



Ponoka Family & Community Support Services Board Meeting Minutes January 8, 2018

Present: Lauraine Weir (Member at Large), Kevin Ferguson (Town Rep), Debby Grant (Member at Large), 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)

Absent: Doug Gill (Board Chairperson), Qian Meng (Member at Large)

Recording Secretary: Shannon Epp (Office Manager)

The meeting was called to order by Lauraine Weir at 4:57 p.m. at the Ponoka Family and Community Support Services Board Room.

1.0 Approval of Agenda

Additions to the agenda: 4.6 ED Performance Review and 4.7 Barrel Racing Series Setup and Takedown

18-01 Motion: Mark Matejka moved to accept the agenda as amended. **Carried.**

2.0 Approval of Minutes

November 20, 2017

18-02 Motion: Kevin Ferguson moved to accept the November 20, 2017 minutes as presented.
Carried.

December 15, 2017

18-03 Motion: Debby Grant moved to accept the December 15, 2017 minutes as presented. **Carried.**

3.0 Business Arising

3.1 Lease Finalized: The lease has been finalized for our current space and an additional lease has been completed for the new space next door. Adult Learning has rented the space to run 2 courses in January and will be making a decision regarding a 14 month lease by the end of January 2018.

4.0 New Business

4.1 Community Kitchen/Mini-Chefs: The first event is scheduled for January 29th, 2018. The first session will run from 3:30pm – 5:30pm for ages 8 – 14 with anyone under 12 requiring an adult to accompany them. The second session will be from 5:30 – 7:30 for ages 14 and up. The coordinator has given an approximate cost of \$130.00 per event and will be meeting with the ED regarding promotion of the community kitchen and supply needs.

4.2 STEP Student: The E.D. will be considering whether having a summer student would be feasible for the office prior to the February 9, 2018 deadline.

18-04 Motion: Alana Cissell moved that at the discretion of the Executive Director along with input from Admin staff consider a summer student for spring 2018 **Carried.**

4.3 Staff Training: The Home Care Coordinator is considering a few staff training courses such as Non-Violent Crisis Intervention, Self Defense and Suicide Prevention. After discussion it was decided that providing Self Defense training is not appropriate for our staff. Board member, Alana Cissell suggested other avenues of training such as online courses through CMHA.

18-05 Motion: Debby Grant moved to support the Non-Violent Crisis Intervention training at a cost of \$20.00 per staff. **Carried.**

4.4 Swimming Sponsorship-Average of Course of Year: We have had 969 users between January 2017 and November 2017 with an average of 79 swimmers per month. The pool would like to move away from the Family swim to a 'Everyone Welcome' in hopes of seeing an increase in attendance. The Board discussed a trial of this change and surveying families to see what they prefer going forward.

18-06 Motion: Ed Seto made the motion that Ponoka FCSS sponsor a two-month trial of an 'Everyone Welcome' swims on January 12th and 26th and February 9th and 23rd with the intention to survey users for feedback. **Carried.**

4.5 Ponoka Community Guide: Historically we have purchased a ½ page ad for this twice per year publication.

18-07 Motion: Kevin Ferguson moved that Ponoka FCSS purchase a ½ page ad in the Ponoka Community Guide for the year at a cost of \$335.00 for both publications in 2018. **Carried.**

4.6 Performance Review: The annual Performance Review for the E.D. has been emailed out to all Board members. February 6th, 2018 will mark 6 years for the ED. Please complete the document and return to Shannon Epp.

4.7 Barrel Racing Series: Lauraine Weir set up the FCSS information board at the first event of the Barrel Racing Series and Debby Grant took it all down and returned it to the office. We will be needing this done for all future events if board members could let us know what dates work for them.

5.0 Correspondence

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:

Nearing Completion of 2017 Financials. Awaiting some documentation.

9.2 Policy & Guidelines: Lauraine – Chair

9.3 Human Resources: Doug - Chair

Previous Request for Training detailed above

9.4 OH&S: Shannon BC – Chair

Meeting Minutes provided earlier – Committee meets Bi-annually

9.5 Quality Improvement: Shannon BC – Chair

Current Reporting shared in ED Board Report

Committee minutes Available

9.6 Handi-Van Committee: Mark – Chair

9.7 P.R. and Advertising: – Chair

Ponoka Community Guide

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 February 12th, 2018 at 4:30 p.m. at the FCSS Boardroom.

18-08 Motion: Ed Seto moved to adjourn the meeting at 5:58 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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