



Ponoka Family & Community Support Services

Board Meeting Minutes

December 15, 2017

Present: Doug Gill (Board Chairperson), Lauraine Weir (Member at Large), Kevin Ferguson (Town Rep), Debby Grant (Member at Large), Lynn Lawrence (Member at Large), Alana Cissell (Member at Large), Lynn Lawrence (Member at Large), Tamara Armitage Cline (Member at Large), Ed Seto (Member at Large), Shannon Boyce-Campbell (Executive Director)

Recording Secretary: Shannon Epp (Office Manager)

Guests: Wes Allan (Financial Controller)

The meeting was called to order by Board Chair, Doug Gill at 4:15 p.m. at the Ponoka Family and Community Support Services Board Room.

1.0 Approval of Agenda

17-134 Motion: Tamara Armitage Cline moved to accept the agenda as presented. **Carried.**

2.0 Business Arising

3.1 Building Lease and Additional Space Lease – Adult Learning Sub-Lease:

17- 135 Motion: Tamara Armitage Cline moved that Ponoka FCSS proceed with negotiations with Adult Learning to enter into a lease agreement for new space. **Carried.**

A photo opportunity is scheduled to present cheques to community funding recipients including the Ponoka Food Bank, Ponoka Emergency Fund, Ponoka Kidsport and Ponoka Wheelchair Van Society. We will also be receiving a donation to the Ponoka FCSS Cancer Fund from Shoppers Drug Mart.

3.0 New Business

4.1 I-Pad for Home Care: Home Services Coordinator has requested a new I-Pad for Home Care Client information.

17- 136 Motion: Lauraine Weir moved that Ponoka FCSS purchase a new I-Pad for Home Care to a maximum of \$900.00 including data share plan for \$10.00 if required. **Carried.**

4.2 Compass Program As presented by Kerry: This is a request to hold another Compass course in 2018.

17 – 137 Motion: Alana Cissell moved that Ponoka FCSS provide funds up to a maximum of \$1500.00 to run the Compass course in 2018. **Carried.**

4.3 Canada 150 Grant Application – Ponoka Minor Hockey – Novice Tournament: This request came in at the last minute and the E.D. was unable to get more information prior to this meeting.

17-138 Motion: Kevin Ferguson moved that Ponoka FCSS approve the grant application from the Ponoka Minor Hockey in the amount of \$1,000.00. **Defeated. 6 Opposed.**

5.0 Correspondence

Various Christmas Cards and Holiday Greetings Cards/Notes of Appreciation

6.0 Executive Director's Report – N/A

7.0 Program Coordinator Report – N/A

8.0 Home Services/Home Support Coordinators Reports – N/A

9.0 Committee Reports

9.1. Finance:

9.1.1 October and November Financials

17-139 Motion: Alana Cissel moved to accept the October 2017 financials as presented. **Carried.**

17-140 Motion: Lauraine Weir moved to accept the November 2017 financials as presented. **Carried.**

9.1.2 Year End Projections and 2018 Planning

We will be looking at ending 2017 with a surplus amount.

17-141 Motion: Lauraine Weir moved to permit the Executive Director to allocate funds to Big Brother/Big Sister Ponoka and Ponoka Youth Centre. The total funding allocation to the two combined agencies is not to exceed \$15,000.00 total. **Carried.**

9.2 Policy & Guidelines: Lauraine – Chair

9.3 Human Resources: Doug - Chair

9.4 OH&S: Shannon BC - Chairs

9.5 Quality Improvement: Shannon BC - Chairs

9.6 Handi-Van Committee: Mark – Chair

9.7 P.R. and Advertising: – Chair

10.0 Supported Program Reports: N/A

11.0 Schedule Committee Meetings:

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday January 8th, 2018 at 4:30 p.m. at the FCSS Boardroom.

17-142 Motion: Alana Cissell moved to adjourn the meeting at 5:20 p.m. **Carried.**

Minutes

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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