



## Ponoka Family & Community Support Services

Board Meeting Minutes  
March 17, 2025

- Present:** Marvin Beier (Member at Large), Dennie Hycha (Member at Large - Chairperson), Sandra Lyon (Town of Ponoka Representative), Karin Star (Member at Large), Audrey Velie (Member at Large – Vice Chairperson), Hannah Barrett (Member at Large), Shelly Brake (Member at Large), Adam Smith (Member at Large), Shannon Boyce-Campbell (Executive Director)
- Regrets:** Mark Matejka (Ponoka County Representative)

**Recording Secretary:** Donna Davies

The meeting was called to order by Dennie Hycha, Chairperson, at 5:15p.m. at the Ponoka FCSS Boardroom.

### 1.0 Approval of Agenda:

**25-25 Motion:** Moved by Sandra Lyon, seconded by Marvin Beier that the agenda for the current March 17, 2025, meeting be adopted as circulated. **Carried.**

**2.0 Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived):** None to Declare

### 3.0 Approval of Meeting Minutes – February 10<sup>th</sup>, 2025

**25-26 Motion:** Moved by Adam Smith, seconded by Sandra Lyon that the minutes for February 10<sup>th</sup>, 2025, be approved as presented. **Carried.**

### 4.0 Financial Reports and Financial Decision Making:

**4.1 Finance Committee Report:** Marvin Beier, finance committee chairperson, reviewed the November and December 2024 summary information, and financial statements prepared by the Financial Controller. The Board of FCSS directed the Executive Director to develop a framework for allocation of community investment funds (grants) as per discussion.

**25-27 Motion:** Moved by Marvin Beier, seconded by Sandra Lyon to accept the November 2024 and December 2024 financial reports as presented. **Carried.**

### 4.2 Financial Decision Making:

- 1. Ponoka Jubilee Library Previous Funding Report:** Ponoka Jubilee Library submitted their funding report to fulfill the terms of the grant application. The board queried how programs were defined by the Library and directed the Executive Director to inquire.

**25-28 Motion:** Motion: Moved by Marvin Beier, seconded by Adam Smith to approve the funding report submitted by the Ponoka Jubilee Library in fulfillment of their grant obligations. **Carried.**

**2. Food Security Funding from 2024 Empty Bowls Proceeds:** The proceeds from the 2024 Empty Bowls event was discussed and the amount of three thousand dollars (\$3,000.00) was presented for local food security investment.

**25-29 Motion:** Moved by Adam Smith, seconded by Hannah Barrett that the three thousand dollars (\$3,000.00) be divided and donated to the Ponoka Food Bank (\$1,500.00) and fifteen hundred dollars be donated (\$1,500.00) to the Ponoka Jubilee Library Food-Security Program. **Carried.**

**3. Scholarship Expansion:** The Board discussed a possible need for additional FCSS scholarships, that would reflect additional local industries and employers in the community, such as agriculture and environmental sectors. The Board instructed the Executive Director to determine what scholarships are currently available locally, including those for adult education pursuits intended to improve employability and/or re-entry into the workforce.

#### **4. Business Arising and Recurring Updates:**

**Renovation Plan:** Blueprints for the planned renovation were developed in 2021. Possible changes to the 2021 blueprints were reviewed. The Board identified that further discussion needs to occur and that the landlord be included, to determine costs and future rent rates. The Board requested that the Executive Director provide the board with updated costs of a revised blue print and a timeline for completing of same.

**25-30 Motion:** Moved by Sandra Lyon; seconded by Shelly Brake that the architect who provided the 2021 blueprints for the renovation update the blueprints to incorporate the changes as outline using ineligible funds. **Carried.**

#### **5.0 New Business:**

**6.1 Executive Directors Report:** Shannon Boyce reviewed information within her report and highlighted topics such as FCSS funding under the current government, Accreditation which is now scheduled for April 2026 and the Dementia Presentation scheduled for March 28<sup>th</sup>.

**6.2 Rising Sun Clubhouse Defunding Implications:** Information was provided regarding the current advocacy work being done for the Rising Sun Clubhouse Society. The Board discussed the implications for Ponoka FCSS, in the event of the RSCH closing and the impact it will have on their membership.

**6.3 Field Staff Check-in Survey:** Although there was a low response rate, it did indicate that staff are fairly pleased with the communication of from the FCSS Admin team and find that it has value. The areas that require improvement would be that there would be less "all staff" emails as they do not apply to each staff member. The survey was included in the Board Package for review.

# Minutes

**6.0 Consent Agenda:** The board reviewed information within the consent agenda and discussed the decreased number of individuals accessing family counseling. The board inquired as to the support for farmers and those living in rural areas, as they navigate mental health. It was also mentioned how busy the Canada Volunteer Income Tax Program (CVITP) is this time of year. It was also noted that Lifeline now rents the equipment rather than FCSS having to purchase. This is beneficial as the technology quickly changes.

**6.1 Administrative Reports & Information:**

- A. Program Coordinator Report
- B. Family Counselling Report
- C. Home Care Assistant Managers Report
- D. Executive Assistant QI Report

**7.2 General Correspondence:** None to report.

**7.0 Board Committee Business**

- 7.1 Policy & Guidelines:** No updates.
- 7.2 Human Resources:** No updates.
- 7.3 Quality Improvement/OH&S/Ethics:** No concerns to discuss.
- 7.4 PR & Advertising:** No updates to report.
- 7.5 Scholarship Committee:** No updates to report.

**9.0 Next Meeting:** The next board meeting will be on Monday April 14<sup>th</sup>, 2025, in the Ponoka FCSS Boardroom.

**25-31 Motion:** Moved by Karin Star to adjourn the regular FCSS board meeting at 7 p.m. **Carried.**

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Chairperson  
Dennie Hycha

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Donna Davies

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

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