



Ponoka Family & Community Support Services Board Meeting Minutes January 9, 2017

Present: Doug Gill (Board Chairperson), Lauraine Weir (Member at Large), Sandra Lyon (Town of Ponoka Representative), Mark Matejka (County of Ponoka Representative), Alana Cissell (Member at Large), Lauralee Wygiera (Member at Large), Tamara Armitage Cline (Member at Large), Shannon Boyce-Campbell (Executive Director).

Recording Secretary: Shannon Epp (Office Manager)

The meeting was called to order by Doug Gill, Board Chair at 4:40 p.m. at the FCSS Board Room. Tamara Armitage Cline arrived after start of meeting at 4:45 p.m.

1.0 Approval of Agenda

The following items were added to the agenda: Items 4.10 Proposed Trip to Women's Conference in Rimbey, 4.11 Purchase of New Office Camera

17-01 Motion: Alana Cissell moved to accept the agenda as amended. **Carried.**

2.0 Approval of Minutes

November 14, 2016 – Loanna Gulka misspelled on motion to adjourn.

17-02 Motion: Mark Matejka moved to adopt the 14 November 2016 Ponoka Family and Community Support Services Board Meeting minutes as amended. **Carried.**

3.0 Business Arising

3.1 Donation Account Re: Youth Activity/Registration – HAFLA Funding: Discussion arose in regards to how these funds would be allocated. The Board offered insight into guidelines and eligibility. The Executive Director will develop a bursary guideline document and application form for Board review.

3.2 Program Coordinator Office window Update: The new window was installed but did not quite meet the expectations of office staff. There has been a decrease in walk-in traffic to the Program Coordinators office. The Program Coordinator will continue to monitor the situation.

3.3 Rescind Motion 15-83 (HCA Training): This motion stated that there was a maximum number of staff eligible to take the HCA training per year and therefore required review.

17-03 Motion: Lauraine Weir moved to rescind **Motion 15-83.** **Carried.**

4.0 New Business

4.1 Grant Application – Ponoka and District Health Foundation: This is a request for funds to support an intergenerational paint afternoon with proceeds going to the Endoscopy Unit. The funding request would cover the cost of the facility, catering and instructor, in order to offer the class at a reasonable rate.

17-04 Motion: Lauraine Weir moved that Ponoka FCSS support their funding request to a maximum of \$1000.00 from ineligible funds. **Carried.**

- 4.2 Castaways Closing and Potential Partnership with Bruce White:** With the closing of Castaways FCSS has been approached to consider forming a partnership in regards to a second hand store with proceeds coming to FCSS. Although appreciated, this opportunity does not fit the FCSS mandate.

17-04 Motion: Lauraine Weir moved that Ponoka Family and Community Support Services accept a partnership to operate a second hand store generating funds for Ponoka FCSS. **Defeated.**

- 4.3 Cancer Fund 3rd Application:** An individual requested the Board consider a 3rd application for expenses incurred while going through cancer treatments.

17-05 Motion: Tamara Armitage Cline moved that Ponoka Family and Community Support Services approve request for funds of \$500.00. **Carried.**

- 4.4 BB/BS Grant Application/Youth Centre Grant Application:** We have received grant applications from both groups with both requesting an additional \$5000.00 in funds over last year's application. This is information for the board to be aware of in preparation for the upcoming budget meetings.

- 4.5 2017 Trade Fair:** The 2017 Ponoka Trade Fair is scheduled for April 28th and 29th, 2017. Last year's Trade Show was very successful in providing huge exposure for Ponoka FCSS.

17-06 Motion: Tamara Armitage Cline moved that Ponoka FCSS participate in the 2017 Ponoka Trade Fair to a maximum of \$500.00. **Carried.**

- 4.6 Non-redeemable GIC:** This GIC has come up for renewal.

17-07 Motion: Mark Matejka moved that Ponoka FCSS reinvest the \$25,000.00 at 1.65% for two years. **Carried.**

- 4.7 WCB-Employer Premium:** Ponoka FCSS rates with WCB have seen an increase of 55% based on usage over the last 3 years. The increase is significant and that administration will be looking into any options we may have ie: safety program, premium reduction courses. This issue will go to the Quality Improvement Committee as a QI project.

- 4.8 Proposed Bereavement Support Group:** The Ponoka FCSS Therapist has put together a proposal for a Bereavement Support Group which has been an identified need in our community. There were a few questions in regards to length of program; open ended verses a possible 8-week maximum. The Executive Director will discuss these issues with the Therapist and bring the information back to the Board. Board member Alana Cissell will also meet with the Ponoka FCSS Therapist to discuss.

- 4.9 Jan-March 2017 Road Trips:** So far the trip to Edmonton for Monster Jam has sold out and the other 2 trips are approximately two-thirds sold.

- 4.10 Proposed Trip to Women's Conference in Rimbey:** Lauraine Weir has asked Ponoka FCSS to consider taking a bus trip to the Rimbey Women's Conference on February 9th, 2017. Ponoka will not be hosting a conference this year and this would be a great way to support Rimbey's yearly event.

17-08 Motion: Lauraine Weir moved that Ponoka FCSS offer the trip at \$40.00/person which includes conference registration. FCSS will cover the cost of transportation up to a maximum of \$1000.00 from ineligible funds. **Carried.**

- 4.11 Purchase of New Office Camera:** We have had great reviews from our Ponoka FCSS 2017 Calendar and would like to replace the present camera as the picture quality did not work for the calendar printing.

17-09 Motion: Lauralee Wygiera moved that Ponoka FCSS purchase a new camera to a maximum of \$500.00. **Carried.**

5.0 Correspondence:

- 5.1 Ponoka Drop-In Centre:** FCSS was sent a letter to keep us informed of the ongoing issue of the Ponoka homeless people "dropping in". Letters were also sent to the Town and the RCMP.
- 5.2 Blaine Calkins MP:** Letter thanking Executive Director for participating in the Alberta Jobs Taskforce Roundtable on November 18, 2016.
- 5.3 Rachael Notley, Premier of Alberta:** Letter thanking Executive Director for involvement during the wildfire.
- 5.4 Rimbey FCSS Invite – Feb 15:** Board invite to Rimbey FCSS Food Bank tour, guest speaker and supper.

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

9.1. Finance: Jack - Chair

- 9.1.1 May 2016 Financial Reports: See attached Financials. A preliminary budget meeting has been scheduled for February 16, 2017

17-10 Motion: Alana Cissell moved to accept the May 2016 financials as presented. **Carried.**

9.2 Policy & Guidelines: Lauraine – Chair

The new policies will be passed at the February meeting.

9.3 Human Resources: Doug - Chair

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

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

Next meeting January 25th, 2016 at 2:00 p.m.

9.6 Handi-Van Committee: Mark – Chair

Next Driver/committee meeting January 16th, 2017 at 4:30 p.m.

9.7 P.R. and Advertising: Lauralee – Chair

Next promotional item purchase idea were the non-slip jar lid rubber grips.

Minutes

10.0 Supported Program Reports:

Family Therapist: November 2016 and December 2016 reports sent out in Board Package.

11.0 Schedule Committee Meetings:

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday February 13, 2017 at 4:30 p.m.

17-11 Motion: Lauraine Weir moved to adjourn the meeting at 6:26 p.m.

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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