



## Ponoka Family & Community Support Services

### Board Meeting Minutes

October 21, 2019

**Present:** Lynn Lawrence (Chairperson), Kevin Ferguson (Town Rep ALT), Ed Seto (Member at Large), Debby Grant (Vice Chair), Sharon Koleyak (Member at Large), Gerry McCracken (Member at Large), Shannon Boyce-Campbell (Executive Director)

**Regrets:** Alana Cissell (Member at Large), Mark Matejka (County of Ponoka Rep), Brandi Rausch (Member at Large), Sandra Lyon (Town of Ponoka Rep)

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

**Guests:** Lauraine Weir, Tamara Armitage Cline and Doug Gill

The meeting was called to order by Lynn Lawrence, Chairperson at 6:28 p.m. at the Ponoka FCSS Board room.

#### 1.0 Approval of Agenda

Additions to agenda – Under New Business, L. Chamber of Commerce Gala

**19-74 Motion:** Ed Seto moved to approve the agenda with addition. **Carried.**

**Appointment of Board Evaluator - None**

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

Debby Grant choose to remove herself from item I

#### 3.0 Approval of Minutes – September 15, 2019

**19-75 Motion:** Kevin Ferguson moved to accept the September 15, 2019 minutes as presented. **Carried.**

#### 4.0 Business Arising

##### A. Ratify Skate Ponoka Sponsorship of \$300:

**19-76 Motion:** Debby Grant moved to provide funds to Skate Ponoka in the amount of \$300.00 to come from ineligible funds. **Carried.**

**B. 2019 Santa's Anonymous Program FCSS Involvement Request:** We have 8 volunteers so far to help with calls as well as a cell phone with a dedicated number for the season. We are looking at other agency intake forms to create our own from there. Start date set for intakes will be November 15. Board discussed how to advertise the changes.

#### 5.0 New Business

**A. Lifeline Review (in reflection of LL fee changes in 2019 as requested by board):** Information circulated to Board members.

**B. Ponoka Festival of Tree Attendees and further discussion re: Hospital Foundation:** This was further discussion to the Festival of Trees and direct donation to the Ponoka Health Foundation. Charlotte Winters and Jennifer Parker presented to the board members more in depth info about their plan to purchase this year's items of cardiac equipment totaling \$250,000.00.

**19-77 Motion:** Ed Seto moved to provide funds to the Ponoka Health Foundation in the amount of \$10,000.00 to be used towards the purchase of the cardiac equipment to come from ineligible funds. **Carried.**

**At 7:16 the meeting broke for supper.**

**C. Klaglahachie Fine Arts Society Grant Report 2019:** After the completion of the summer drama camp the group was left with \$169.15 that they reported back to Ponoka FCSS.

**19-78 Motion:** Sharon Koleyak moved that Ponoka FCSS allow the Klaglahachie Fine Arts Society retain the extra funds. **Carried.**

**D. Ponoka Jubilee Library Final Grant Report 2018-2019:** Information circulated.

**E. Ponoka Secondary Campus Grant Request – Cultural Trip to Opera:** This is a grant request to provide funds for students to attend the Edmonton Opera presentation of The Marriage of Figaro on January 30<sup>th</sup>, 2020. They are asking for either the cost of transportation only or transportation and ticket subsidy.

**19-79 Motion:** Ed Seto moved that Ponoka FCSS approve the grant request in the amount of \$670.40 to cover the cost of transportation and provide a \$5.00/ticket subsidized cost to students to come from ineligible funds. **Carried.**

**F. Ponoka Youth Centre 2020 Grant Request:** Tabled until November meeting.

**G. Big Brothers/Big Sisters 2020 Grant Request:** Tabled until November meeting.

**H. Youth Program Funding Historical Report:** Information circulated.

**I. Ponoka Ag Event Centre Society – 2020 Winter Barrel Racing Series:** This event is again being held at the Calnash Ag Event Centre in the new year. We have previously supported this event the last two years.

**19-80 Motion:** Ed Seto moved that Ponoka FCSS approve the grant request in the amount of \$3,000.00 for the 2020 Winter Barrel Racing Series to come from ineligible funds. **1 Abstained 1 Opposed 4 In Favour Carried.**

- J. Community Christmas Party/Staff/Board Christmas Party:** Board discussed possible options for the Staff/Board Christmas event.

**19-81 Motion:** Debby Grant moved to support the cost of \$50.00 per staff only, not including spouses, for the Ponoka FCSS Staff Christmas Event. **Carried**

- K. Rimoka Christmas Event December 6, 2019:** This event is scheduled for December 6 if board members are available to help serve coffee and dessert that day.

**19-82 Motion:** Sharon Koleyak moved that Ponoka FCSS provide funds to a maximum of \$800.00 FOR THE Rimoka Christmas coffee hour to come from ineligible funds. **Carried.**

- L. Chamber of Commerce Gala:** Our FCSS Program Coordinator has been nominated for Customer Service Person of the year and board discussed providing tickets to admin staff to attend the event.

**19-83 Motion:** Debby Grant moved that Ponoka FCSS approve the purchase of 5 tickets @\$50.00 for staff to attend the Chamber of Commerce Gala awards ceremony. **Carried**

## **6.0 Correspondence**

- A. Rimbey FCSS Golf Tournament – Letter of Thanks

## **7.0 Executive Director's Report**

Attached

## **8.0 Program Coordinators Report**

Attached

## **9.0 Home Services Coordinator Report and Home Support Coordinator Report**

Attached

## **10.0 Committee Reports**

### **10.1 Finance - Lauraine - Chair**

Financials presented – July and August 2019

**19-84 Motion:** Kevin Ferguson moved to approve July 2019 financials as presented. **Carried.**

**19-85 Motion:** Ed Seto moved to approve August 2019 financials as presented. **Carried.**

### **10.2 Policy & Guidelines –**

### **10.3 Human Resources -**

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

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

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

**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 November 18st, 2019 at 4:30 p.m. at the Ponoka FCSS Board Room.

**19-86 Motion:** Kevin Ferguson moved to adjourn the meeting at 8:27 p.m. **Carried.**

\_\_\_\_\_  
Chairperson  
Lynn Lawrence

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Shannon Epp

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

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