3 Safety Kits:

**19-5 Motion:** Tamara Armitage Cline moved to approve the purchase of an additional 5 Safety kits for field staff. **Carried.**

## 5.0 New Business

**5.1 Adult Learning Lease and associated FCSS Lease-other storage options:** The original lease signed by the Adult Learning Society was until March 31, 2019. They have now moved into the new building and are requesting to be released from the lease effective January 31, 2019 which would mean a total of \$800.00 in rental payments being forgiven.

**19-6 Motion:** Mark Matejka moved to forgive the remaining \$800.00 in rental payments from the Ponoka Adult Learning Society for February and March 2019. **Carried.**

**5.2 Road Trips – for information:** February 23, 2019 Camrose Casino – Highwaymen Concert and Walking Poles purchased for a new Walking Club

**5.3 Bowl For Kids Sake 2019:** This year's event is scheduled for March 8, 2019. Board members will let the ED know if they are available to bowl that day and what time will work.

**19-7 Motion:** Lynn Lawrence moved to sponsor this year's bowl For Kids Sake in the amount of \$400.00 for a team of 6 to bowl on March 8, 2019. **Carried.**

**5.4 Staff Personal Funding Application:** For information only.

**5.5 Absence Request:** Lauraine Weir has requested a Leave of Absence for the January and February meetings.

**19-8 Motion:** Ed Seto moved to approve the Leave of Absence request for Lauraine Weir for the January and February meetings. **Carried.**

**5.6 Opera Trip Application-Event scheduled for Jan 31, 2019:** Ponoka Secondary Campus has applied for a grant for a trip to the Edmonton Opera to see a production of Hansel and Gretel on January 31, 2019.

**19-9 Motion:** Mark Matejka moved to approve a grant to a maximum of \$700.00 to the Ponoka Secondary Campus for a trip to the Edmonton Opera production of Hansel and Gretel on January 31, 2019. **Carried.**

**5.7 Community Directory Advertising:** This is an opportunity to advertise in the Ponoka Community Program Guide that is published twice a year as well as an online version.

**19-10 Motion:** Tamara Armitage Cline moved to approve the purchase of a half page ad in both issues of the Ponoka Community Guide to a maximum of 275.00 plus GST if applicable. **Carried.**

## 6.0 Correspondence

**6.1** Various cards and memos from Holiday Season

## **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**

#### **September, October and November Financials**

**19-11 Motion:** Mark Matejka moved to approve the September, October and November 2019 Financials as presented. **Carried.**

**19-12 Motion:** Mark Matejka moved to accept the proposed 2019 Ponoka FCSS Budget as presented. **Carried.**

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

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

#### **ED Performance Review – February 2019**

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

We have now received the funds from the HAFLA Fundraiser for the Youth Culture and Leadership Bursary Fund. Funds were also received from the Shoppers Drug Mart Women's Health fundraiser that goes to the Breast Cancer Fund.

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

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

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

**November 2018**

## **12.0 Schedule Committee Meetings**

## **13.0 Next Meeting:**

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

**19-13 Motion:** Mark Matejka moved to adjourn the meeting at 6:16 p.m. **Carried.**

# Minutes

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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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