



Ponoka Family & Community Support Services

Board Meeting Minutes

May 9, 2022

Present: Lynn Lawrence (Chairperson), Gerry McCracken (Member at Large), Ed Seto (Member at Large), Debby Grant (Vice-Chair), Mark Matejka (County of Ponoka Rep), Kevin Ferguson (Town of Ponoka Mayor in for Sandra Lyon), Alana Cissell (Member at Large), Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller).

Regrets: Sandra Lyon (Town of Ponoka Rep), Kalea Gougoulas (Member at Large)

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order by Lynn Lawrence, Chairperson at 5:16 pm at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda

22-31 Motion: Ed Seto 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 – April 11, 2021

22-32 Motion: Debby Grant moved to approve the April 11, 2022; minutes as presented. **Carried.**

4.0 Business Arising

4.1 Accreditation Survey Results: We passed the Accreditation process with Exemplary Standing and are now working on the few minor policies required.

4.2 Wellness Committee Proposal Updates: The committee did have some questions about the process that the Executive Director discussed with the group. They will be meeting again when more members are available and bring back their thoughts to the June meeting.

4.3 FCSSAA Provincial Conference November 16-18, 2022, West Edmonton Mall: Rooms have been booked so if any Board members are interested in attending, they can let the Executive Director know as soon as possible.

4.4 Ponoka Stampede Kid Day Sponsorship

22-33 Motion: Mark Matejka moved to approve the Ponoka Stampede Kid Day sponsorship funds in the amount of four thousand dollars (\$4,000.00) plus GST to come from ineligible funds. **Carried.**

- 4.5 Groceries to Your Door:** Doug Gill met with the Executive Director and suggested a postponement of the 6-month pilot project until fall/winter, when it most likely will be needed most.

5.0 New Business

- 5.1 Youth Unlimited Central Alberta-Stepping Stones Grant Application:** This is a large grant application for a total amount of thirty-two thousand (\$32, 000.00) for various projects/programs. Board members discussed previous grant applications.

22-34 Motion: Alana Cissell moved to approve grant application funds in the amount of twenty-six thousand eight hundred and forty dollars (\$26,840.00) to come from ineligible funds.
Carried.

- 5.2 Proposed New Website – For Information:** Both the Executive Director and staff member Donna Davies have been in discussion with various website providers regarding options and compatibility, in preparation for the prospective new Ponoka FCSS website.
- 5.3 Rimbey FCSS 40th Anniversary Celebration June 3, 2022, invite:** Board members are welcome to attend.
- 5.4 Friends of St. Augustine:** A letter was provided to the Board regarding playground updates. This is for information only as a grant application has not yet been submitted.
- 5.5 Home Garden Project – Terms of Reference 2022:** The Terms of Reference for the project in conjunction with the Agriculture Society was submitted to the Board for information purposes.
- 5.6 Regional FCSS Meeting:** May 17th 9:30-12:00 in Blackfalds if any Board members would like to join the Executive Director.

6.0 Correspondence – None

7.0 Executive Director's Report – Submitted and discussed

8.0 Program Coordinators Report – Submitted and discussed

9.0 Home Services Coordinator Report and Home Support Coordinator Report – Submitted and discussed

10.0 Committee Reports –

- 10.1 Finance – Gerry McCracken – Chair**
- 10.2 Policy & Guidelines – Alana Cissell – Chair**
- 10.3 Human Resources – Lynn Lawrence – Chair**
- 10.4 OH&S – Shannon Boyce-Campbell – Chair**
- 10.5 Quality Improvement – Shannon Boyce-Campbell - Chair**
- 10.6 PR & Advertising – Mark Matejka – Chair**

11.0 Family Therapist/Play Therapists/Mediation Reports – Submitted and discussed.

12.0 Schedule Committee Meetings:

13.0 Next Meeting: June 13, at 4:30 p.m. at the Ponoka FCSS Boardroom. Debby Grant will be away for that meeting.

22-35 Motion: Alana Cissell moved to adjourn the meeting at 6:47 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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