



## Ponoka Family & Community Support Services

### Board Meeting Minutes

October 22, 2018

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

**Recording Secretary:** Shannon Epp (Office Manager)

The meeting was called to order by Doug Gill, Vice Chair at 4:23 p.m. at the Ponoka FCSS Boardroom.

#### 1.0 Approval of Agenda

Additions to agenda: 4.1 Lifeline Unit Purchase; 4.2 Programming and 4.3 December Board Meeting

**18-72 Motion:** Tamara Armitage Cline moved to accept the agenda as amended. **Carried.**

#### 2.0 Approval of Minutes

**September 16, 2018**

Error in September 16, 2018 minutes; Kidsport amount should be \$2,500.00 not \$25,000.00.

**18-73 Motion:** Kevin Ferguson moved to accept the September 16, 2018 minutes with correction. **Carried.**

#### 3.0 Business Arising

**3.1 Rimbey/Ponoka FCSS Board Joint Meeting:** It is our turn to host a Joint Board Meeting with the Rimbey FCSS Board. Shannon Boyce-Campbell has contacted Rimbey and they would be interested in either a tour of the new library/learning center or Centennial Centre. Shannon Boyce-Campbell has sent a request to the Centennial Centre, but it could be at least a month for that to be approved.

**3.2 Free Swim Report:** We have been unable to get any further information as pool management staff have been away. Shannon Boyce-Campbell will try to access more info.

**3.3 FCSSAA Conference:** We have a smaller budget this year for the FCSSAA Conference being held in November. We have three Board members and three staff registered to attend.

#### 4.0 New Business

**4.1 Lifeline Unit Purchase:** This is a request to purchase 10 new 7000-L units and buttons.

# Minutes

**18-74 Motion:** Debby Grant moved that Ponoka FCSS purchase ten 7000-L units. **Carried.**

**4.2 Programming:** The Program Coordinator is considering planning an Old-Fashioned Community Christmas/Christmas Staycation for the final event of the 2018 year. She is requesting any feedback/thoughts for this event.

**4.3 December Board Meeting:** It is requested that we schedule a December Board meeting to address budgetary issues. The Board discussed increasing the number of regular Board meetings at the AGM in 2019.

**5.0 Correspondence**

**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:** Meeting November 15<sup>th</sup> at 4:30

**9.2 Policy & Guidelines:** Meeting November 14<sup>th</sup> at 4:30

**9.3 Human Resources:**

**9.4 OH&S:** Meeting October 24<sup>th</sup> at 2:00

**9.5 Quality Improvement:** Meeting December 4<sup>th</sup> at 2:30

**9.6 P.R. and Advertising:** – FCSS will be requiring items for staff appreciation. Mini gloves were suggested.

**10.0 Supported Program Reports:** Report attached

**11.0 Schedule Committee Meetings:**

**12.0 Next Meeting:**

The next regularly scheduled board meeting will be held Monday November 19th, 2018 at 4:30 p.m. at the Ponoka FCSS Board Room.

**18-75 Motion:** Lynn Lawrence moved to adjourn the meeting at 5:23 p.m. **Carried.**

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Chairperson  
Doug Gill

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Shannon Epp

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

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