



Ponoka Family & Community Support Services

Board Meeting Minutes
February 10, 2025

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

Recording Secretary: Mellissa Moench (Executive Assistant)

The meeting was called to order by Dennie Hycha, Chairperson, at 5:29 p.m. at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda: Amendment to agenda to add Item 4B. (7): *Ratification of Liberty Hall online Motion* and Item 4B. (8): *Field Staff Safety Devices*

25-11 Motion: Moved by Sandra Lyon that the agenda for the current February 10, 2025, meeting be adopted 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 – January 13th, 2025

25-12 Motion: Moved by Audrie Velie that the minutes for January 13, 2025, be approved as presented. **Carried.**

4.0 Financial Reports and Financial Decision Making:

4A. Finance Committee Report: Marvin Beier, finance committee chairperson, reviewed the September and October 2024 summary information and financial statements prepared by the Financial Controller.

25-13 Motion: Marvin Beier motioned to accept the September 2024 and October 2024 financial reports as presented. **Carried.**

4B. Financial Decision Making:

1. Grant Application – United Church: A small grants funding application was received from the Ponoka United church requesting three thousand dollars (\$3,000.00) to allow

them to host four to six free community dinners throughout the year. Board members reviewed the application and discussed.

25-14 Motion: Marvin Beier motioned to approve the grant funding application from the Ponoka United Church in the amount of three thousand dollars (\$3,000.00) to come from ineligible funds, for expenses related to providing four (4) to six (6) free community meals in 2025. **Carried.**

2. Funding Request – 2024 Financial Reporting – Ponoka Youth Centre/BGC Wolf Creek: The board reviewed and discussed the financial report submitted by the Ponoka Youth Centre / BGC Wolf Creeks for grant funds received from Ponoka FCSS in 2024.

25-15 Motion: Sandra Lyon moved that the report submitted by the Ponoka Youth Centre/BGC Wolf Creek outlining 2024 grant funds allocations be accepted as presented. **Carried.**

3. Sponsorship – Bowl for Kids – BGC Wolf Creek: Once again BCG Wolf Creek is hosting their annual fundraiser “Bowl for Kids” on Friday March 7th, 2025. This year’s theme is ‘Hero’s vs. Villains’ and funds raised will go towards in-school mentoring programs in the community. The cost of entering a team is five hundred dollars (\$500.00).

25-16 Motion: Audrey Velie moved that Ponoka FCSS sponsor the BCG Wolf Creek *Bowl for Kids* event by registering two (2) teams in the amount of five hundred dollars (\$500.00) each, totaling one thousand dollars (\$1,000.00) coming from eligible funds. **Carried.**

4. Sponsorship – Ponoka Broncs: A sponsorship letter was received by the Ponoka Area Minor Football Association (Ponoka Broncs). The letter outlined several apparel and gameday sponsorship options. The board reviewed and discussed.

25-17 Motion: Sandra Lyon motioned to sponsor the Ponoka Area Minor Football Association by purchasing the Touchdown Package in the amount of nine hundred dollars (\$900.00) to come from ineligible funds. **Carried.**

5. Sponsorship – Ponoka Ag Event Centre: A letter and sponsorship package details were received from the Calnash Ag Event Centre for the *Kimes Ranch Runaway Slot Race* event occurring July 17 to 20, 2025. This event will host barrel racers of all ages and levels. The board reviewed the information and discussed.

25-18 Motion: Sandra Lyon motioned to sponsor the Ponoka Agricultural Events Centre’s *Runaway Slot Race* event by purchasing the Youth Title Sponsorship package in the amount of one thousand, five hundred dollars (\$1,500.00), from ineligible funds. **Carried.**

6. 3rd Application – Cancer Fund: A third application in three months has been received by an individual undergoing treatment. The board reviewed the application and discussed. Applications from this individual for further funding will not be considered again until December 2025.

25-19 Motion: Audrey Velie motioned to approve the third funding request for five hundred dollars (\$500.00), to come from cancer funds. **Carried.**

7. Ratification of Online Motion – Liberty Hall: Ratification of the motion made on February 5th, 2025, by Dennie moving that the remaining tickets to the Liberty Hall event be reallocated for board and volunteer recognition to ensure all tickets are utilized.

25-20 Motion: Sandra Lyon motioned to ratify the online motion made on February 5th to reallocate the remaining tickets to the Liberty Hall event for board and volunteer recognition. **Carried.**

8. Field Staff Safety Devices: As both the Wetaskiwin and Ponoka communities continue to grow and change, and because a chance of an incident occurring is becoming a risk, field staff personal safety alarms were reviewed.

25-21 Motion: Sandra Lyon moved that personal safety devices be purchased for current and potential new home services field staff, to a maximum of two thousand five hundred dollars (\$2,500.00).

5.0 Business Arising and Recurring Updates:

5A. Strategic Plan 2024-26 – Draft: For board member information only. Shannon Boyce-Campbell presented the board with a draft copy of the 2024 to 2026 Strategic Plan. Board members reviewed the draft and offered guidance on additional information to add or focus on.

5B. In Camera Discussion:

25-22 Motion: Moved by Audrey Velie that an in-camera session commence at 6:13pm. **Carried.**

25-23 Motion: Moved by Sandra Lyon that the in-camera session end at 6:34pm. **Carried.**

5C. FCSSAA Updates: Information for the board as presented by Dennie Hycha. She noted the FCSS Impact Tool, dates set for the Regional Spring Meeting (May 21st, 2025, in Lacombe), and information for the 2025 FCSSAA Conference which will be held at the Double Tree by Hilton in Edmonton November 25th to 28th. FCSSAA information contained in future meeting agendas will be added to the consent agenda and pulled by board members for discussion as required.

6.0 New Business:

6A. Executive Directors Report: Shannon Boyce reviewed information within her report and highlighted topics such as the increase in insurance costs to comply with Alberta Health Services contract and the addition of Human Resources software (BrightHR).

6B. Refocusing Continuing Care – Minister Nixon Meeting January 20: Representatives from Ponoka FCSS, Rimbey FCSS and Rocky Mountain House WCFSA met with Minister Jason Nixon on January 20th to discuss the current Home Care services contract with AHS, community supports for vulnerable populations and funding for FCSS's. Dennie Hycha reviewed information and highlights from the meeting with board members.

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- 6C. **FCSSAA Living Wage:** The FCSSAA released a document on the impact of adequate living wages. The Ponoka and Wetaskiwin areas living wage is approximately eighteen dollars (\$18.00) per hour. The board discussed and determined that the employees of Ponoka FCSS meet and/or exceed that amount.
- 6D. **VTRA Process:** Violence Threat Risk Assessment discussion about what to do in an active assailant situation. Video links and additional resources are available to all staff and board members to review.

(Sandra Lyon departed the meeting at 7:00pm due to other commitments)

7.0 Consent Agenda: The board reviewed information within the consent agenda, and discussed an ongoing ethical concern being dealt with by Home Care administrative staff, the Executive Director, and the Quality Improvement/Ethics/OH&S Committee.

7.1 Administrative Reports & Information:

- A. Program Coordinator Report
- B. Family Counselling Report
- C. Home Care Assistant Managers Report
- D. Executive Assistant QI Report

6.2 General Correspondence

- A. PDHF – Festival of Trees 2024 Letter

8.0 Board Committee Business

8.1 Policy & Guidelines: No updates.

8.2 Human Resources: No updates.

8.3 Quality Improvement/OH&S/Ethics: No concerns to discuss. The committee met on January 27th, 2025. The next scheduled meeting is March 31st, 2025, at 12:00pm.

8.4 PR & Advertising: No updates to report.

8.5 Scholarship Committee: No updates to report.

9.0 Next Meeting: The next regular board meeting was to be held on Monday, March 10th, 2025, however, board members requested that it be moved. The next board meeting will now be on Monday March 17th, 2025, in the Ponoka FCSS Boardroom.

25-24 Motion: Marvin Beier moved to adjourn the regular FCSS board meeting at 7:09pm.
Carried.

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Mellissa Moench

Date Approved: _____

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