



## Ponoka Family & Community Support Services

### Board Meeting Minutes

June 10, 2019

**Present:** Doug Gill (Chairperson), Kevin Ferguson (Town Rep), Lynn Lawrence (Member at Large), Ed Seto (Member at Large), Alana Cissell (Member at Large), Lauraine Weir (Vice-Chair), Debby Grant (Member at Large), Mark Matejka (County of Ponoka Rep), Tamara Armitage Cline (Member at Large), Shannon Boyce-Campbell (Executive Director)

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

**Guests:** Brandi Rausch

The meeting was called to order by Doug Gill, Chairperson at 4:35 p.m. at the Ponoka FCSS Boardroom. Doug Gill welcomed guest, Brandi Rausch who was in attendance to observe the meeting as a potential board member.

#### 1.0 Approval of Agenda

**19-50 Motion:** Lauraine Weir moved to approve the agenda as presented. **Carried.**

**Appointment of Board Evaluator – Debby Grant**

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

None to Declare

#### 3.0 Approval of Minutes – May 13, 2019

**19-51 Motion:** Kevin Ferguson moved to accept the May 13, 2019 minutes as presented. **Carried.**

#### 4.0 Business Arising

**A. Ponoka Stampede – Kiddies Day Tickets:** Tickets have been circulated to all schools in town so far. Tickets will be printed for the Crestomere and Mecca Glen schools and both Lauraine Weir and Lynn Lawrence are able to drop those off.

**B. Automated Doors:** We have received new quotes for the automatic door openers and have discussed the situation with our landlord who has agreed to pay up to 60% of the quoted price of \$6,300.00.

**19-52 Motion:** Tamara Armitage Cline moved that Ponoka FCSS approve a budget of \$6,300.00 minus 60% of the \$6,300.00 to be split 50% ADM and 50% HC. **Carried.**

**C. Stampede Staycation:** Scheduled for Tuesday June 18 from 4:00 pm – 7:00 pm at the Ponoka Legion. Everything has been booked and confirmed with just a few door prizes left to be purchased. Board members are invited to attend or if able, they can volunteer that evening.

- D. Board Strategic Planning Retreat:** This year's retreat is scheduled for September 15, 16 and 17<sup>th</sup> at the Inn at Pigeon Lake. The ED requested that if the Board felt there was anything in particular they would like to have more information on to please let her know. Doug Gill will be away and requested a LOA for the September meeting and would like to have Lauraine Weir chair the meeting in his absence.

## 5.0 New Business

- A. Silver Valley 4-H Riders:** This is a grant application for a community service project that the 4-H group would like to complete. They have requested funds in the amount of \$1,020.00. The Board discussed ways 4-H clubs had normally generated money to be able to provide and complete community service projects. The ED confirmed that this would be an eligible grant application as they have identified the youth leadership component of their application.

**19-53 Motion:** Kevin Ferguson moved that Ponoka FCSS provide funds to the Silver Valley 4-H Riders for their community service project to a maximum of \$1,020.00 to come from eligible funds. **Carried** **1 Opposed**

- B. 2019 Results – Work/Life Pulse Tool (Staff Assessment):** Results were circulated for information purposes and will be further reviewed at the upcoming strategic retreat.

- C. 2019 Results – Board Governance:** This was completed, and results were circulated. Again, further reviewed at strategic retreat.

- D. Man Van:** The Man Van will be set up on Saturday June 29<sup>th</sup> at the Ponoka Legion during the Ponoka Stampede. We had given a donation in 2017.

**19-54 Motion:** Lauraine Weir moved that Ponoka FCSS provide funds to the Prostate Cancer Centre/Man Van in the amount of \$3,000.00 to come from ineligible funds. **Carried.**

- E. Rimbey FCSS Golf Tournament:** This tournament is scheduled for August 22, 2019. Historically we have paid the entry fee for a team to golf for the day. Proceeds this year will be going towards their Tri-Shaw program.

**19-55 Motion:** Debby Grant moved that Ponoka FCSS provide funds to the Rimbey FCSS golf tournament in the amount of \$250.00 to come from ineligible funds. **Carried.**

- F. Ponoka Housing Survey Results:** Results of the one-month survey were circulated to the Board for information.

## 6.0 Correspondence

- A. Calgary Foundation – Elof and Thea Nelson Fund**

Letter was read and Ponoka FCSS will appreciate a \$1478.00 contribution for 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

Finalizing 2018 report with accountant – Wes

Financials presented – January, February and March 2019

**19-56 Motion:** Lynn Lawrence moved to approve January, February and March financials as presented. **Carried.**

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

*To be completed: Policies regarding Overtime and Banked Time*

Planning to meet after June 30, 2019

### 10.3 Human Resources – Doug – Chair

Interviews will need to be scheduled with the prospective board members in the near future.

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

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

Minutes Attached

### 10.6 PR & Advertising – Mark – Chair

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

Report attached

## 12.0 Schedule Committee Meetings

## 13.0 Next Meeting:

The next regularly scheduled board meeting will be held September 15th, 2019 at 4:30 p.m. at the Inn at Pigeon Lake during our annual Board Retreat.

**19-57 Motion:** Alana Cissell moved to adjourn the meeting at 6:14 p.m. **Carried.**

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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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