



Ponoka Family & Community Support Services

Board Meeting Minutes

December 15, 2025

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

Regrets: Adam Smith (Member at Large), Hannah Barrett (Member at Large), Mark Matejka (Ponoka County Representative)

Recording Secretary: Mellissa Moench (Executive Assistant)

The meeting was called to order by Dennie Hycha, Chairperson, at 5:53 p.m. at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda: An amendment to the meeting agenda was made to move item **6D: Security Upgrade Quote** to the Finance section of the meeting and re-label it as item **4.2D**. It was also agreed that the Finance reporting item **4.1B: MNP Financial Function Review Update** would be discussed as the final item on the agenda.

25-76 Motion: Moved by Marvin Beier, seconded by Karin Star, that the agenda for December 15, 2025, meeting be adopted as amended and discussed. **Carried.**

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

3.0 Approval of Meeting Minutes – October 20th, 2025

25-77 Motion: Moved by Audrey Velie that the minutes of the October 20, 2025, meeting be approved as circulated. Second by Sandra Lyon. **Carried.**

4.0 Financial Reports and Financial Decision Making:

4.1 Finance Committee Reporting:

A. Financial Reports: Draft financial statements to October 2025 were provided to board members for information.

B. Community Investment Framework: This recurring item remains on the agenda to ensure the Board maintains focus on its obligation. The item was not discussed at today's meeting; however, it will continue to remain on the agenda and be tabled until finalized.

Minutes

- C. **MNP Financial Function Review Update:** This item was discussed last on the agenda, immediately prior to Section 9.0 and final adjournment. Refer to the detailed minutes report below.

4.2 Financial Decision Making:

- A. **Ponoka County Letter:** A letter was from Ponoka County received from Ponoka County confirming approval of Ponoka FCSS's 2026 operating budget funding request in the amount of forty-one thousand, nine hundred and fourteen dollars (\$41,914.00).
- B. **Ponoka Drop-in Centre Grant Application – ask \$24,000:** A large grant application was received from the Ponoka Drop-In Centre requesting funding for accessibility and security upgrades to the facility. The application was reviewed and discussed by the Board.

25-78 Motion: Audrey Velie moved that the funding application from the Ponoka Drop-in Centre be approved in the amount of twenty-four thousand dollars (\$24,000.00) to come from ineligible funds. Seconded by Marvin Beier. **Carried.**

- C. **Community Christmas Funding Application – Ask \$3,000:** A small grant application was received from Ponoka community volunteers requesting funding assistance to support costs associated with hosting the Town's annual Community Christmas event. The application was reviewed and discussed.

25-79 Motion: Moved by Shelly Brake that the funding request for the 2025 Community Christmas be approved for three-thousand dollars (\$3,000.00) from eligible funds. Seconded by Audrey Velie. **Carried.**

- D. **Security Upgrade Quote - East Bay:** This item was moved on the agenda from Section 6.D to Section 4.2.D. As renovations commence, additional security measures are required in the East Bay. The Board reviewed a quote from Phase 3 Security to install additional cameras and motion detectors in that area.

25-80 Motion: Moved by Marvin Beier that the building's security system be upgraded to include the East Bay, as quoted, in the amount of three thousand and eighty-one dollars (\$3,081.00), plus GST. Seconded by Shelly Brake. **Carried.**

5.0 Business Arising and Recurring Updates:

- A. **Ratify Online Motion – Financial Services Support from Rowland & Parker LLP:** The Board ratified an online motion made on June 25, 2025, authorizing Rowland & Parker LLP to provide financial support services, including data entry, payroll, and invoicing, to assist the FCSS financial department. The original motion and ratification vote are recorded as follows:

25-81 Motion: Moved by Marvin Beier that the Executive Director hire Rowland Parker LLP to assist with bookkeeping and provide other financial support such as data entry, payroll and invoicing as needed for the next eight (8) weeks with the total cost not to exceed fifteen thousand dollars (\$15,000.00). Second by Dennie Hycha. **Carried.**

- B. Ratify Online Motion - 4th Personal Funding Application:** The Board ratified an online motion made on October 29, 2025, approving a fourth personal funding application due to extenuating circumstances in the amount of five hundred dollars (\$500.00). The original motion and ratification vote are as follows:

25-82 Motion: Moved by Adam Smith that the fourth personal funding application be approved in the amount of five hundred dollars (\$500.00), to be funded from FCSS general donation funds. Seconded by Shelly Brake. **Carried.**

- C. Ratify Online Motion – First Aid and CPR Training Supplies:** The Board ratified an online motion made on November 11, 2025, to purchase new First Aid and CPR training supplies for the Education RN, replacing outdated equipment currently in use. The original motion and ratification vote are as follows:

25-83 Motion: Moved by Sandra Lyon that a Red Cross CPR and First Aid Starter Kit be purchased at a cost of five thousand, five hundred dollars (\$5,500.00), with funds to be allocated from Home Care funds. Second by Dennie Hycha. **Carried.**

- D. Guardian 14 Society:** An original funding application was received from the Guardian 14 Society and was reviewed by the Board in October 2025, at which time the motion was denied. Additional information was subsequently presented to the Board following further discussion with members of the RCMP. After review and discussion, the Board confirmed that its decision to decline funding support stands, and no further information is required.
- E. Ponoka & District Health Foundation:** A financial report for the *Ponoka and District Health Foundations* Senior Tea event was presented to the board for information.
- F. Renovation Update (verbal):** For information only. The board received information on the current stage of the renovation project preparation.

6.0 New Business:

- E. Recovery Alberta Conference:** Tabled to next meeting.
- F. Community Garden - Water Tank Support Resurfacing & Thank-you to Jack:** Tabled to the next meeting.
- G. Home Support Team Lead:** The position was approved on a temporary basis until December 31, 2025. The Board discussed the ongoing need for the position and requested additional information prior to considering approval as a permanent position

going forward. This matter will be brought forward again for discussion in January, at which time further information will be provided and presented.

- H. **Security Upgrade Quote - East Bay:** Item moved within agenda to 4.2D.
- I. **Cell Phone Policy:** The cell phone allowance policy was updated. The board tabled the discussion and will review at the regular January meeting.
- J. **In Memory of Kathy Matejka:** The Board discussed ways to honor Kathy Matejka's memory and to support her family. Following discussion, it was agreed that a donation would be made in her memory to the cancer fund.

25-84 Motion: Moved by Shelly Brake that Ponoka Family and Community Support Services donate five hundred dollars (\$500.00) to the FCSS internal cancer fund, in memory of Kathy Matejka, with funds to be allocated from ineligible funding.
Carried.

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

7.1 Administrative Reports & Information:

- A. Family Counselling - Grief/Bereavement Support Group Poster
- B. Home Care Assistant Managers Report (October 2025 Information)
- C. Executive Assistant Report – Quality Improvement (Oct/Nov Info)
- D. Silver Lining/Community Navigator Report

7.2 General Correspondence:

- A. **Town of Ponoka Letter:** Council Committee Appointments – Sandra Lyon continues to be the representative for the Town of Ponoka.
- B. **Ponoka County Letter:** Council Committee Appointment – Mark Matejka will continue to represent Ponoka County.
- C. **Thank-You Card:** Kimes Ranch Runaway Slot Race

Board members were also provided with a copy of the 2024 FCSS Annual Impact Report.

25-85 Motion: Moved by Audrey Velie and seconded by Karin Star, that the consent agenda and all items contained within be accepted as information as circulated. **Carried.**

8.0 Board Committee Business: The review of board committee selections has been tabled to the next regular meeting.

4.1 Finance Committee Reporting - MNP Financial Function Review: Board Members considered the *MNP Financial Function Review* and discussed recommendations.

25-86 Motion: On motion of Sandra Lyon, seconded by Marvin Beier, the board went into an in-camera session at 6:41pm. **Carried.**

25-87 Motion: On motion of Shelly Brake, seconded by Sandra Lyon, the board came out of the in-camera session at 8:32pm. **Carried.**

Minutes

25-88 Motion: Marvin Beier motioned that the Ponoka FCSS Executive Director advise the Financial Controller to provide the FCSS finance committee with a preliminary 2026 budget by January 31st, 2026, and a finalized budget by February 28th, 2026. Seconded by Sandra Lyon. **Carried.**

25-89 Motion: Marvin Beier motioned to accept the MNP Charity Tax Memo provided by Haley Maschek and adopt the recommendations out of Section 3 of the Summary. Seconded by Audrey Velie. **Carried.**

25-90 Motion: Motioned by Marvin Beier, seconded by Shelly Brake, that Ponoka FCSS Home Care operations be considered '*related business*' as per the board discussion based on the review of MNP input regarding related and unrelated business. **Carried.**

Karin Star left the regular board meeting at 7:46pm.

25-91 Motion: Motioned by Marvin Beier, seconded by Sandra Lyon, that the board accept the Financial Function Review provided by MNP. **Carried.**

25-92 Motion: Motioned by Marvin Beier, seconded by Shelly Brake, that Ponoka FCSS contract a third party to implement the recommendations and transitions plan provided by MNP within the Financial Function Review. **Carried.**

9.0 Next Meeting: The next regular board meeting will be held on Monday, January 19, 2025, in the Ponoka FCSS Boardroom.

25-93 Motion: Moved by Audrey Velie that the regular FCSS board meeting be adjourned at 8:50p.m. **Carried.**

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Mellissa Moench

Date Approved: _____

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