



Ponoka Family & Community Support Services Board Meeting Minutes February 12, 2018

- Present:** Doug Gill (Board Chairperson), Kevin Ferguson (Town Rep), Lynn Lawrence (Member at Large), Alana Cissell (Member at Large), Tamara Armitage Cline (Member at Large), Ed Seto (Member at Large), Mark Matejka (County of Ponoka Rep), Shannon Boyce-Campbell (Executive Director)
- Regrets:** Lauraine Weir (Vice Chairperson), Qian Meng (Member at Large), Debby Grant (Member at Large)
- Recording Secretary:** Shannon Epp (Office Manager)

The meeting was called to order by Doug Gill at 4:34p.m. at the Ponoka Family and Community Support Services Board Room. Alana Cissell left meeting at 5:50 p.m., prior to Item 4.7.

1.0 Approval of Agenda

Additions to the agenda: 4.10 Bench and 4.11 White Caners

18-09 Motion: Alana Cissell moved to accept the agenda as amended. **Carried.**

2.0 Approval of Minutes

January 8, 2018

18-10 Motion: Ed Seto moved to accept the January 8, 2018 minutes as presented. **Carried.**

3.0 Business Arising

- 3.1 Sub Lease Ponoka/Rimbey Adult Learning Council:** The Ponoka-Rimbey Adult Learning Council has signed the lease and have been slowly moving in. They anticipate being settled by the end of February.
- 3.2 Community Kitchen:** The first evening of the Community Kitchen was a huge success with both attendance and enthusiasm for future events.
- 3.3 STEP Student:** The E.D. along with admin staff decided against having a STEP student this summer as presently volunteers are able to cover all of FCSS's needs.
- 3.4 Safe TALK training booked for March 22, 2018:** We have booked the training for FCSS staff; however it may be more cost effective to have a staff member take the "train the trainer" program and offer the program in-house and to our community in the future.
- 3.5 Everyone Welcome Swim Nights:** We have received feedback from our survey but it only included feedback from one swim night. We will review further results after the February 23rd

swim night to help decide on future swim night sponsorships. There were 43 swimmers in attendance on Friday February 9, 2018.

- 3.6 School Opera and Ski Trips:** We have been informed that the Citadel Theatre has already sold out and approximately 70 local students are waiting to hear if more times will become available. The board also discussed sponsoring out of province ski trip transportation costs. More information is required prior to decision.

4.0 New Business

- 4.1 Ponoka Trade Fair April:** The Trade Fair is scheduled for Friday April 27 and Saturday April 28. It was decided that a half booth with power would allow for a laptop to run our FCSS power point presentation.

18-11 Motion: Alana Cissell moved that Ponoka FCSS register for a half booth with power at the Trade Fair April 27 & 28, 2018. Shoppers Drug Mart will provide prizes for the table draw and we will give away any swag that we have available from the office. **Carried.**

- 4.2 Bowl for Kid's Sake:** Scheduled for March 9th, 2018 and this year's theme will be Dr. Seuss. Members Doug, Kevin, Alana and Mark agreed to bowl and ask staff or other board members to make up the rest of the team as needed.

18-12 Motion: Tamara Armitage Cline moved that Ponoka FCSS enter a team of six bowlers into the 2018 Bowl for Kid's Sake Fundraiser at a cost of \$400.00. **Carried.**

- 4.3 2018 Operational Plan:** Circulated to the board and will act as the framework for Administrative Staff monthly reports .

4.4 Ponoka Library Grant Application:

18-13 Motion: Ed Seto made the motion that Ponoka FCSS approve the grant application in the amount of \$61,000.00, which includes purchasing shelving and furnishings for both the Children's Area and the Teen/Youth Area of the new library. In-turn this gives Ponoka FCSS naming rights for the next 5 years.

3 Voted For, 2 Voted For via Technology, 1 Opposed, 3 Abstained Carried.

- 4.5 Wellness Committee Request for Funding:** The Ponoka FCSS Staff Wellness Challenge is well underway and the committee is requesting 3 \$100.00 prizes (one for every 3-month period).

18-14 Motion: Alana Cissell moved that Ponoka FCSS provide funds in the amount of \$300.00 to the Wellness Committee for Wellness Challenge Prizes. **Carried.**

- 4.6 Professional Development Field Staff On-line Training:** At times field staff have had to do on-line training to catch up on the Continuing Care Standards mandatory training. On occasion this training has been done on their own time. We are proposing that field staff have a set amount of time that they are paid for mandatory online education. Presently our policy is unclear regarding to online learning. It was decided to gather additional information and review other agencies policies prior to making recommendations.

4.7 Professional Development Home Care Manager and Office Manager: Both managers have opportunity to attend training being held in Ponoka through the Ponoka Rimbey Adult Learning Society. The program (Non-Profit Management Certificate) is a satellite program of Red Deer College. The program is presented in three areas 1) Management Skills for Supervisors, 2) Law and Non-Profit and 3) Non-Profit Board Governance. There may be opportunity to alleviate costs of the program with the Canada Alberta Job Grant. The training dates are a total of 8 days over the months of April-June.

18-15 Motion: Tamara Armitage Cline moved that Ponoka FCSS cover the costs of registration and tuition for the Ponoka FCSS Home Care Manager and Office Manger as well as up to 7 paid hours per day for the scheduled training dates. **Carried.**

4.8 Professional Development-Executive Director: Beginning March 1st, 2018 the ED will be starting a course toward a Master of Integrated Studies in either 1) Work, Organization and Leadership or 2) Community Development. She will complete five courses prior to committing to one designation. Discussion arose regarding if the board could assist in the fees and how the E.D. will allocate the time required to both the Master's program and FCSS. There was also discussion regarding the possibly of requesting the E.D. sign a commitment letter, indicating future years of service and reimbursement of registration fees or a portion there of, if she were to resign within a given timeframe.

18-16 Motion: Tamara Armitage Cline moved that Ponoka FCSS cover the costs of registration fees and tuition for the Ponoka FCSS Executive Director for the first five courses and as well up to seven paid hours per week to use for course completion, with the agreement to review at the end of the five courses. **Carried.**

4.9 Board Governance Survey: A request that the board members complete the survey whether online or via paper copy.

4.10 Bench: The Palliative Care Council has approached Ponoka FCSS regarding the possibility of having a bench placed in front of the FCSS office, in memory of one of their long-time members. They are also considering placing it in Rimbey near the new Rimoka senior's facility. This decision would also require input and permission from the Town of Ponoka as well.

18-17 Motion: Kevin Ferguson moved that Ponoka FCSS support the placement of a bench in Ponoka; site to be determined with the Town of Ponoka. **Carried.**

4.11 White Caners: The group has requested that Ponoka FCSS cover the cost of the Handivan to their Christmas supper at the Old Iron Horse.

18-18 Motion: Mark Matejka moved that Ponoka FCSS cover the cost of the White Caners trip to a maximum of \$30.00. **Carried.**

4.12 Rescind motion 17-96:

18-19 Motion: Tamara Armitage Cline moved that Ponoka FCSS rescind Motion 17-96 and moved to provide an additional 4 weeks of paid sick time for the Program Coordinator one time only. **Carried.**

5.0 Correspondence

Letter from Rimoka, indicating appreciation for the donation toward the lighting fixtures in the rooms of residents.

6.0 Executive Director's Report - Attached

7.0 Program Coordinator Report - Attached

8.0 Home Services/Home Support Coordinators Reports - Attached

9.0 Committee Reports

9.1. **Finance:** December 2017 Financials

18-20 Motion: Lynn Lawrence moved to accept the December 2017 financials as presented. **Carried.**

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

9.3 **Human Resources:** Doug - Chair

9.4 **OH&S:** Shannon BC – Chair

Meeting Minutes provided earlier – Committee meets bi-annually

9.5 **Quality Improvement:** Shannon BC – Chair

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

9.7 **P.R. and Advertising:** – Chair

10.0 Supported Program Reports: Koreen Naugler – Family Therapist

11.0 Schedule Committee Meetings:

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday March 12th, 2018 at 4:30 p.m. at the FCSS Boardroom.

18-21 Motion: Mark Matejka moved to adjourn the meeting at 6:55 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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