



Ponoka Family & Community Support Services

Board Meeting Minutes

Virtual ZOOM Meeting

June 8, 2020

Present: Lynn Lawrence (Chairperson), Debby Grant (Vice Chair), Gerry McCracken (Member at Large), Alana Cissell (Member at Large), Ed Seto (Member at Large), Sharon Koleyak (Member at Large), Mark Matejka (County of Ponoka Rep) and Shannon Boyce-Campbell (Executive Director). All attendance was via ZOOM virtual meeting.

Recording Secretary: Melissa Cooper (Office Assistant)

The meeting was called to order by Lynn Lawrence, Chairperson at 4:37 p.m. virtually.

1.0 Approval of Agenda

20-26 Motion: Lynn Lawrence moved to approve the agenda with addition. **Carried.**

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

None to Declare

3.0 Approval of Minutes – April 29, 2020

20-27 Motion: Debby Grant moved to accept the April 29, 2020 minutes as presented. **Carried.**

4.0 Business Arising

A: Asset Capitalization Policy Revision

20-28 Motion: Mark Matejka moved to ratify the email votes of March 23 – 25, 2020 whereby the FCSS Board approved the Asset Capitalization policy revision. **Carried.**

B: COVID-19 Financial Assistance Plan for Employees

20-29 Motion: Sharon Koleyak moved to ratify the vote March 27th, 2020 whereby the FCSS Board approved the COVID-19 Financial Assistance Plan for Employees dated March 25, 2020. **Carried.**

C – Staff Rate Increase and the 2020 Ponoka FCSS Budget

20-30 Motion: Gerry McCracken moved to ratify the email votes March 23-25, 2020, whereby the FCSS Board approved the Executive Director Rate Increase, the Financial Controller Rate increase, the Family Therapist rate increase and the 2020 Ponoka FCSS budget as presented. **Carried.**

D – GIC Renewal

20-31 Motion: Debby Grant moved to ratify renewal of a \$25,000 GIC matured November 07th 2019 for a further 2-year term to November 08, 2021. **Carried.**

5.0 New Business

A. **New website** - discussion

B. **Successful Grant Funding in response to COVID-19 distributed through FCSSAA** - discussion

C. **Ponoka FCSS 2020-22 Strategic Plan**

20-32 Motion: Sharon Koleyak moved to approve the Strategic Plan as presented. **Carried.**

D. **Field Staff Wage Scales** – ED, Shannon Boyce-Campbell to get back to Board.

E. **Automated Debit System** – ED, Shannon Boyce-Campbell to get back to Board.

F. **Board Retreat and Conference** – ED, Shannon Boyce-Campbell advised Conference is cancelled & will get back to Board on Board Retreat.

6.0 Correspondence

A. **Ponoka Stampede** – Historically we have sponsored an event however with the 2020 Ponoka Stampede cancelled due to COVID – 19 Did FCSS pay invoice Yes or No?

20-33 Motion: Alana Cissell moved to keep invoice paid for 2021 event. **Carried.**

B. **Calgary Foundation – Elof and Thea Nelson Fund** – Received yearly donation funds with letter from funders.

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 – No new business

10.2 **Policy & Guidelines** – Alana Cissell – Chair – No new business

10.3 **Human Resources** – Lynn Lawrence – Chair – No new business

10.4 **OH&S** – Shannon Boyce-Campbell – Chair – No new business

10.5 **Quality Improvement** – Mellissa Moench Chair – No new business

10.6 **PR & Advertising** – Mark – Chair – No new business

11.0 Family Therapist Report – Attached

12.0 Schedule Committee Meetings: Finance & Policy meetings required

13.0 Next Meeting:

The next regularly scheduled board meeting will be Monday September 13, 2020 at 4:30 p.m. at the Board Retreat at the Inn at Pigeon Lake.

20-34 Motion: Debby Grant moved to adjourn the meeting at 5.38pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Melissa Cooper

Date Approved: _____

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