



Ponoka Family & Community Support Services

Board Meeting Minutes

October 20, 2025

Present: **Hannah Barrett** (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), Shannon Boyce-Campbell (Executive Director), Wes Allan (Financial Controller), Mellissa Moench (Executive Assistant)

Regrets: **Marvin Beier** (Member at Large), **Adam Smith** (Member at Large), **Karin Star** (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 5:56 p.m. at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda:

25-68 Motion: Moved by Shelly Brake that the agenda for the October 20, 2025, meeting be adopted as presented. **Carried.**

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

3.0 Approval of Meeting Minutes – September 8th, 2025

25-69 Motion: Moved by Shelly Brake that the minutes of the September 8, 2025, meeting be approved as presented. **Carried.**

4.0 Financial Reports and Financial Decision Making:

4.1 **Finance Committee Report:** Information provided by Shannon Boyce, Wes Allan, and Dennie Hycha.

A. **Community Investment Framework:** Allocation framework established; further options and cost analysis to be presented and reviewed at next meeting to allow for decisions before year-end.

B. **MNP Financial Function Review Update:** For information only. The review is expected to be submitted soon and will be reviewed at the next board meeting

4.2 Financial Decision Making:

Minutes

- A. A. Ponoka Youth Centre – Funding Application – ask \$15,000:** Large Grant application received by the Ponoka Youth Centre asking for funds to assist with a small part of the costs associated to repair a section of the buildings roof.

25-70 Motion: Moved by Mark Matejka that the funding application received by the Ponoka Youth Centre for fifteen thousand dollars (\$15,000.00) be approved. 1 in favor, 4 opposed. **Motion Defeated.**

- B. Guardian 14 Grant Application – ask \$2332.88:** A small grant application was received by the volunteer community patrol group requesting funding for a rapid response 2-way radio system. The application was reviewed and discussed.

25-71 Motion: Mark Matejka moved that the funding application from Guardian 14 be approved for two-thousand, three-hundred and twenty-two dollars and eighty-eight cents (\$2,322.88). All opposed. **Motion Defeated.**

- C. JJ Collett Handicapped Access Trail (\$21,000):** For board information – When the original motion was made to fund the project on January 17, 2025, funds were held until permits and other funds needed were obtained. This has been completed, and a cheque will now be written.

- D. Cirque Holiday Proposal:** Trip proposal and funds request submitted to the board by the FCSS Program Coordinator. Board reviewed and discussed.

25-72 Motion: Hannah Barrett motioned to approve the event and proposed costs associated, in the amount of six thousand, five hundred and thirty dollars (\$6,530.00). **Carried.**

- E. Proposed Speaker Jess Holmes Comedian, Author and Mental Health Advocate:** Information and proposed budget submitted by FCSS Program Coordinator for board review. Discussed.

25-73 Motion: Moved by Sandra Lyon that the proposed event and budget be approved for ten-thousand dollars (\$10,000.00). All opposed. **Motion Defeated.**

- F. Nitro Circus Motocross Event:** Budget approval and event information submitted by FCSS Program Coordinator. The event was discussed; however, there was insufficient information, and no motion was made. The board agreed to reconsider the request when additional information is available.

- G. Town and County 2026 – 2028 Budget:** For Board Information Only. Shannon informed the board that a 2026 draft budget and annual funding requests have been submitted to the Town of Ponoka and Ponoka County. In-person presentations will take place in November as in previous years.

5.0 Business Arising and Recurring Updates:

- A. Renovation Update (verbal):** For information only. The board received information on the current stage of the renovation project preparation.

- B. **November 10 meeting date and availability:** Discussion of possible postponement of the next scheduled board meeting in November. Board decision to hold the meeting on Monday December 15th, 2025.
- C. **Board Xmas Event:** Board Chairperson will host a Christmas event for board members, and a date has been set.
- D. **Organization Donation Allocation from Board Members:** For several years, Ponoka FCSS has donated to each Board Member's chosen charity, instead of providing Board member Christmas gifts. Board members are asked to submit their charity of choice to Mellissa Moench so that cheques can be issued on their behalf before the end of December 2025.

6.0 New Business:

- A. **Executive Directors Report:** Shannon Boyce-Campbell provided verbal updates in addition to her submitted written report.
- B. **Recovery Alberta Conference:** Tabled to next meeting.
- C. **Policy Package for Approval:** A policy package was presented for review and approval. Policies included *Portability, Mileage Reimbursement, and Cell Phone Allowance*.

25-74 Motion: Moved by Shelly Brake that the policy package be approved as presented.
Carried.

- D. **Staff Compensation and Appreciation Letter:** Shannon Boyce reviewed results of the survey given to staff regarding preferred methods of compensation and recognition. Additional data will be gathered and presented at the next meeting.

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

7.1 Administrative Reports & Information:

- A. Program Coordinator Report
- B. Family Counselling Report
- C. Home Care Assistant Managers Report
- D. Executive Assistant Report – Quality Improvement
- E. Executive Assistant Report – Alberta Health Audit Evidence & Results
- F. Silver Lining/Community Navigator Report – None submitted
- G. Global Workforce Survey & Board Governance Survey
- H. Agency Program Survey Results (Client Satisfaction Survey) Ponoka Lodge and Community, Wetaskiwin Community
- I. Evaluation Report Phase 1 & 2 of Healthy Aging Alberta (Silver Lining)

7.2 General Correspondence: None to review

8.0 Board Committee Business: Board Committee sign-up sheets will be circulated via email, and final committee appointments will be announced at the next meeting.

Minutes

9.0 Next Meeting: The next regular board meeting will be held on Monday, December 15, 2025, in the Ponoka FCSS Boardroom.

25-75 Motion: Moved by Sandra Lyon that the regular FCSS board meeting be adjourned at 7:34p.m. **Carried.**

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Mellissa Moench

Date Approved: _____

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