



Ponoka Family & Community Support Services

Board Meeting Minutes

January 11, 2021

Present: Lynn Lawrence (Chairperson-Via Zoom), Gerry McCracken (Member at Large-Via Zoom), Alana Cissell (Member at Large-Via ZOOM), Ed Seto (Member at Large-Via Zoom), Sharon Koleyak (Member at Large-Via ZOOM), Mark Matejka (County of Ponoka Rep-Via Zoom), Sandra Lyon (Town of Ponoka Rep – Via ZOOM), Debby Grant (Vice Chair-Via Zoom), Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller).

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order Via ZOOM by Lynn Lawrence, Chairperson at 4:55 pm.

1.0 Approval of Agenda

21-1 Motion: Sharon Koleyak moved to approve the agenda as presented. **Carried.**

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

None

3.0 Approval of Minutes – November 16, 2020 December 23, 2020

21-2 Motion: Mark Matejka moved to approve the November 16, 2020 minutes as presented. **Carried.**

21-3 Motion: Debby Grant moved to approve the December 23, 2020 minutes as presented. **Carried.**

4.0 Business Arising

4.1 Home Support – Yard Services RFP Discussion: E.D, presented/discussed options of moving forward with proposed new FCSS services of snow removal and yard care. We have not had any interest from local entrepreneurs and Board members discussed providing this service in a similar format as our Home Support program, with FCSS hiring staff and subsidizing the program. The Board directed that FCSS wait until next fall to make any decisions.

4.2 Ponoka Proud Granting Opportunities- 2021: The Board discussed extending the Ponoka Proud applications deadline into 2021 and gave the Executive Director direction to extend the deadline to March 31, 2021.

4.3 Nelson Fund Finalized: The final application process and forms have been approved by all involved parties and the fund is now available to be accessed by the community in accordance with the outlined criteria.

- 4.4 Staff attendance at FCSS Events and Trips:** As discussed at the FCSS previous meeting, the Board had requested additional information and statistical data regarding number of staff attending events and their involvement in organizing and supporting same. Based on the information provided by Program Coordinator, the Board members concluded staff use has been very minimal and that it is not an issue at this time.

21-4 Motion: Debby Grant moved that all FCSS staff are eligible to attend events and programs hosted by Ponoka FCSS. **Carried**

- 4.5 FCSS Scholarships:** A draft version of the proposed FCSS scholarship application was circulated for discussion. Executive Director will edit the proposed program to incorporate a funding model that could support applicants through to completion of their studies. The Executive Director will bring a second draft proposal to the next meeting.

- 4.6 Ratify motion to support Rimoka Housing Grant Application (\$15,000):**

21-5 Motion: Gerry McCracken moved to approve the Rimoka Housing Grant application in the amount of \$15,000.00 previously voted on and approved via email. **Carried**

- 4.7 Ratify motion to support Golden Leisure Lodge Residents Grant Application (\$3500):**

21-6 Motion: Gerry McCracken moved to approve the Golden Leisure Lodge Residents Grant application in the amount of \$3,500.00 previously voted on and approved via email. **Carried**

- 4.8 Ratify motion to support Ponoka Golf Club Junior Program (\$5000):**

21-7 Motion: Gerry McCracken moved to approve the Ponoka Golf Club Grant application in the amount of \$5,000.00 previously voted on and approved via email. **Carried**

- 4.9 Ratify motion to support FCSS Computer Upgrades (Max \$28000):**

21-8 Motion: Gerry McCracken moved to approve the Ponoka FCSS Computer Upgrades up to a maximum amount of \$28,000.00 previously voted on and approved via email. **Carried**

- 4.10 Ratify motion to support Citizens on Patrol Grant Application (\$3000):**

21-9 Motion: Gerry McCracken moved to approve the Citizens on Patrol Grant application in the amount of \$3,000.00 previously voted on and approved via email. **Carried**

5.0 New Business

5.1 BB/BS Grant Application: Board discussed grant application.

21-10 Motion: Ed Seto moved to approve the Ponoka Big Brother Big Sisters grant application in the amount of \$20,250.00. **Carried**

5.1 Ponoka Youth Centre Grant Application: Board discussed grant application.

21-11 Motion: Debby Grant moved to approve the Ponoka Youth Centre grant application in the amount of \$25,000.00. **Carried**

5.2 Budget 2021 Discussion: Financial Controller spoke to the 2021 budget, detailing items that need more scrutiny. F.C. anticipates that he will be able to present a balanced budget for approval soon. F.C also suggested that the Lifeline and Home Support programs be reviewed at the next Board Retreat, as these programs are becoming challenging to balance income and expenses. It is anticipated that a Finance Committee meeting will be scheduled prior to the February Board meeting, to discuss the final details of the 2021 budget.

5.3 Canada Emergency Business Account: Financial Controller, Wes Allan spoke to the Board members about the CEBA loan application process and potential benefits.

21-12 Motion: Mark Matejka moved to approve the CEBA loan application as presented. **Carried**

5.4 Ponoka Bantam Broncs: This item was tabled until the next meeting.

6.0 Correspondence

- 6.1** Ponoka Golf Club
- 6.2** Ponoka County
- 6.3** Ponoka Library
- 6.4** Alberta Community and Social Services
- 6.5** Various Christmas Cards and Greetings

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

October 2020 Financials attached for Board approval.

21-13 Motion: Alana Cissell moved to approve the October 2020 Financials as presented. **Carried.**

10.2 Policy & Guidelines – Alana Cissell – Chair

Donna Davies has been reviewing the FCSS policies and will meet with the Executive Director for presentation to Policy Committee with recommended changes. In-turn, the policies will be presented to the Board for approval.

10.3 Human Resources – Lynn Lawrence – Chair

10.4 OH&S – Shannon Boyce-Campbell – Chair One new WCB was discussed.

10.5 Quality Improvement – Shannon Boyce-Campbell - Chair

We have not had any formal meetings since COVID, however they will soon to be reinstated virtually. Accreditation is scheduled for October 2021 and it would be advantageous to have documentation of the adjustments and improvements made to our services. As an example the counselling team will be having regular meetings with the Executive Director and a pre- and post-counselling survey will soon be created.

10.6 PR & Advertising – Mark Matejka – Chair

11.0 Family Therapist/Play Therapists/Mediation Reports – Submitted and discussed. Counselling team will be working on creating a resource binder to provide clients with a list of current resource options.

12.0 Schedule Committee Meetings: A Finance committee meeting to be scheduled.

13.0 Next Meeting:

The next regularly scheduled Board meeting will be Monday February 8, 2021 in the Ponoka FCSS Boardroom at 4:30 pm or via ZOOM if necessary.

21-14 Motion: Mark Matejka moved to adjourn the meeting at 6:03 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____