



## Ponoka Family & Community Support Services

### Board Meeting Minutes

April 10, 2017

**Present:** Doug Gill (Chairperson), Lauraine Weir (Member at Large), Mark Matejka (County of Ponoka Representative), Alana Cissell (Member at Large), Lauralee Wygiera (Member at Large), Jack Surbey (member at Large), Tamara Armitage Cline, Debby Grant, Shannon Boyce-Campbell (Executive Director).

**Recording Secretary:** Shannon Epp (Office Manager)

The meeting was called to order by Doug Gill, at 5:47 p.m. at the FCSS Board Room.

#### 1.0 Approval of Agenda

Additions to the agenda; 5.1 Chicks For Charity Correspondence, 4.11 Broncs Football Sponsorship, 4.12 Board Governance.

**17-34 Motion:** Tamara Armitage Cline moved to accept the agenda as amended. **Carried.**

#### 2.0 Approval of Minutes

**March 13, 2017**

Motion 17-27 repeats 'amount of' needs to be amended.

**17-35 Motion:** Jack Surbey moved to adopt the 13 March 2017 Ponoka Family and Community Support Services Board Meeting minutes as amended. **Carried.**

#### 3.0 Business Arising

**3.1 2017 Trade Fair:** Everything is organized, we still must purchase door prizes and all time slots have been filled. Set up can begin at 1:30 p.m. on Friday April 28<sup>th</sup>.

**3.2 Anger Management:** Anger management has begun with 7-9 participants expected but have not yet heard how many were able attend that first session. The E.D. will contact the Facilitator for more information.

**3.3 Barrier Free Automatic Doors and Frames:** The previous quote we received did not cover replacing the doors it only covered turning existing doors into automatic doors. The E.D. will continue to look for another quote.

#### 4.0 New Business

**4.1 Town of Ponoka Grant Application:** This grant application is a request for funds in the amount of \$5,000.00 for fireworks for the Ponoka Day in the Park scheduled for August 18<sup>th</sup>, 2017. To date a total of \$9,000.00 for fireworks has been contributed to the Ponoka Special Events Committee as well as \$2,000.00 for screen and projector rentals.

**17-36 Motion:** Jack Surbey moved that Ponoka FCSS provide funds for Ponoka Day in the Park fireworks in the amount of 2,000.00. **Carried.**

**4.2 Youth Unlimited Grant Application:** This request for funding is to run a Family Supper Night bi-weekly out of the Ponoka First Baptist Church. This would be an opportunity to engage those in

our community who need a good warm meal, encourage families to sit down and eat together, and have good conversation where strong families can mentor other families and build lasting relationships.

**17-37 Motion:** Lauraine Weir moved that Ponoka FCSS provide support for the Family Supper Night in the amount of \$4,000.00 from ineligible funds. **Carried.**

**4.3 Strategic Planning Internal and Public Document:** In general this is what Ponoka FCSS hopes to accomplish in the next 3 years. This plan reflects what we have learned regarding our community and adheres to expectations of C.C. Care Standards and Accreditation.

**17-38 Motion:** Tamara Armitage Cline moved that Ponoka FCSS adopt the plan as presented. **Carried.**

**4.4 Client-Potential Discontinuation of Services:** E.D. explained a situation that has arose with a client and her action taken. She requested Board input.

**17-39 Motion:** Lauraine Weir moved that Ponoka FCSS suspend services to client. **Carried.**

**4.5 Lacombe Employment Centre – Letter of Support:** The Lacombe Employment Centre has contacted the E.D. and requested a Letter of Support to once again have their services in our community.

**4.6 Neighborhood Place:** The office of Ponoka neighborhood Place will be closing their doors at the end of April 2017. We may see an increase in walk-ins as they have supported 8-10 clients each day.

**4.7 Home Care Contract:** For information, only; we may be looking at a 3-year contract extension soon.

**4.8 72 HR Kit Bags/ESS Supplies:** Emergency Social Services is the role FCSS will play and we are encouraging staff as well as the public to attend the upcoming ICS 100 course being offered free at the Ponoka County Office in May. With that in the works we would also like to have bags ready to give away encouraging public to have their 72 Hour Emergency Preparedness bags packed.

**17-40 Motion:** Jack Surbey moved that Ponoka FCSS spend up to a maximum of \$2,000.00 on the purchase of 72 Emergency Bags. **Carried.**

**4.9 Stampede Tarp:** It was suggested this year that instead of purchasing another Chuck wagon Tarp the board consider other advertising opportunities within the Ponoka Stampede. Ponoka FCSS could sponsor a “Kiddies Day” which would provide youth in the community and area a free ticket to a Stampede event.

**17-41 Motion:** Alana Cissell moved that Ponoka FCSS sponsor Kiddies Day at the Ponoka Stampede and provide \$4,000.00 from ineligible funds. **Carried.**

**4.10 Compass Course:** Our Home Services Coordinator had such success with the first Compass Course that she is requesting an opportunity to run the program again.

**17-42 Motion:** Mark Matejka moved that Ponoka FCSS provide funds to cover the costs of running the Compass Course a second time to a maximum of \$1,500.00 to come from eligible funds. **Carried.**

**4.11 Broncs Football Sponsorship:** The Ponoka Broncs Bantam Football Team has requested funds to sponsor their 2017 season. This would be an advertising opportunity as our logo would be on apparel items which all Broncs players receive as well as extras being sold at the concession.

**17-43 Motion:** Jack Surbey moved that Ponoka FCSS provide funds as T-Shirt Sponsor to a maximum of \$250.00 from ineligible funds. **Carried.**

**4.12 Board Governance:** After going over the results of the Board Governance survey the E.D. will present the board with an operational plan to implement changes which will maintain current success and seek improvement.

## **5.0 Correspondence:**

**5.1 Chicks for Charity:** This is for information only. Chicks for Charity wishes to thank Ponoka FCSS for their support last year and wanted to inform them that the group has decided not to hold their charity event this year. They are only putting it on hold and hope to continue next year.

**5.2 Card:** This is a Thank you card from a client. Circulated to Board.

**5.3 E-Mail:** From the County of Ponoka Fire Services inviting FCSS Board members to a BBQ on May 9<sup>th</sup> as a thank you for support.

**6.0 Executive Director's Report** - See attached report.

**7.0 Program Coordinator Report** - See attached report.

**8.0 Home Services Coordinator Report** - See attached report.

**9.0 Committee Reports**-Interagency Meeting minutes – February 28, 2017 attached  
-Interagency Meeting minutes – March 28, 2017 attached

**9.1 Finance:** Jack - Chair

9.1.1 2016 Financials to December 2016 submitted to Accountant

**9.2 Policy & Guidelines:** Lauraine – Chair

Meeting scheduled Tuesday April 11

**9.3 Human Resources:** Doug - Chair

**9.4 OH&S:** Shannon BC, Faith – Co-Chairs

**9.5 Quality Improvement:** Shannon BC, Faith – Co-Chairs

**9.6 Handi-Van Committee:** Mark – Chair

**9.7 P.R. and Advertising:** Lauralee – Chair

**10.0 Supported Program Reports:**  
Koreen Naugler

**11.0 Schedule Committee Meetings:** Nothing to schedule.

# Minutes

**12.0 Next Meeting:**

The next regularly scheduled board meeting will be held Monday May 8th, 2017 at 4:30 p.m.

**17-44 Motion:** Lauralee Wygiera moved to adjourn the meeting at 7:34 p.m. **Carried.**

\_\_\_\_\_  
Chairperson  
Doug Gill

\_\_\_\_\_  
Executive Director  
Shannon Boyce-Campbell

\_\_\_\_\_  
Recording Secretary  
Shannon Epp

Date Approved: \_\_\_\_\_

P:\Executive Director\Board Business\Board Minutes\2017\Board Minutes - April 10, 2017.doc