



## Ponoka Family & Community Support Services

### Board Meeting Minutes

October 17, 2022

**Present:** Lynn Lawrence (Chairperson), Gerry McCracken (Member at Large), Mark Matejka (County of Ponoka Rep), Shannon Boyce-Campbell (Executive Director), Audrey Velie (Member at Large), Sandra Lyon (Town of Ponoka Rep), Dennie Hycha (Member at Large) and Wes Allan (Financial Controller)

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

**Regrets:** Ed Seto (Member at Large), Marvin Beier (Member at Large)

**Guests:** Debby Grant, Alana Cissell

This meeting was called to order by Lynn Lawrence, Chairperson at 6:03 pm at the Ponoka FCSS Boardroom.

#### 1.0 Approval of Agenda

**22-53 Motion:** Sandra Lyon moved to approve the agenda as presented. **Carried.**

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

None to Declare

Evaluator – Mark Matejka

#### 3.0 Approval of Minutes – September 16, 2022

**22-54 Motion:** Mark Matejka to approve the September 16, 2022; minutes as presented. **Carried.**

#### 4.0 Business Arising

**4.1 Chamber Awards October 15:** Ponoka FCSS was nominated for Service Club of the Year and the ceremony was attended by FCSS staff.

**4.2 FCSSAA Provincial Conference November 16-18, 2022, West Edmonton Mall:** Rooms have been reserved and board members interested in attending are to let the Executive Director know and confirm speaker choices. To date, Lynn, Mark, Gerry, Dennie, Marvin and Wes have confirmed interest.

**4.3 FCSS Funding Contract:** Discussed and no change at this time.

**4.4 AHS Contract:** Current contract to March 31, 2023, with no change at this time.

**4.5 Lease for Building:** Our current lease is until October 31, 2022, and discussions are in process for next lease arrangement.

## 4.6 Ratify motion made online by Lynn Lawrence:

**22-55 Motion:** Lynn Lawrence moved to ratify the motion made online August 18, 2022, which indicated Ponoka FCSS support the Town of Ponoka and Ponoka Handivan Society's joint application toward the Rural Transit Solutions Fund Capital Project Stream to a maximum amount of twenty thousand dollars (\$20,000.00) to come from ineligible surplus funds. **Carried.**

## 5.0 New Business

**5.1 Performance Bonus:** Discussion tabled until after the Finance Committee meeting.

**5.2 Staff Wellness:** Discussion tabled until after the Finance Committee meeting.

**5.3 Signing Authorities:** As Debby Grant has completed her term as a FCSS board member, we will require another board member with signing authority.

**22-56 Motion:** Mark Matejka moved to remove Debby Grant as a FCSS signer, as her term has been completed; continue with Lynn Lawrence as an appointed signer and add Audrey Velie as a signing authority. Audrey Velie's signing authority to be effective after the FCSS November Board meeting. **Carried.**

**5.4 Human Resource Consultant Volunteer:** Board discussed the role of a volunteer HR consultant for Ponoka FCSS.

**22-57 Motion:** Sandra Lyon moved to approve Alana Cissell as a Ponoka FCSS Volunteer HR Consultant as proposed. **Carried.**

**6.0 Correspondence** – Provincial FCSS Surplus approval

**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** — Chair

**10.3 Human Resources** — Chair

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

**10.5 Quality Improvement/OH&S/Ethics** – Amy Mabley/Mellissa Moench – Co-Chairs

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

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

# Minutes

**12.0 Schedule Committee Meetings:** Finance Committee meeting October 24, 2022, at 5:00 p.m.

**13.0 Next Meeting:** November 21st at the Ponoka FCSS Boardroom

**22-58 Motion:** Dennie Hycha moved to adjourn the meeting at 7:08 pm. **Carried.**

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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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