



Ponoka Family & Community Support Services

Board Meeting Minutes

September 16, 2022

Present: Lynn Lawrence (Chairperson), Gerry McCracken (Member at Large), Ed Seto (Member at Large), Debby Grant (Vice-Chair), Mark Matejka (County of Ponoka Rep), Shannon Boyce-Campbell (Executive Director)

Regrets: Alana Cissell (Member at Large), Sandra Lyon (Town of Ponoka Rep),

Guests: Marvin Beier, Dennie Hycha, Audrey Viele, Kerry Robideau and Shelly Van Eaton

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order by Lynn Lawrence, Chairperson at 7:41 pm at the Olds Pomeroy Hotel Boardroom.

1.0 Approval of Agenda

22-45 Motion: Ed Seto moved to approve the agenda with additions of 5H: Shoppers Drug Mart and 5I: October AGM **Carried.**

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

None to Declare

3.0 Approval of Minutes – June 13, 2022

22-46 Motion: Gerry McCracken to approve the June 16, 2022; minutes as presented. **Carried.**

4.0 Business Arising

4.1 Ratify online votes initiated and completed July 9th and 13th, 2022 for approval of Client and Staff Grievance Procedure, AHS Communication Plan and Documentation, Receipt of Service Authorization, Employee Placement, FCSS Communication Policy, Employee Communicable Disease, and Immunization Policy:

22-47 Motion: Mark Matejka moved to approve ratifying the policies listed above and as previously voted and approved via email. **Carried.**

4.2 Levi Busat/FCSS Scholarships Updates: The Executive Director reported on the successful applicants and the presentations at local school's award ceremonies.

4.3 FCSSAA Provincial Conference November 16-18, 2022, West Edmonton Mall: Rooms have been booked so if any members are interested in attending, they can let the Executive Director know as soon as possible. Lynn, Mark, Gerry, and Wes have confirmed so far. Potential new board members expressed their interest and will confirm with the Executive Director.

4.4 Mileage Review: Discussed and no change at this time. To be reviewed again in 3 months.

5.0 New Business

5.1 Truth and Reconciliation Day: Board discussed possible ways to recognize this day such as giving candles to be lit in recognition, along with a note from FCSS.

5.2 Canada Helps: Verbal discussion with Board members for the setup of the online donation platform.

5.3 Ponoka Ag Event Centre Society – 2022-2023 Winter Barrel Series – \$3000 ask:

22-49 Motion: Debby Grant moved to approve the grant application in the amount of \$3000.00 to come from ineligible funds. **1 Opposed 4 approved Carried.**

5.4 Letter Concerning Alberta Works from Executive Director: For information only. The letter has been sent to the municipal level, the Minister of Community and Social Services as well as the regional and provincial FCSSAA. It is expected a resolution will be brought forth at the Conference in November, as many FCSS's have like concerns.

5.5 Festival of Trees 2022-First week of December:

22-50 Motion: Mark Matejka moved to approve funds in the amount of \$3000.00 to sponsor the Seniors Tea event to come from ineligible funds. **Carried.**

5.6 50th Anniversary: The Executive Director informed the board that the Ponoka FCSS 50th Anniversary is fast approaching and that considerations should be made for funding the celebration and planning for it in 2024.

5.7 Nomination for Community/Service Group of the Year: The Executive Director informed the board that Ponoka FCSS was nominated for an award through the Chamber of Commerce. If FCSS becomes one of the final three contestants, we will receive complimentary tickets for the ceremony.

5.8 Shoppers Drug Mart Presentation: Shoppers hosted a Kids Carnival during Stampede and raised \$840.50 to be donated to the FCSS Cancer Fund.

5.9 FCSS October AGM: As two of the three potential new board members may not be able to attend the upcoming AGM, they have communicated their consent to allow their names stand if nominated.

22-51 Motion: Ed Seto moved to support the request of the potential board members to permit their names stand, if nominated in their absence. **Carried.**

6.0 Correspondence – None

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 – Alana Cissell – Chair**
 - 10.3 Human Resources – Lynn Lawrence – Chair**
 - 10.4 OH&S – Shannon Boyce-Campbell – Chair**
 - 10.5 Quality Improvement – Amy MacCallum/Mellissa Moench – Co-Chairs**
 - 10.6 PR & Advertising – Mark Matejka – Chair**
- 11.0 Family Therapist/Play Therapists/Mediation Reports** – Submitted and discussed.
- 12.0 Schedule Committee Meetings:** Nothing currently scheduled
- 13.0 Next Meeting:** October 17th at the Ponoka FCSS Boardroom
- 22-52 Motion:** Debby Grant moved to adjourn the meeting at 9:08 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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