



Ponoka Family & Community Support Services

Board Meeting Minutes

May 14, 2018

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

Regrets: Tamara Armitage Cline (Member at Large)

Recording Secretary: Shannon Epp (Office Manager)

The meeting was called to order by Lauraine Weir at 4:37 p.m. at the Ponoka Family and Community Support Services Board Room.

1.0 Approval of Agenda

Additions to the agenda: 4.4 Indian Horse Viewing; 4.5 Community Garden; 5.3 Town of Ponoka and 5.4 Calgary Foundation

18-43 Motion: Mark Matejka moved to accept the agenda as amended. **Carried.**

2.0 Approval of Minutes

April 9, 2018

18-44 Motion: Kevin Ferguson moved to accept the April 9, 2018 minutes as presented. **Carried.**

April 26, 2018 Special Board Meeting

18-45 Motion: Alana Cissell moved to accept the April 26, 2018 special board meeting minutes as presented. **Carried.**

3.0 Business Arising

3.1 Library Naming Rights: The Library staff have provided some suggestions for the naming of the Ponoka FCSS sponsored areas of the new facility. Working with the samples provided members would like to see the use of our signature FCSS lime green color and possibly incorporate our logo as well. Also suggested were the names Teen Space and Kid Zone. The ED will forward these suggestions to library staff for their thoughts.

3.2 Youth Centre/BBBS Funding /Counselling: Both the Youth Centre and Big Brothers/Big Sisters had requested additional funds with their 2018 Grant Application. After discussion it was decided to not increase funding and continue with the regular requested amount as per our budget.

3.3 Safe Talk – Ratify decision to support the costs associated (as per email votes):

18-46 Motion: Alana Cissell moved to approve the costs of the Suicide Prevention Course in the amount of \$2,158.00. **Carried.**

3.4 Ponoka Secondary Campus – One Act Play: Funding request had been approved at the April 9th, 2018 meeting provided the application had been completed as required. Ponoka FCSS has now received this completed application.

3.5 Rimbey/Ponoka FCSS Board Joint Meeting: We will try to schedule this later in the fall possibly after the September Board Retreat.

4.0 New Business

4.1 Rural Homeless Estimation Count Grant: The Executive Director has completed and submitted this grant application. Only FCSS's and municipalities were able to complete this application. We will know if the application has been approved by May 30th, 2018. If successful, a coordinator would be hired to facilitate the program with all agencies gathering numbers and completing a formal interview process with clients.

4.2 Klaglahachie Fine Arts Society Grant Application: This grant application was submitted in the amount of \$2,980.00 to be used for their summer drama camp.

18-47 Motion: Alana Cissell moved that Ponoka FCSS provide funds to the Klaglahachie Fine Arts Society in the amount of \$2,980.00 for their summer drama camp. **Defeated.**

4.3 Stampede Package: We have been provided a package of various tickets and passes for our sponsorship of the Ponoka Stampede Kids Day. Historically we have used these as door prizes at our Stampede Staycation but as this event is not being held this year we will need to decide what to do with them. After board discussion it was decided that they be used for giveaways for senior's week events and/or to staff.

18-48 Motion: Alana Cissell moved that the various event tickets and passes be used as giveaways during senior's week events as well as for staff incentives to be used at the discretion of the Executive Director. **Carried.**

4.4 Indian Horse: This is a proposal from the Program Coordinator to hold a viewing event of the movie, Indian Horse. After discussion, the Board decided to decline this event and looked at possibly partnering with the EC Coalition and Library during their event; Indigenous Day in the Park later in June.

4.5 Community Garden: Historically the lawn care at the community garden has been taken care of by the family of Jo Nichols as well as all the bedding plants that are planted in shared areas. This year the family has requested funds to go towards the fuel and maintenance costs associated with the upkeep of the garden.

5.0 Correspondence

5.1 Alberta Seniors Communities and Housing Association

5.2 Various Cards of Appreciation

5.3 Town of Ponoka

5.4 Calgary Foundation

6.0 Executive Director's Report - Attached

7.0 Program Coordinator Report - Attached

8.0 Home Services/Home Support Coordinators Reports - Attached

9.0 Committee Reports

9.1. Finance: January 2018 Financials

18-49 Motion: Mark Matejka moved to accept the January 2018 Financials as presented. **Carried.**

18-50 Motion: Lauraine Weir moved to reinvest GIC of \$25,000.00 for 2 years. **Carried.**

9.2 Policy & Guidelines: Lauraine – Chair

Changes to professional development policies have been updated and sent to committee for editing

9.3 Human Resources: Doug – Chair

9.4 OH&S: Shannon BC – Chair

9.5 Quality Improvement: Shannon BC – Chair

9.6 P.R. and Advertising: – Chair

10.0 Supported Program Reports: Report submitted alternating months

11.0 Schedule Committee Meetings:

QI: May 15 @ 2:30 p.m.

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday June 11th, 2018 at 4:30 p.m. at the FCSS Boardroom.

Board Retreat is scheduled for September 16 – 18, 2018 at the Inn at Pigeon Lake.

18-51 Motion: Lynn Lawrence moved to adjourn the meeting at 6:12 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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