



Ponoka Family & Community Support Services

Board Meeting Minutes

January 19, 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), **Adam Smith** (Member at Large), **Audrey Velie** (Member at Large – Vice Chairperson), Shannon Boyce-Campbell (Executive Director), Mellissa Moench (Executive Assistant)

Regrets: Karin Star (Member at Large)

Absent: Hannah Barrett (Member at Large)

Recording Secretary: Mellissa Moench (Executive Assistant)

The meeting was called to order by Dennie Hycha, Chairperson, at 5:20 p.m. at the Ponoka FCSS Boardroom and the Land Acknowledgement was read.

1.0 Approval of Agenda: An amendment to the meeting agenda was made to add items: **7.2D: Youth Unlimited – Thank you**, **6.0E: FCSSAA Update**, and **4.1B: Investment Framework** to the agenda.

26-01 Motion: Moved by Shelly Brake, seconded by Adam Smith, that the agenda be approved 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 – December 15th, 2025

26-02 Motion: Shelly Brake moved that the minutes of December 15, 2025, 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. 2025 Community Investments: The Board reviewed 2025 funding information and discussed opportunities to strengthen decision-making through improved data, including: Analysis across the generational spectrum to identify service and funding gaps; Demographic data to clarify who is being served through funding and programs; and increased transparency through public communication (e.g., social media snapshots when funding requests are approved).

B. Investment Framework: This recurring item remains on the agenda to ensure the Board maintains focus on its obligation. Discussion included ensuring budget clarity by

separating FCSS and Home Care Funding, aligning finalized budget and reporting with the strategic plan, and the benefit of entering a new year with an approved budget.

4.2 Financial Decision Making:

- A. **Canva:** The Board discussed the need for organizational Canva Pro memberships for staff using the platform regularly. As costs are within budget and lower than anticipated, no motion required.
- B. **Home Support Team Lead:** The Board reviewed a request to extend the Home Support Team Lead (pilot) position due to ongoing workload pressures and necessary training of the newly onboarded Program Coordinator role.

26-03 Motion: Adam Smith moved that the temporary Home Support Team Lead position be extended for an additional three (3) months, ending April 30, 2026, at a flat rate wage increase of 10%. Seconded by Sandra Lyon. **Carried.**

5.0 Business Arising and Recurring Updates:

- A. **Community Garden – Water Tank Support Resurfacing:** Repairs to the water tank surface were completed at no cost by Jack after a prior repair failed over winter. The Board acknowledged the contribution and directed the Executive Director to convey the Board’s appreciation.
- B. **Cell Phone Allowance Policy:** The Board reviewed amendments required following implementation of the previously approved policy.

26-04 Motion: Moved by Shelly Brake, seconded by Mark Matejka, that the amended Cell Phone Allowance policy be approved as presented. **Carried.**

6.0 New Business:

- A. **Executive Director Report:** The Executive Director provided an overview of the report for board discussion.
- B. **Short Notice, Late for Work, and No-Show Policy:** A new policy was presented to address recurring short-notice absences while remaining compliant with human rights considerations.

26-05 Motion: Moved by Shelly Brake, seconded by Audrey Velie, that the policy be approved as presented. **Carried.**

- C. **Youth Unlimited – Young Families 2025 Grant Report:** The Board identified a lack of contextual data and requested clearer reporting expectations going forward, aligned with outcomes measurement and funder requirements.
- D. **Youth Unlimited – Young Families 2025 Grant Report:** Discussion mirrored concerns noted above regarding reporting clarity and consistency
- E. **FCSSAA Update:** Dennie Hycha let board members and administrative staff present know that the FCSSAA Regional Spring Meeting will be held May 14, 2025, in Rimbey and

outlined the items Ponoka FCSS administrative employees will be responsible for in preparation of the meeting.

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

7.1 Administrative Reports & Information:

- A. Family Counselling Reports (September–December and Annual)
- B. Home Care Assistant Managers Report
- C. Silver Lining / Community Navigator Report
- D. HR Coordinator Report
- E. Program Coordinator Report
- F. Vulnerable Persons Tracking Data Summary
- G. AISH Changes in Plain Language
- H. FCSSAA Advocacy Bulletin
- I. Men’s Shed Liability Insurance

7.2 General Correspondence:

- A. Thank You Card: Community Christmas
- B. Thank You Card: Levi Busat Scholarship
- C. Community Christmas: Coordinator and Volunteer Duties
- D. Youth Unlimited Thank-You Card: and Cinnamon Buns (received prior to meeting)

Items Pulled for Discussion:

- **Family Counselling Reports:** Board expressed concern regarding lack of quantitative data and visuals to support decision-making.
- **Vulnerable Persons Tracking:** Board noted higher-than-expected client volumes and discussed data tracking to ensure accurate representation of individuals accessing resources.
- **AISH Changes in Plain Language:** Board discussed broader distribution of the document and exploration of a client-friendly brochure format.
- **Men’s Shed Liability Insurance:** Progress update provided; insurance will be included once program affiliation paperwork is complete.

8.0 Board Committee Selection: Board members reviewed and selected committee assignments.

IN-CAMERA SESSION:

26-06 Motion: On motion of Sandra Lyon, seconded by Adam Smith, the board went into an in-camera session at 7:15pm. **Carried.**

26-07 Motion: On motion of Adam Smith, seconded by Audrey Velie, the board came out of the in-camera session at 7:40pm. **Carried.**

26-08 Motion: Marvin Beier motioned to hire MNP to implement the proposed services plan provided in the January 14th, 2026, document. Seconded by Mark Matejka. **Carried.**

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

Minutes

26-09 Motion: Moved by Mark Matejka that the regular FCSS board meeting be adjourned at 7:43p.m. **Carried.**

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Mellissa Moench

Date Approved: _____

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