



Ponoka Family & Community Support Services

Board Meeting Minutes

February 9, 2026

Present: **Marvin Beier** (Member at Large), **Shelly Brake** (Member at Large), **Dennie Hycha** (Member at Large - Chairperson), **Sandra Lyon** (Town of Ponoka Representative), **Mark Matejka** (Ponoka County Representative), **Karin Star** (Member at Large), Shannon Boyce-Campbell (Executive Director), Mellissa Moench (Executive Assistant)

Regrets: Hannah Barrett (Member at Large), Adam Smith (Member at Large), Audrey Velie (Member at Large – Vice Chairperson)

Recording Secretary: Mellissa Moench (Executive Assistant)

The meeting was called to order by Dennie Hycha, Chairperson, at 5:02 p.m. at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda:

26-10 Motion: Moved by Karin Star, seconded by Sandra Lyon, that the agenda be approved 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 – January 19th, 2026

26-11 Motion: Marvin Beier moved that the minutes of January 19, 2026, Board meeting be approved as presented. Second by Sandra Lyon. **Carried.**

4.0 Financial Reports and Financial Decision Making:

4.1 Finance Committee Reporting:

A. **MNP Updates:** Shannon Boyce-Campbell provided a verbal update regarding rollout of the new payroll and accounting systems currently being implemented at the office.

4.2 Financial Decision Making:

A. **BB/BS Bowl for Kids:** The Board was presented with the opportunity to sponsor the annual Big Brothers, Big Sisters ‘Bowl for Kids’ fundraising initiative.

26-12 Motion: Mark Matejka moved that Ponoka FCSS sponsor ‘*Bowl for Kids*’, in the amount of one thousand dollars (\$1,000.00), with discretion regarding allocation between teams and sponsorship to be delegated to the administrative team. Funds to be allocated from Eligible Funds. Second by Shelly Brake. **Carried.**

- B. Market Review Retirement Plans:** Shannon presented information regarding employee RRSP retirement plan options and reviewed the associated employer and employee costs for various retirement plan structures and contribution models. The Board requested that additional information outlining the monthly and annual cost implications for employees be provided, and that staff feedback be gathered and reported back prior to any decisions being made. A report will be brought forward at the March meeting.
- C. Grant Application – Ponoka Secondary Campus:** Board members reviewed the application requesting seven hundred and fifty dollars (\$750.00) for a student trip to the Edmonton Citadel Theatre.

26-13 Motion: Moved by Mark Matejka, seconded by Shelly Brake, that the application from the Ponoka Secondary Campus be approved in the amount of seven hundred and fifty dollars (\$750.00), from non-eligible funds, with the stipulation that the funds be used to cover a portion of program fees rather than bussing costs. **Carried.**

- D. Stampede Board Grant Letter:** For information. Shannon reviewed correspondence from the Stampede Board reporting on their 2025 funding request for Kiddies Day and advising that a new application will be submitted for this year's event.

5.0 Business Arising and Recurring Updates:

- A. Renovation Updates:** A verbal report was provided on the status of renovations. Drawings have been submitted to the construction company. Questions are anticipated but have not yet been received.
- B. Ponoka Jubilee Library Report:** The report was received and reviewed. The Board noted strong participation in programming and expressed appreciation for the level of community engagement.

6.0 New Business:

- A. Executive Director Report:** The Executive Director provided an overview of the report for board discussion.
- B. Gardens and Butterflies:** Board members discussed continued support of the Agricultural Society's annual "How Does Your Garden Grow" program. Consensus was to continue supporting the initiative and await submission of a funding request.
- C. Navigation Pop-Up:** Shannon Boyce informed the Board of a recent meeting with Carla Lloyd (Town of Ponoka) and Amanda Henderson (Rising Sun) regarding partnership opportunities for a community navigation pop-up event. The event will highlight programs, services, and agencies supporting vulnerable populations and is scheduled for March 27 at the United Church.

- D. **Board Member Risk and Hazard Assessment:** Board members were asked to complete a position-specific hazard and risk assessment identifying current mitigation strategies and any additional actions to reduce risk. To be reviewed at the next meeting.

7.0 Consent Agenda: Consent Agenda items were reviewed individually prior to meeting.

7.1 Administrative Reports & Information:

- A. Family Counselling Reports
- B. Home Care Assistant Managers Report
- C. HR Coordinator Report
- D. Program Coordinator Report
- E. Silver Lining / Community Navigator Report
- F. Quality Improvement – Executive Assistant Report
- G. QI, OH&S, Ethics Meeting Minutes

7.2 General Correspondence:

- A. Ponoka Seniors Drop-In Letter

Items Pulled for Discussion:

- **Family Counselling Reports:** Shannon advised that the requested information is generally included in reports but not currently presented in an easily interpreted format. Meetings have been held with members of the Family Counselling team to review board reporting expectations and offer support to set up an easy to manage system. Data from 2023 to present is currently being analyzed to improve the organization and clarity of reporting. An updated report will be presented at the March meeting.
- **Reporting:** The Board requested that staff use specific numerical data rather than general terms such as “several” or “many,” to better support tracking and trend analysis.
- **Men’s Shed:** Discussion included potential partnerships with the Drop-In Centre or Legion. If participants build cornhole boards, consideration should be given for finding ways which allow participants to use their boards, such as the possibility of a membership to a team, or hosting ongoing games or tournaments.
- **Ponoka Senior Drop-In Centre:** Shannon reviewed the letter with the board thanking them for their funding contribution.

8.0 Board Committee Selection: Mellissa Moench distributed updated committee lists and contact information prior to the meeting. No additional discussion occurred.

9.0 Next Meeting: The next regular board meeting will be held on Monday, March 9, 2026, in the Ponoka FCSS Boardroom.

26-14 Motion: Moved by Sandra Lyon that the regular FCSS board meeting be adjourned at 6:39p.m. Second by Marvin Beier. **Carried.**

Minutes

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Mellissa Moench

Date Approved: _____

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