



## Ponoka Family & Community Support Services

### Board Meeting Minutes

January 13, 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), Mark Matejka (County of Ponoka Rep), Shannon Boyce-Campbell (Executive Director)

**Regrets:** Sharon Koleyak (Member at Large)

**Absent:** Brandi Rausch (Member at Large)

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

The meeting was called to order by Lynn Lawrence, Chairperson at 4:37 p.m. at the Ponoka FCSS Board room.

#### 1.0 Approval of Agenda

**20-1 Motion:** Sandra Lyon moved to approve the agenda as presented. **Carried.**

**Appointment of Board Evaluator – NONE**

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

None to Declare

#### 3.0 Approval of Minutes – November 18, 2019

**20-2 Motion:** Mark Matejka moved to accept the November 18, 2019 minutes as presented. **Carried.**

#### 4.0 Business Arising

**A. 2019 Santa's Anonymous Program Statistics and Involvement:** FCSS's intake portion of the program wrapped up December 13<sup>th</sup>, 2019. Trained volunteers and the "hotline" received calls and inquiries until that date. After that date, everything was forwarded to Ponoka Secondary Campus to complete. Application forms were available at our office, the schools, the medical clinic, the youth centre, the library as well as on our FCSS website. We have compiled all the statistics to provide insight into the current situation of local families and individuals. The data has been circulated to board members and all personal information and applications have been shred.

**B. Town of Ponoka Sponsored Swim Nights:** Historically we have been approached by the town to provide swim sponsorship. Over the years we have seen substantial growth in this program. The Town of Ponoka has now submitted a grant application requesting \$5000.00 to continue running the "Ponoka FCSS Free Swim" on the second and fourth Fridays of each month throughout the year.

**20-3 Motion:** Ed Seto moved that Ponoka FCSS provide funds in the amount of \$5,000.00 to continue the "Ponoka FCSS Free Swims" on the second and fourth Fridays throughout the year, to come from ineligible funds. **Carried.**

- C. Local Family Resource Network Applications – Survey and Supports Update:** As part of our own FCSS strategic plan, as well as our supports for the application of the Family Resource Network's, a Children, Youth and Family Programming Survey was completed. There was a great deal of information and insight gained from the survey and a draft of the results have been circulated to the Board. The outcome of the EOI (Expression of Interest) will be known in late February.
- D. Mat Program Updates:** This program is very close to being up and running. The lease has been signed, mats have been delivered, insurance has been approved through the Town of Ponoka, 38 volunteers have signed up and the church finalizing their renovations. The Ponoka FCSS Executive Director has attended meetings, presented on behalf of the committee at times and assisted with creating documents and collecting donations etc. in preparation for the Mat Program. FCSS monies cannot be utilized to fund programs such as this, however, can offer supports for volunteerism and capacity building. There is no set date at this time to start the program however it will be in very near future.
- E. Central Alberta Youth Unlimited Grant Application:** This grant application had been submitted at the November 2019 meeting, however the board required further information regarding the curriculum, as well as the educator/therapist's qualifications. The application has been updated and resubmitted with the requested information.

**20-4 Motion:** Alana Cissell moved that Ponoka FCSS approve the grant application, providing funds to the Stepping Stones Project/Central Alberta Youth Unlimited in the amount of \$10,949.00 to come from eligible funds. **Carried.**

- F. Ponoka Emergency Fund (Grant App) and Statistics:** This grant application had been approved prior to the January meeting. Attached are updated info and statistical information regarding the use of the Ponoka Emergency Fund.

## **Recess was called to break for the Ponoka Handivan Meeting**

**20-5 Motion:** Mark Matejka moved to recess the meeting at 5:30 p.m. to commence the Handivan meeting. **Carried.**

## **Ponoka FCSS meeting resumed at 6:25 p.m.**

### **5.0 New Business**

- A. Board Meeting Evaluation Yearly Synopsis:** For information purposes, the results of the boards self-evaluation's at each meeting were compiled and presented. In future the board may wish to utilize the Ethical Framework during meetings, to ensure transparency.
- B. Ponoka FCSS Christmas Event at Legion Survey Results:** Attached for board review. Feedback from the event indicates that more local, affordable programming continues to be an identified need in the community.
- C. Job Placement:** We currently have a student completing a 150-hour practicum placement having completed the Admin Professional online program through Norquest College in Wetaskiwin.

**D. Ponoka Trade Fair:** Scheduled for April 17<sup>th</sup> and 18<sup>th</sup>. Deadline for early bird pricing is in February. The board discussed the public interest in our display and booth over the past few years and agreed that they are seeing a decline. They discussed other ways of supporting the Trade Fair with possible sponsorship funds. Tabled until the February meeting.

**E. Bowl for Kid's Sake:** This event is set for March 6<sup>th</sup>, 2020. Traditionally we have sponsored this event with a team of bowlers, however we have had difficulty at times filling a team. The provision of sponsorship was discussed.

**20-6 Motion:** Alana Cissell moved that Ponoka FCSS provide level Silver sponsorship funds to the Bowl for Kid's Sake Fundraiser in the amount of \$250.00 to come from ineligible funds. **Carried.**

**F. Bladder Scanner – Tabled – no donations accepted at this point:** AHS is currently in a spending freeze and are unable to accept any donations until at least April. This item will be tabled until the May meeting.

**G. Ratify motion to support draw prizes for Community Children, Youth and Family Survey:**

**20-7 Motion:** Debby Grant moved to ratify the decision for Ponoka FCSS to provide gift certificates in the amount of \$150.00 for groceries and \$100.00 for fuel as prizes for the community survey. **Carried.**

**H. Lifeline Replacement Request:** Information regarding request attached for review.

**20-8 Motion:** Mark Matejka moved that Ponoka FCSS purchase 5 each of the 7000 L lifeline machines and the 7000 C lifeline machines at the proposed cost of approximately \$5,890.00 plus GST and shipping. **Carried.**

**I. Ponoka FCSS Document Permission:** The Executive and the Board discussed documents created by Ponoka FCSS and how much liability we may have when those documents are shared and/or further distributed. The Board further discussed whether we need to be adding additional disclaimers on our created documents as well as dating our documents going forward.

## **6.0 Correspondence**

- A. Festival of Trees
- B. Ponoka Stampede
- C. County of Ponoka
- D. Thank You Card

## **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 – October 2019

**20- 9 Motion:** Sandra Lyon moved to approve the October 2019 financials as presented. **Carried.**

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

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

Board discussion arose regarding adherence to board by-laws in relation to appointed members and missed meetings.

**20-10 Motion:** Alana Cissell moved that we adhere to FCSS Bylaws regarding board members missing three consecutive meetings. To be carried out by the Executive Director at her discretion **Carried.**

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

**10.5 Quality Improvement –Mellissa Moench Chair**

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

**20-11 Motion:** Mark Matejka moved that Ponoka FCSS purchase promotional items for volunteer recognition to a maximum of \$1400.00. **Carried.**

**11.0 Family Therapist Report**

Report attached

**12.0 Schedule Committee Meetings:**

**13.0 Next Meeting:**

The next regularly scheduled board meeting will be February 10th, 2020 at 4:30 p.m. at the Ponoka FCSS Board Room.

**20-12 Motion:** Ed Seto moved to adjourn the meeting at 7:39 p.m. **Carried.**

\_\_\_\_\_  
Chairperson  
Lynn Lawrence

\_\_\_\_\_  
Executive Director  
Shannon Boyce-Campbell

\_\_\_\_\_  
Recording Secretary  
Shannon Epp

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

P:\Executive Director\Board Business\Board Minutes-FCSS\2020\Board Minutes - January 13, 2020.doc