



## Ponoka Family & Community Support Services

Board Meeting Minutes  
January 13, 2025

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

**Regrets:** Hannah Barrett (Member at Large), Shelly Brake (Member at Large)

**Recording Secretary:** Mellissa Moench (Executive Assistant)

The meeting was called to order by Dennie Hycha, Chairperson, at 5:42 p.m. at the Ponoka FCSS Boardroom.

**1.0 Approval of Agenda:** Amendment to agenda to remove the duplication of discussion Item 5J: *Strategic Plan 2024-26* and to add Item 5J: *Meeting Quorum*.

**25-01 Motion:** Moved by Sandra Lyon that the agenda for the current January 13<sup>th</sup>, 2025, meeting be adopted as amended. **Carried.**

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

**3.0 Approval of Meeting Minutes – November 27, 2024.**

**25-02 Motion:** Moved by Adam Smith that the minutes for November 27, 2024, be approved as presented. **Carried.**

**4.0 Business Arising**

**4A. Grant Application – JJ Collett Nature Area:** Jack Surbey presented the board with additional information that was not included in the original grant application reviewed at the November 2024 meeting. He also addressed the board's questions regarding the project, associated costs, and potential additional funding sources. The project aims to enhance accessibility within the nature area by providing wheelchair-accessible trails. The board reviewed and discussed.

**25-03 Motion:** Adam Smith motioned to support the JJ Collett Nature Area Grant Application in the amount of twenty-one thousand dollars (\$21,000.00) to come from ineligible funds. **Carried.**

**4B. Grant Application – Elementary School:** Application from the Ponoka Elementary school for a Girls Empowerment Program

**25-04 Motion:** Sandra Lyon motioned that the grant application by the Ponoka Elementary school for girl's empowerment program resources and guest speakers be approved for three thousand one hundred dollars (\$3,100.00) coming from eligible funds. **Carried.**

## 5.0 New Business

- 5A. **Executive Directors Report:** Shannon Boyce reviewed information within her report and highlighted topics such continuous Human Resources issues requiring her attention and the amount of time it takes to resolve any issues.
- 5B. **Ponoka Homelessness:** Information regarding the number of people accessing resources as well as the types of resources given by FCSS was discussed by the board.
- 5C. **Grant Application – Ponoka Golf Club:** An application was received in the amount of three thousand dollars (\$3,000.00) from the Ponoka Golf Club for the purpose of the 2025 Ponoka Junior Golf Program, allowing youth in the community to access lessons and required equipment at no cost.

**25-05 Motion:** Marvin Beier moved to approve the grant application from the Ponoka Golf Club for the Junior Golf Program in the amount of three thousand dollars (\$3,000.00), to be allocated from ineligible funds. Approval is contingent on the inclusion of specific outcome measures in the final program report, including the number of participants who start the program and the number of youths who follow through with completion of the program. **Carried.**

- 5D. **Sponsorship Package – Ponoka Stampede Association:** Information regarding 2025 Partnership and Sponsorship opportunities was received from the Ponoka Stampede association. The board reviewed the package and discussed.

**25-06 Motion:** Marvin Beier motioned that Ponoka FCSS continue to support the Ponoka Stampede Association by sponsoring the 2025 Stampede Kiddies Day in the amount of four thousand one hundred dollars (\$4,100.00) coming from ineligible funds. **Carried.**

- 5E. **2025 Beef 4-H Sponsorship:** Information received on sponsorship packages for the Ponoka District 4-H Beef show and sale occurring in May.

**25-07 Motion:** Moved by Mark Matejka to support the 2025 Ponoka District 4-H Beef Show and Sale by purchasing the Friends of 4H sponsorship package in the amount of one hundred dollars (\$100.00) from ineligible funds. **Carried.**

- 5F. **Old iPads – Dispersal Decision:** Discussion by the board regarding the use of the iPads formerly used for meetings. The decision was made to distribute iPads to Handivan Board members who wish to use them, to administrative employees who could utilize them in their roles, and to sell iPads remaining for market value.

- 5G. **Strategic Direction 2024-26:** A preliminary copy of the Strategic Plan for 2024-26 was shown to the board highlighting the new appearance and arrangement of the plan. A completed draft will be presented to the board at the next regular meeting.

- 5H. **HR Staffing Portals:** Shannon Boyce-Campbell presented information regarding current Human Resources (HR) inefficiencies and the necessity of implementing some form of HR software to improve administrative processes. Mellissa Moench provided the board with a comparison of four different software options, outlining how each could benefit the administrative staff, the primary goal in which, is to enhance efficiencies and reduce the time spent on tasks such as payroll, scheduling, and onboarding. The board engaged in a discussion on the topic.

**25-08 Motion:** Moved by Marvin Beier that the Executive Leadership Team, with the assistance of the Human Resources Committee, be authorized to purchase Human Resources software of their choosing at a cost not exceeding \$1,500 per month plus GST, with the contract type and length to be determined at their discretion. **Carried.**

**5I. Timesheets/Mileage/Pay Methods:** Shannon Boyce-Campbell reviewed the current Ponoka weekday morning shift timesheets and mileage sheets and explained how the system no longer aligns with the Home Care contract and billing processes. The board reviewed and discussed.

**5J. Meeting Quorum:** Meeting quorum challenges were brought up by board chairperson, Dennie Hycha, and members were reminded of the importance of meeting attendance along with the option for virtual attendance if required.

**6.0 Consent Agenda:** The board reviewed information within the consent agenda.

**6.1 Administrative Reports & Information:**

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

**6.2 General Correspondence**

- A. Holiday Cards

**7.0 Board Committee Business**

**7.1 Finance:** Several finance committee related items noted, including the need for the creation of framework specific to grant allocations.

- A. Financial Report:** August 2024

**24-09 Motion:** Marvin Beier motioned to accept the financial reports for August 2024 as presented. **Carried.**

**7.2 Policy & Guidelines:** No updates.

**7.3 Human Resources:** Committee continues to meet as required and support the Executive Director with ongoing HR concerns.

**7.4 Quality Improvement/OH&S/Ethics:** No concerns to discuss. The committee will meet again January 27, 2025, at 12:00pm.

**7.5 PR & Advertising:** No updates to report.

**7.6 Scholarship Committee:** No updates to report.

**8.0 Next Meeting:** Monday, February 10th, 2025, at the Ponoka FCSS Boardroom

**24-10 Motion:** Marvin Beier moved to adjourn the regular FCSS board meeting at 7:27pm. **Carried.**

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Chairperson  
Dennie Hycha

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Mellissa Moench

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

# Minutes

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