



Ponoka Family & Community Support Services

Board Meeting Minutes

May 8, 2017

Present: Lauraine Weir (Member at Large), Mark Matejka (County of Ponoka Representative), Alana Cissell (Member at Large), Lauralee Wygiera (Member at Large), Jack Surbey (Member at Large), Debby Grant (Member at Large), Loanna Gulka (Town of Ponoka Representative), Shannon Boyce-Campbell (Executive Director).

Recording Secretary: Shannon Epp (Office Manager)

Guests: Koreen Naugler (FCSS Family Therapist), Tanya Meston (New Admin Staff)

The meeting was called to order by Lauraine Weir, at 4:38 p.m. at the FCSS Board Room. New admin staff member, Tanya Meston was introduced to the FCSS Board. Koreen Naugler met with the Board to discuss the FCSS Counselling Program, client fees and further updates.

1.0 Approval of Agenda

17-45 Motion: Jack Surbey moved to accept the agenda as presented. **Carried.**

2.0 Approval of Minutes

April 13, 2017

17-46 Motion: Lauralee Wygiera moved to adopt the 13 April 2017 Ponoka Family and Community Support Services Board Meeting minutes as presented. **Carried.**

3.0 Business Arising

3.1 Barrier Free Automatic Doors and Frames: Another door installation company has been contacted for a quote and we are waiting for that information.

3.2 Compass Course: Kerry is working on scheduling a second Compass Course but no date has been set.

3.3 J.J. Collett: Jack Surbey brought forth the approval of the FCSS grant request back to the J.J. Collett board, however they have decided to postpone constructing a wheelchair accessible path, at this time. FCSS will leave the funds allocated to this project until further information is provided.

3.4 Ponoka/Rimbey Adult Learning: After approval from Alberta Innovation and Advanced Education, FCSS will invoice Ponoka/Rimbey Adult Learning for the hours and services that Ponoka FCSS admin staff have provided them over the last 18 months.

The Ponoka FCSS E.D. has continued to represent Adult Learning in communications with the Campus Alberta Central E.D. There may be an opportunity to partner in offering post-secondary programs for our area.

- 3.5 Living Life to the Full Program:** The results from the surveys for the Living Life to the Full course were favorable and provided great information for those that completed the course. It was suggested that we consider running this program again in the fall.
- 3.6 Board Governance Results:** The results of the annual Board Governance survey explain where the board has come in the past year and where they want to go in the future. The E.D. will present an operational plan to implement changes which will maintain current success and seek improvement.
- 3.7 Trade Fair Evaluation and Participant:** Members of the Board that volunteered over the 2-day event noticed less people this year over last year. They also suggested that an adult door prize draw would have most likely drawn more interest and helped to engage people.

4.0 New Business

- 4.1 Klaglahachi Grant Application:** The grant application requested an amount of \$3,300.00 to offset the costs associated with the Klaglahachie Youth Fine Arts Drama Camp running August 14 – 18, 2017.

17-47 Motion: Alana Cissell moved that Ponoka FCSS provide funds to the Klaglahachie Fine Arts Drama Camp in the amount of \$3,300.00 to come from eligible funds. **Carried.**

- 4.2 Staff Wellness Survey Results:** Approximately 15 surveys were completed and the feedback was informative. A Staff Wellness Committee will be established, which will enable staff members to have a more involved role in their own wellness.

- 4.3 Regional FCSS Meeting – May 10:** The E.D. along with Board member Lauraine Weir will be attending this meeting.

- 4.4 Board Member – Promotional items:** It was suggested shirts be ordered for Board members to promote FCSS programs.

17-48 Motion: Debby Grant moved that Ponoka FCSS purchase shirts for Board members to advertise and promote FCSS programs and services in the amount of \$346.03. **Carried.**

- 4.5 Maturing GIC:** We require a motion to reinvest the maturing GIC of \$25,000.00 coming due May 7, 2017.

17-49 Motion: Lauralee Wygiera moved that Ponoka FCSS reinvest the GIC of \$25,000.00 coming due May 7, 2017 for a further 2-year period. **Carried.**

5.0 Correspondence:

5.1 Card from Retired Staff Member: Card circulated to the Board

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 Budget meeting is scheduled for May 12th, 2017.

9.2 Policy & Guidelines: Lauraine – Chair

New and revised policies were presented for acceptance by Board.

17-50 Motion: Loanna Gulka moved for Ponoka FCSS to accept new and revised 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

9.6 Handi-Van Committee: Mark – Chair

9.7 P.R. and Advertising: Lauralee – Chair

10.0 Supported Program Reports:

Koreen Naugler- Family Therapist as presented

11.0 Schedule Committee Meetings: Nothing to schedule.

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday June 12th, 2017 at 4:30 p.m.

17-51 Motion: Jack Surbey moved to adjourn the meeting at 6:40 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

Minutes

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