



Ponoka Family & Community Support Services

Board Meeting Minutes

September 16, 2018

Present: 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), Shannon Boyce-Campbell (Executive Director), Wes Allan (Financial Controller)

Regrets: Doug Gill (Chairperson), Mark Matejka (County of Ponoka Rep)

Recording Secretary: Shannon Epp (Office Manager)

The meeting was called to order by Lauraine Weir, Vice Chair at 4:33 p.m. at the Village Creek Country Inn at Pigeon Lake.

1.0 Approval of Agenda

18-59 Motion: Tamara Armitage Cline moved to accept the agenda as presented. **Carried.**

2.0 Approval of Minutes

June 11, 2018

18-60 Motion: Kevin Ferguson moved to accept the June 11, 2018 minutes as presented. **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 will go over some ideas with Rimbey in order to find out what they may be interested in, such as a tour of the new library/learning center or possibly touring Centennial Centre.

3.2 Youth Bursaries Fundraiser Sept 29, 2018: Another fundraiser event is scheduled for September 29th and proceeds will come to the FCSS Youth Bursary fund.

3.3 Free Swim Report: We have received information from the pool regarding our FCSS sponsored swims. They have had approximately 393 swimmers in 8 evenings. They have reported that it is a very popular event at the pool. The Executive Director will inquire as to where they are sitting regarding money compared to number of swim times remaining.

3.4 FCSSAA Conference: We have a smaller budget this year for the FCSSAA Conference being held in November. There is room for a few to attend and at this point there is no one registered. Please let the ED know if you are interested in attending as soon as possible.

3.5 Opera: This is a grant application from Ponoka Secondary Campus requesting funds for two trips. One would target junior high and is scheduled in the near future; the other would be for high

school students in early 2019. Traditionally we have put \$5.00 towards the \$15.00 cost of the tickets and covered some of the busing costs. Each trip is approximately \$600.00.

- 18-61 Motion:** Tamara Armitage Cline moved that Ponoka FCSS provide Ponoka Secondary Campus with funds in the amount of \$550.00 for one Opera trip in 2018 from ineligible funds to be used towards the costs of the opera trip. **Carried.**

4.0 New Business

- 4.1 Credit Card/Mastercard limit increase:** Administration requested an increase from \$8,200.00 to \$15,000.00. We have occasionally run into problems when booking multiple events and conducting day to day business therefore the increase is suggested.

- 18-62 Motion:** Alana Cissell moved that Ponoka FCSS increase the limit on the Mastercard from \$8,200.00 up to \$15,000.00. **Carried.**

- 4.2 Four Directions Project Grant Funding Application:** This is a grant application for a project estimated to cost \$30,000.00 with their request of FCSS being \$5,000.00. Board discussion followed.

- 18-63 Motion:** Alana Cissell moved that Ponoka FCSS provide funds in the amount of \$5,000.00 to support the Dark Spark Project out of ineligible funds. **6 Opposed Defeated**

- 4.3 Nelson Fund Updates:** The Elof and Thea Nelson Fund through the Calgary Foundation, provides approximately \$1,500.00 per year to cover fees associated with palliative care. Over the summer Lauraine Weir and Shannon Boyce-Campbell reworked the expectations of how the funds were to be utilized in order to meet the varied needs of a wider variety of local residents.

- 4.4 Handivan Contribution:** The board choose to allocate the already budgeted fund contribution from FCSS to the Handivan Society rather than at year end.

- 18-64 Motion:** Tamara Armitage Cline moved that Ponoka FCSS provide The Ponoka Covered Wagon Handicapped Transport Society funds in the amount of \$10,000.00 from ineligible funds. **Carried.**

- 4.5 Kidsport Contribution:** FCSS has budgeted an amount of \$2,500.00 in our 2018 fiscal year and would like to process that contribution at this time versus later in the year.

- 18-65 Motion:** Alana Cissell moved that Ponoka FCSS provide Kidsport funds in the amount of \$2,500.00 from ineligible funds. **Carried.**

- 4.6 Festival of Trees Financial Support Nov 15-17:**

- 18-66 Motion:** Kevin Ferguson moved that Ponoka FCSS provide funds in the amount of \$500.00 from ineligible funds to the Festival of Trees. **6 Opposed Defeated.**

- 4.7 Family Field Trips-budgetary request for 4 trips:** For information purposes only. See attached.

- 4.8 Lifeline Fees:** This was a discussion regarding Lifeline fees going forward. The program is experiencing a deficit that would not be completely covered with an increase in fees but decrease it. The increased Lifeline monthly monitoring fee was discussed and detailed.

18-67 Motion: Lynn Lawrence moved that Ponoka FCSS increase the monthly Lifeline fees from \$30.00 per month to \$40.00 per month effective January 1, 2019. **Carried.**

- 4.9 Winter Barrel Series:** FCSS sponsored this event last year and the current request would affect the 2019 budget.

18-68 Motion: Kevin Ferguson moved that Ponoka FCSS provide funds in the amount of \$3000.00 from ineligible funds to sponsor the 2019 Winter Barrel Series. **2 Opposed Carried.**

5.0 Correspondence

- 5.1 Office of the Minister of Seniors and Housing-Go Safe**
- 5.2 Town of Ponoka-Rubber Tiles for Community Garden**
- 5.3 East Ponoka 4-H Beef**
- 5.4 Prostate Cancer Centre-Man Van**
- 5.5 Alberta Health Services-2018/19 Contract increase**

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:** Financials February 2018 to August 2018

18-69 Motion: Debby Grant moved to accept the financials from February 2018 to August 2018 as presented. **Carried.**

- 9.2 Policy & Guidelines:** Lauraine – Chair
-Professional Development Policies revised

18-70 Motion: Lynn Lawrence moved to accept Policy # 3.5.7 as presented. **Carried.**

- 9.3 Human Resources:** Doug – Chair
-Proposed Policy regarding casual employment
- 9.4 OH&S:** Shannon BC – Chair
- 9.5 Quality Improvement:** Shannon BC – Chair
- 9.6 P.R. and Advertising:** – Chair

10.0 Supported Program Reports: Report submitted alternating months -June, July and August Stats

11.0 Schedule Committee Meetings:

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday October 22, 2018 at 4:30 p.m. at the Ponoka FCSS Board Room.

18-71 Motion: Lynn Lawrence moved to adjourn the meeting at 6:36 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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