



## Ponoka Family & Community Support Services

### Board Meeting Minutes

May 13, 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:** Dawn Santee and Gerry McCracken

The meeting was called to order by Doug Gill, Chairperson at 4:33 p.m. at the Ponoka FCSS Boardroom. Guests, Dawn Santee and Gerry McCracken were in attendance to view the meeting as potential board members.

#### 1.0 Approval of Agenda

Additions to the agenda; I – Upcoming Road Construction

**19-42 Motion:** Lynn Lawrence moved to approve the agenda with additions. **Carried.**

**Appointment of Board Evaluator – Lauraine Weir**

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

None to Declare

#### 3.0 Approval of Minutes – April 8, 2019

**19-43 Motion:** Debby Grant moved to accept the April 8, 2019 minutes with the following corrections; Motion 19-31 to include from Ineligible Funds, Motion 19-34 to read from Ineligible Funds and Motion 19-35 to read from Eligible Funds. **Carried.**

#### 4.0 Business Arising

**A. Klaglahachie motion correction-ineligible to eligible:** Motion 19-27 from March 11, 2019 FCSS Board Meeting needs to be edited.

**19-44 Motion:** Lauraine Weir moved to change Motion 19-27 from the March 11, 2019 FCSS Board meeting from ineligible funding to eligible funding. **Carried.**

**B. BB/BS Agency Outcomes Report:** For information only.

**C. Boys and Girls Club of Wolf Creek Outcomes Report:** For information only.

#### 5.0 New Business

- A. Ponoka Rising Sun Clubhouse:** This event is scheduled for Friday June 14, 2019. Last year we supplied a silent auction item.

**19-45 Motion:** Mark Matejka moved that Ponoka FCSS provide sponsor funds in the amount of \$250.00 to the Rising Sun Clubhouse for their charity golf tournament to come from ineligible funds. **Carried.**

- B. PARCS Golf Tournament:** This event is scheduled for Friday May 24<sup>th</sup>, 2019.

**19-46 Motion:** Mark Matejka moved that Ponoka FCSS provide sponsor funds in the amount of \$250.00 to the Ponoka Arts, Recreation & Cultural Society for their charity golf tournament to come from ineligible funds. **Carried.**

- C. Walking Poles:** We currently have 10 sets of walking poles that stay at the office for community use. We will also be receiving credit in the form of 4 sets of walking poles from the Ladies Hospital Auxiliary due to an error in pricing from a previous purchase.

- D. Cycling without Age:** Our New Horizons grant application has been denied. Our application was for funds to purchase 2 motorized Trishaw Bicycles. The Board discussed purchasing the units, the required maintenance and storage and various other components of the equipment and the project. Rimbe FCSS has ordered a unit and our board would like our Program Coordinator to inquire about their success and continue to update board regarding the project.

- E. Automatic/Disabled Access Doors:** This initiative had been tabled in 2017. Access to the office is continuing to be problematic, given our clientele. The ED has discussed the situation with our landlord and they would like to have current estimates completed to evaluate their ability to cost share the project. We will pursue contractors and begin the inquiry.

- F. Winter Barrel Racing Series Report:** The board received a report outlining the benefits and impact of the FCSS sponsorship.

- G. Seniors Week:** The Program Coordinator has presented a budget for the Seniors week event. Board questioned the event/activity and whether it would be feasible, given the venue, time of day and weather factors.

**19-47 Motion:** Lauraine Weir moved that Ponoka FCSS accept the proposed budget for the Seniors week event and made recommendations for changes. **Carried.**

- H. Ponoka Day in the Park Grant Application:** The board received a grant request for the "2019 Ponoka Day in the Park" to provide funds for the outdoor movie portion of the event.

**19-48 Motion:** Lauraine Weir moved that Ponoka FCSS approve the grant application for the "Ponoka Day in the Park" in the amount of \$2,500.00. This funding is to be used for the outdoor movie presentation and is to come from ineligible funds. **Carried.**

- I. Upcoming Road Construction:** We have been informed that the town is planning to start construction on the road in front of the office sometime in later this month and it may continue through to September.

We may need to consider other payment options for our clients, given the lack of parking and accessibility to our building during construction.

## **6.0 Correspondence**

A. Various Cards of Appreciation

## **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**

No report currently

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

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

### **10.3 Human Resources – Doug – Chair**

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

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

Minutes Attached

### **10.6 PR & Advertising – Mark – Chair**

ED will circulate some promotional items at the June meeting.

## **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 Monday June 10th, 2019 at 4:30 p.m. at the Ponoka FCSS Board Room.

**19-49 Motion:** Tamara Armitage Cline moved to adjourn the meeting at 6:21 p.m. **Carried.**

# Minutes

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Chairperson  
Doug Gill

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Executive Director  
Shannon Boyce-Campbell

\_\_\_\_\_  
Recording Secretary  
Shannon Epp

Date Approved: \_\_\_\_\_

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