



## Ponoka Family & Community Support Services

### Board Meeting Minutes

September 15, 2019

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

**Regrets:** Doug Gill (Chairperson)

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

**Guests:** Sharon Koleyak and Gerry McCracken

The meeting was called to order by Lauraine Weir, Vice Chairperson at 3:56 p.m. in the Spruce View Room at the Inn at Pigeon Lake. Lauraine Weir welcomed potential board members; Sharon Koleyak and Gerry McCracken.

#### 1.0 Approval of Agenda

Additions to agenda – Under New Business K. 2 Grant Applications from PSC and L. Emergency Fund

**19-58 Motion:** Debby Grant moved to approve the agenda with additions. **Carried.**

**Appointment of Board Evaluator – Mark Matejka**

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

Alana Cissell declared that she is not involved in the Crestomere Groups applying for funding, information only.

#### 3.0 Approval of Minutes – June 10, 2019

**19-59 Motion:** Alana Cissell moved to accept the June 10, 2019 minutes as presented. **Carried.**

#### 4.0 Business Arising

##### A. AGM and appointments to Executive, Committees and Personal Funding Account Consultation:

The Executive Director discussed the openings that will be available on the board such as Chairperson and Vice-Chair as well as committees that will require members.

#### 5.0 New Business

##### A. CAYU (Central Alberta Youth Unlimited) Small Grant Application Crestomere Pursue Request

**\$1820.00 and CAYU Small Grant Application Crestomere Life 360 Request \$1000.00:** These requests are for Crestomere Youth Groups hosted at Meadowbrook Church.

**19-60 Motion:** Mark Matejka moved that Ponoka FCSS provide funds to the Crestomere Pursue grant application to a maximum of \$1,820.00 to come from eligible funds. **Carried**

**19-61 Motion:** Alana Cissell moved that Ponoka FCSS provide funds to the Crestomere Life 360 grant application to a maximum of \$1,000.00 to come from eligible funds. **Carried**

- B. St. Augustine Parish Sponsorship Request \$250.00:** This event has taken place already and the Executive Director spoke with a representative prior to the board meeting. Proceeds for the event were to go toward their renovation project and FCSS is not able to support/fund such projects.
- C. 2019 Festival of Trees Sponsorship \$5000 Committed via email vote – ratify and consideration for additional funding:** The Board had discussed and voted via email to commit up to \$5,000.00 in sponsorship funds/promotional items to the various events at the 2019 Ponoka Festival of Trees. Discussion continued regarding sponsorship funds being directed to the Ponoka Health Foundation directly. The ED was directed to contact the Health Foundation to present at the next meeting and for the Home Care office to discuss needs they can identify.

**19-62 Motion:** Alana Cissell moved that Ponoka FCSS ratify the decision to provide sponsorship funds to the 2019 Ponoka Festival of Trees to a maximum of \$5,000.00 from ineligible funds. **Carried.**

- D. Ponoka Elementary School Request for Funds, \$500:** This was a request to provide funds for the school breakfast and lunch program. Board requested that the ED contact the school and inquire if they are still in need of the funding.
- E. Skate Ponoka Small Grant Application Request \$500:** Board members discussed the funding request comparing it to other similar applications, such as soccer, football and hockey sponsorships. The Board requested that the ED seek more information for the October meeting.
- F. FCSSAA Annual Conference Silent Auction Items:** We provided items for the silent auction last year.

**19-63 Motion:** Lynn Lawrence moved that Ponoka FCSS provide funds to purchase items for the FCSSAA Conference silent auction to a maximum of \$300.00 to come from ineligible funds. **Carried.**

**At 5:15 the meeting broke for supper and retreat activity.**

**19-64 Motion:** Alana Cissell moved to recess and continue when time permits. **Carried**

**Meeting called to order at 9:19 am Tuesday September 17<sup>th</sup>, 2019.**

- G. 2019 Santa's Anonymous Program FCSS Involvement Request:** Ponoka FCSS has been approached by the Ponoka Secondary Campus to manage the administration of the 2019 Santa's Anonymous program. The board discussed the program and which areas FCSS would be responsible for and the areas the school would continue to manage.

**19-65 Motion:** Alana Cissell moved to support the administration of the Santa's Anonymous Program on a trial basis for the 2019 season provided the operational details can be worked out to the satisfaction of the Ponoka FCSS admin team. **Carried**

**H. Youth Bursary Funds – Staff Usage:** Information for the Board of the use of the Youth Bursary program by an FCSS staff member.

**I. Cancer and Donation Fund Usage:** Board was provided information on usage of the donation and cancer funds for the last 5 years. Board was also provided information on the parameters of how the accounts work and asked to look over the information and provide feedback.

**J. HAFLA Event Sponsorship:** This year's event is scheduled for Saturday September 28<sup>th</sup>, 2019. Previously we have purchased tickets for board members or staff in support of the event as the proceeds from this fundraiser are for the Youth Bursary Fund managed by FCSS.

**19-66 Motion:** Mark Matejka moved that Ponoka FCSS purchase tickets to a maximum of \$400.00 to support the HAFLA event to come from ineligible funds. **Carried**

**K. Ponoka Secondary Campus Grant Applications \$10,000 and \$2,500 Requests:** Board discussed the grant applications.

**19-67 Motion:** Alana Cissell moved that Ponoka FCSS provide funds to a maximum of \$10,000.00 for the 2019/2020 academic year for the proposed dance option to come from ineligible funds. **8 Opposed Defeated**

**19-68 Motion:** Alana Cissell moved that Ponoka FCSS provide funds to a maximum of \$2,500.00 to cover cost of dance instructor for the proposed dance option to come from ineligible funds. **8 Opposed Defeated**

**L. PCN Emergency Fund:** Historically FCSS managed this fund and was utilized for items such as emergency food, transportation, clothing and lodging. The Primary Care Network now administers the funds and FCSS has previously provided financial support.

**19-69 Motion:** Mark Matejka moved that Ponoka FCSS provide funds to the Emergency Fund in the amount of \$5,000.00 to come from ineligible funds. **Carried**

## **6.0 Correspondence**

- A. Prostate Cancer Centre thank You Letter and Certificate
- B. Various Thank You Cards

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

Submitted in October as Strategic Retreat will update Board

## **8.0 Program Coordinators Report**

Submitted in October as Strategic Retreat will update Board

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

Submitted in October as Strategic Retreat will update Board

## 10.0 Committee Reports

### 10.1 Finance - Lauraine - Chair

Financials presented – April, May and June 2019

**19-70 Motion:** Tamara Armitage Cline moved to approve April 2019 financials as presented. **Carried.**

**19-71 Motion:** Lynn Lawrence moved to approve May 2019 financials as presented. **Carried.**

**19-72 Motion:** Kevin Ferguson moved to approve June 2019 financials as presented. **Carried.**

### 10.2 Policy & Guidelines – Lauraine Weir - Chair

### 10.3 Human Resources – Doug – Chair

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

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

Minutes Attached in Board Packages

### 10.6 PR & Advertising – Mark – Chair

## 11.0 Family Therapist Report (Report Submitted Alternating Months)

Report attached

## 12.0 Schedule Committee Meetings:

QI Meeting October 8<sup>th</sup>, 2019 at 1:30 pm

## 13.0 Next Meeting:

The next regularly scheduled board meeting will be held October 21st, 2019 at 4:30 p.m. at the Ponoka FCSS Board Room.

The AGM will be held prior to the regular October meeting at 4:00 p.m. at the Ponoka FCSS Board room.

**19-73 Motion:** Lynn Lawrence moved to adjourn the meeting at 10:14 a.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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