



## Ponoka Family & Community Support Services

### Board Meeting Minutes

March 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), Debby Grant (Member at Large), Lauraine Weir (Member at Large), Shannon Boyce-Campbell (Executive Director)

**Regrets:** Qian Meng (Member at Large)

**Recording Secretary:** Shannon Epp (Office Manager)

The meeting was called to order by Doug Gill at 4:36 p.m. at the Ponoka Family and Community Support Services Board Room.

#### 1.0 Approval of Agenda

Additions to the agenda: 4.9 Crestomere 4H and 4.10 Qian Meng

**18-22 Motion:** Tamara Armitage Cline moved to accept the agenda as amended. **Carried.**

#### 2.0 Approval of Minutes

**February 12, 2018**

**18-23 Motion:** Kevin Ferguson moved to accept the February 12, 2018 minutes as presented. **Carried.**

#### 3.0 Business Arising

**3.1 Board Governance Survey:** Ten surveys have been completed and submitted and should have the results from Accreditation Canada shortly.

**3.2 Community Kitchen for Youth:** This program has been going very well with almost all the kids returning for the second event. We have booked the United Church for the last Monday of each month to the end of June and will revisit the program then.

**3.3 Ponoka Trade Fair:** Just a reminder that we have booked a table at the Ponoka Trade Fair April 27<sup>th</sup> & 28<sup>th</sup>, if board members are available to help, the E.D. will be sending out a schedule for signup.

**3.4 Library Naming Rights:** The Ponoka Jubilee Library has asked us if we have any ideas for the naming rights of the children and teen areas of the new library. The naming rights are the result

of the Ponoka FCSS Board funding of the two library areas. The library staff will also generate a list of possible names that the board can consider.

- 3.5 Everyone Welcome Swims:** At this point we only have information from one swim attendees survey, as pool staff were unable to complete a second survey. In 2017, the total amount paid for FCSS sponsored swims was nearly \$4000.00 with a total of 969 swimmers. Changes that were made from Family swim to the Everyone Welcome swim seems to have gone smoothly. Board members discussed providing an annual amount of funding to the pool to provide the swims for the remainder of 2018. The board also discussed that they would like to add to the grant letter expectations regarding advertising our sponsorship and providing us with usage and survey information.

**18-24 Motion:** Lauraine Weir moved that Ponoka Family and Community Support Services provide funds to a maximum of \$4000.00 to sponsor cost free swimming opportunities in 2018 at the Ponoka Aquaplex. **Carried.**

- 3.6 School Opera and Ski Trips:** We have no update on this and Lauraine Weir has sent an email inquiring whether this will take place. Feedback is to be forwarded to the school regarding the ski trip busing request.

## 4.0 New Business

- 4.1 Anger Management:** We have received a proposal from Marc Roy to run a third Anger Management course. If approved, we would advertise the course and once there is enough participants, the course would commence. Referrals have been received from AHS Mental Health, Probation and self-referrals.

**18-25 Motion:** Debby Grant moved that Ponoka FCSS provide funds to a maximum of \$4000.00 to cover the cost of running a third Anger Management Program. **Carried.**

- 4.2 Handi-Van Committee dissolved as Handi-Van Board in effect:** The Handi-van Committee of the Ponoka FCSS Board, will be dissolved as the Handi-van Board is now established and the transition to management has been completed.

- 4.3 Stampede Sponsorship:** Last year Ponoka FCSS sponsored the Kiddie Day at the Ponoka Stampede in the amount of \$4,000.00. Tickets with our logo were given out to youth in all area schools. Any child, local or not, are granted free admission to the stampede on Kiddie Day, the tickets do not need to be presented. Last year's sponsorship also gave us additional advertising in the program guides, on the billboards and during the different events.

**18-26 Motion:** Alana Cissell moved that Ponoka FCSS sponsor the Kiddie Day at the 2018 Ponoka Stampede to a maximum of \$4,000.00. **Carried.**

- 4.4 Worklife Pulse Tool Results:** Staff have completed the 2018 Worklife Pulse Tool and we have received the results. Completed results had useful information and confirmed that we met goals for 2018 with no areas identified as needing to be addressed.

- 4.5 Compass Course:** Kerry has started advertising and the course is scheduled to begin in April.

**4.6 Ponoka Broncs Bantam Football:** Last year Ponoka FCSS provided \$250.00 as a T-shirt sponsor. T-shirts with our logo were given to all players with the remaining t-shirts sold in the concession.

**18-27 Motion:** Kevin Ferguson moved that Ponoka FCSS provide funds in the amount of \$250.00 as a T-shirt sponsor for Ponoka Broncs Bantam Football. **Carried.**

**4.7 Turning Points - Outreach:** Turning Points has approached Ponoka FCSS regarding the outreach programs they provide in our community. Turning Points is currently working in the community on an “as needed” basis with staff coming from Red Deer. As explained in a supporting document from them, the services they provide are instrumental in prevention of addictions and harm reduction. They are requesting an opportunity to present to the Board to explain their services and proposed additional services. Currently there are satellite Turning Point offices at both Stettler and Killam FCSS’s. The E.D. will invite Turning Points to present to the Ponoka FCSS Board at the next meeting in April.

**4.8 FCSS Insurance/Client Transportation:** Our current policy states that Ponoka FCSS staff require 2 million liability coverage as we previously transported clients; as we no longer provide any client transportation the policy should be revised.

**4.9 Crestomere 4H:** The Crestomere 4H group has submitted a thank you letter and financial documentation for the grant money they received for their public speaking event sponsored by FCSS.

**4.10 Qian Meng:** This is a letter from current board member Qian Meng, informing and apologizing to the board of her inability to attend the past few meetings and her concern for attendance in the future. Board members discussed situation and gave direction to the E.D. for response.

**5.0 Correspondence - None**

**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:**

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

Policy change to the staff insurance requirement.

**9.3 Human Resources:** Doug – Chair

E.D. Evaluation to be scheduled.

**9.4 OH&S:** Shannon BC – Chair

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

QI meeting scheduled for March 13, 2018.

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

**9.7 P.R. and Advertising:** – Chair

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**10.0 Supported Program Reports:** Koreen Naugler – Family Therapist – **Attached**

Board members suggested that the numbers provided be put into a graph/spreadsheet.

**11.0 Schedule Committee Meetings:**

**12.0 Next Meeting:**

The next regularly scheduled board meeting will be held Monday April 9th, 2018 at 4:30 p.m. at the FCSS Boardroom.

**18-28 Motion:** Lauraine Weir moved to adjourn the meeting at 6:12 p.m. **Carried.**

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Chairperson  
Doug Gill

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Shannon Epp

Date Approved: \_\_\_\_\_

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