



Ponoka Family & Community Support Services

Board Meeting Minutes

March 13, 2017

Present: 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), Jack Surbey (member at Large), Shannon Boyce-Campbell (Executive Director).

Recording Secretary: Shannon Epp (Office Manager)

The meeting was called to order by Lauraine Weir, at 4:43 p.m. at the FCSS Board Room.

1.0 Approval of Agenda

17-22 Motion: Sandra Lyon moved to accept the agenda as presented. **Carried.**

2.0 Approval of Minutes

February 13, 2017

17-23 Motion: Jack Surbey moved to adopt the 13 February 2017 Ponoka Family and Community Support Services Board Meeting minutes as presented. **Carried.**

3.0 Business Arising

3.1 Arts/Cultural/Leadership Bursaries – HAFLA Funding: Applications and guidelines for this bursary fund are completed and ready for use.

3.2 2017 Trade Fair: The E.D has the schedule for Board members to sign up for shifts over the 2 days and there are a few spots available. Door prizes will be purchased keeping in mind the theme this year is Lego. Lauraine has been updating the display board for us.

3.3 Anger Management: There are 7 confirmed participants scheduled to start Thursday April 6th, 2017 from 6:30 – 8:30 p.m.

3.4 Barrier Free Automatic Doors and Frames: The E.D has made some calls to other door companies but was unable to find someone local to install barrier free automatic doors. More inquiries will be done.

3.5 BB/BS Bowl-a-thon: FCSS staff and board members enjoyed bowling on Friday March 10th at the Big Brothers Big Sisters fundraiser.

3.6 Family Swim: The last date scheduled is Friday March 24th, 2017. There have been 353 swimmers that have accessed the free family swim between July and December 2016.

17-24 Motion: Jack Surbey moved that Ponoka FCSS continue to sponsor the Family swim every other Friday starting April 7th, 2017 and continuing to the end of September 2017. **Carried.**

3.7 Motions to Ratify: The 2016 FCSS Budget allocated \$2,500.00 per month for affordable recreation/entertainment excursions however ratification of events.

3.8 Ratify FCSS Ineligible Funded Trips:

17-25 Motion: Jack Surbey moved that Ponoka FCSS fund the bus trip to the Red Deer Rebels as per proposed budget earlier presented by administration in the amount of \$1,410.00. **Carried.**

17-26 Motion: Sandra Lyon moved that Ponoka FCSS fund the bus trip to Monster Jam as per the proposed budget amount earlier presented by administration in the amount of \$1,613.05. **Carried.**

17-27 Motion: Lauralee Wygiera moved that Ponoka FCSS fund the bus trip to Cow Patti Theatre as per the proposed budget earlier presented by administration in the amount of \$1,895.20. **Carried.**

17-28 Motion: Alana Cissell moved that Ponoka FCSS fund the bus trip to Harlem Globtrotters as per the proposed budget earlier presented by administration in the amount of \$2,190.80. **Carried.**

4.0 New Business

4.1 Mayor's Prayer Breakfast: The Ponoka Ministerial Association is requesting support for their 12th Mayor's Community Prayer Breakfast being held on March 25th, 2017. A formal grant request to be completed and ED will be meeting with Association next week. Funds will be utilized to offset guest speaker.

17-29 Motion: Alana Cissell moved that Ponoka FCSS sponsor the Mayor's Prayer Breakfast from eligible funds in the amount of \$500.00. **Carried.**

4.2 Rural Regional Alternate Transportation for Seniors: Proposed project presented as information.

4.3 J.J. Collett: A request for funds has been brought forth for the first wheelchair accessible path at J.J. Collett Natural Area. The estimate provided for a 1300 ft. long, 6 ft. wide loop would be approximately \$17,000.00

17-30 Motion: Mark Matejka moved that Ponoka Family and Community Support Services provide funds to a maximum of \$9,000.00 from ineligible funds for a wheelchair accessible path. **Carried.**

4.4 Rimbey/Ponoka Joint Retreat: At the last Consortium meeting with Rimbey FCSS it was suggested that we have a joint board retreat. After thorough discussions, the board felt they would prefer to have separate retreats but continue to collaborate on like programs and professional development.

5.0 Correspondence:

5.1 Festival of Trees: A letter from the Festival of Trees committee thanking Ponoka FCSS for their sponsorship.

5.2 Jean Auvigne: Letter of Resignation for Retirement and E.D.'s acceptance.

5.3 BB/BS: Card thanking Ponoka FCSS for their continued support of their Bowling for Kids Sake Fundraiser.

5.4 Cancer Fund: Thank you card from a cancer fund recipient.

6.0 Executive Director's Report - See attached report. Administrative staff will be keeping time logs to assist in monitoring staff hours dedicated to outside agencies and committees. The E.D. approached the board to consider purchasing jackets for the administrative team for Admin Support Day.

Minutes

17-31 Motion: Alana Cissell moved that Ponoka FCSS purchase jackets for admin staff to a maximum of \$1,000.00. **Carried.**

- 7.0 Program Coordinator Report** - See attached report.
- 8.0 Home Services Coordinator Report** - See attached report.
- 9.0 Committee Reports**-Nothing to report.

- 9.1. Finance:** Jack - Chair
 - 9.1.1 Non-adjusted Financials to December, 2016 presented.

17-32A Motion: Jack Surbey moved to accept non-adjusted December 2016 financials as presented. **Carried.**

- 9.2 Policy & Guidelines:** Lauraine – Chair
Submissions of new or edited policies.

17-32B Motion: Lauraine Weir moved that Ponoka FCSS accept the new or edited policies as presented. **Carried.**

- 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 February 28th, 2016 at 2:00 p.m.
- 9.6 Handi-Van Committee:** Mark – Chair
Next Driver/committee meeting will be March 27th, 2017 at 4:30 p.m.
- 9.7 P.R. and Advertising:** Lauralee – Chair

- 10.0 Supported Program Reports:**
 - Family Therapist:** January 2017 and February 2017 reports sent out in Board Package.
 - Interagency Meeting:** Minutes from last meeting sent out with Board Package.
- 11.0 Schedule Committee Meetings:** Nothing to schedule.
- 12.0 Next Meeting:**
The next regularly scheduled board meeting will be held Monday April 10th, 2017 at 4:30 p.m.

17-33 Motion: Jack Surbey moved to adjourn the meeting at 6:24 p.m.

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____