



Ponoka Family & Community Support Services

Board Meeting Minutes

March 11, 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), Tamara Armitage Cline (Member at Large), Shannon Boyce-Campbell (Executive Director)

Recording Secretary: Shannon Epp (Office Manager)

Regrets: Mark Matejka (County of Ponoka Rep)

The meeting was called to order by Doug Gill, Chairperson at 4:44 p.m. at the Ponoka FCSS Boardroom. Prior to the start of the meeting, staff from Shoppers along with the owner, Hiram Parmar joined board members for a photo opportunity to thank Shoppers for this year's Cancer Fund donation.

1.0 Approval of Agenda

Appointment of Board Evaluator – Lynn Lawrence

19-21 Motion: Lauraine Weir moved to approve the agenda as presented. **Carried.**

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

None to Declare

3.0 Approval of Minutes

19-22 Motion: Alana Cissell moved to accept the February 11, 2019 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. We have been informed that our request will not be able to be accommodated. We will keep the date as most board members from both Ponoka and Rimbey have saved the date and plan something different. We will confirm times soon.

4.2 Directors Network May 8-10 Fort McMurray: The ED has presented an estimate of the costs associated with travelling to the conference. Estimate includes flights, accommodations and registration.

19-23 Motion: Lauraine Weir moved that Ponoka FCSS approve costs to a maximum of \$1300.00 for the ED to attend the Directors Network Conference. **Carried.**

4.3 Original Walking Poles Purchased:

19-24 Motion: Alana Cissell moved to ratify the decision to purchase 20 sets of walking poles in January 2019 to a maximum cost of \$800.00. **Carried.**

4.4 Ponoka Trade Fair April 12, 13 2019 Schedule: We have purchased both the youth and adult draw prizes as well some giveaway items. A schedule has been circulated for Board members to sign up and we will send that out closer to the date.

4.5 Youth Centre FCSS Board Appreciation Day April 24th @ 4:30: This date and time has been confirmed and most Board members are able to attend.

5.0 New Business

5.1 Edmonton Oil Kings Road Trip: This event sold out in approximately 40 minutes. Board members discussed ways of eliminating barriers and making the process equitable to all town and county residents. The issue will be sent to the Quality Improvement committee for their input. Also discussed was the idea of hosting more events like the FCSS Staycation where there is opportunity for more residents to attend.

5.2 Volunteer Week - Budget: This year's event is scheduled for Tuesday April 9th. Last years event was a success with great feedback.

19-25 Motion: Alana Cissell moved that Ponoka FCSS approve the Volunteer Week Event budget to a maximum of \$3100.00. **Carried.**

5.3 Compass Program: The Home Services Coordinator has submitted a request to run another Compass Program – Caring for the Caregiver to be held either in spring or fall.

19-26 Motion: Lynn Lawrence moved that Ponoka FCSS approve the Compass Course to a maximum cost of \$1050.00 to come from eligible funds. **Carried.**

5.4 Klaglahachi Grant: This is a grant application to offset the costs associated with their summer drama camp.

19-27 Motion: Lauraine Weir moved that Ponoka FCSS approve the grant application to a maximum of \$2500.00 to come from ineligible funds. **Carried.**

6.0 Correspondence

6.1 Letter from ED

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

10.2 Policy & Guidelines – Lauraine Weir - Chair

Medical Absence 3.4.5 and Gift Policy 4.2.1 section thereof

Next meeting for the Policy Committee scheduled for March 25 at 4:30

10.3 Human Resources – Doug – Chair

ED Performance Review – Scheduled for March 20, 2019 at 4:30

10.4 OH&S – Shannon Boyce-Campbell – Chair

10.5 Quality Improvement – Shannon Boyce-Campbell – Chair

Next meeting scheduled for Tuesday April 16 at 4:30

10.6 PR & Advertising – Mark – Chair

11.0 Family Therapist Report (Report Submitted Alternating Months)

12.0 Schedule Committee Meetings

13.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday April 8th, 2019 at 4:30 p.m. at the Ponoka FCSS Board Room.

19-28 Motion: Lauraine Weir moved to adjourn the meeting at 6:10 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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