



Ponoka Family & Community Support Services

Board Meeting Minutes
April 14, 2025

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

Recording Secretary: Donna Davies

The meeting was called to order by Dennie Hycha, Chairperson, at 1714h at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda:

25-32 Motion: Moved by Audrey Velie, seconded by Sandra Lyon that the agenda for the current April 14, 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 – March 17th, 2025
Correction: Motion 25-29 Food Bank not Food Band

25-33 Motion: Moved by Adam Smith, seconded by Sandra Lyon that the minutes for March 17th, 2025, be approved as corrected. **Carried.**

4.0 Financial Reports and Financial Decision Making:

4.1 Finance Committee Report: No finance committee person available. Executive Director presented a draft framework for allocation of future surplus funds. Overall the draft was favorably received with some gaps identified. Further information regarding funds allocated to various age groups over the years and identifying groups thought to be funded insufficiently was requested by the Board.

4.2 Financial Decision Making:

4.2.1 Scholarship Expansion: The Executive Director provided a list of the current scholarships available at the Ponoka Secondary Campus (the school). It was noted that the FCSS Levi Busat Scholarship was not included in the long list of available scholarships as published by the school. The school also identified what they saw as a gap and that was recognizing volunteers, specifically with the Santa's Anonymous

annual project. Following discussion by the Board regarding it was decided to table this item until the Investment Framework as mentioned in 4.1 be finalized.

4.2.2 Ponoka Youth Centre Application: Information was provided that Ponoka County has committed fifty thousand dollars (\$50,000 CAD) this year to the Ponoka Youth Centre up from forty thousand dollars (\$40,000 CAD) in previous years. Sandra Lyon reported that the Town of Ponoka has committed approximately eight thousand dollars (\$8,000 CAD) plus pays utilities for the physical site where Ponoka Youth Centre is located and provides swim passes for the registered youth. Discussion ensued aligning funding grants with provincial priorities on a going forward basis.

25-34 Motion: Moved by Shelly Brake, seconded by Adam Smith that Ponoka FCSS commit seventeen thousand dollars (\$17,000 CAD) of eligible funds to the Ponoka Youth Centre as budgeted. **Carried.**

5.0 Business Arising and Recurring Updates:

5.1 Renovation Plan: Owner was contacted and is willing to move forward and assist financially with renovation. Meeting with architect to discuss changes to previous drawings scheduled for 22 May 2025.

5.2 FCSSAA Conference & West Central Regional Meeting: The FCSSAA conference will be held in Edmonton 26-28 November 2025. Rooms have been booked. Board members Adam Smith and Sandra Lyon are unable to attend. Board members Audrey Velie, Marvin Beier, Dennie Hycha, Shelly Brake and Karin Star have indicated they plan on attending. Shannon Boyce-Campbell and Indira Rambally will be attending from Administration. The West Central Regional Meeting will be held in Lacombe on 21 May 2025. Minister Nixon will be attending.

6.0 New Business:

6.1 Executive Directors Report: Shannon Boyce-Campbell received a fifty-dollar (\$50.00 CAD) gift card as a thank you for speaking at the Alberta Community and Seniors Housing conference recently and requested direction from the Board as she does not wish to accept it personally and would rather use it for something for Ponoka FCSS.

25-35 Motion: Moved by Shelly Brake, seconded by Adam Smith that Shannon Boyce-Campbell accept the fifty dollar (\$50.00 CAD) gift card to use as she sees fit. **Carried.**

6.2 Rising Sun Clubhouse Defunding Implications: Nothing to report. Waiting for final response from Government of Alberta regarding funding for the Rising Sun Clubhouse.

7.0 Consent Agenda: The board reviewed information within the consent agenda, and discussed the positive impact that the use of Bright Human Resources is having on the workload of the Ponoka FCSS administrative staff and the benefits to the field staff that are appreciated. It was noted that attendance at home care meetings was very good in Wetaskiwin and very poor in Ponoka. Attendance at meetings is being mentioned in performance reviews. It was noted that the cost to rent a plot in the Community Garden increased in price this year (doubled from twenty dollars to forty dollars) which sparked enough complaints that the Executive Director scheduled and chaired a meeting during which financial information for the garden income and expenses were provided. Regulations and a manual were provided and discussed.

7.1 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: Letter from Ponoka County was received committing forty one thousand, nine hundred and fourteen dollars (\$41,914 CAD) to Ponoka FCSS.

8.0 Board Committee Business

8.1 Policy & Guidelines: No updates.

8.2 Human Resources: No updates.

8.3 Quality Improvement/OH&S/Ethics: Committee has not met. Data from recent hand hygiene audits were discussed and concerns were raised that target goals are not being met. In addition, due to the rubella outbreak, it was recommended that staff obtain preventative immunization if not previously immunized, that staff be provided with education regarding how highly contagious rubella is and that completing hand hygiene is particularly important until the rubella outbreak is contained.

8.4 PR & Advertising: No updates to report.

8.5 Scholarship Committee: No updates to report.

9.0 Next Meeting: The next board meeting will be on Monday May 12th, 2025, in the Ponoka FCSS Boardroom.

25-36 Motion: Moved by Karin Star to adjourn the regular FCSS board meeting at 1854h. **Carried.**

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Donna Davies

Date Approved: _____

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