



## Ponoka Family & Community Support Services Board Meeting Minutes November 20, 2017

**Present:** Doug Gill (Board Chairperson), Lauraine Weir (Member at Large), Mark Matejka (County of Ponoka Representative), Sandra Lyon (Town Rep), Kevin Ferguson (New Town Rep), Debby Grant (Member at Large), Lynn Lawrence (Member at Large), Qian Meng (Member at Large), Shannon Boyce-Campbell (Executive Director)

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

The meeting was called to order by Board Chair, Doug Gill at 4:35 p.m. at the Ponoka Family and Community Support Services Board Room.

### 1.0 Approval of Agenda

Additions to the agenda – 4.13 Canada 150 – Rimoka, 4.14 – Canada 150 – Klaglahachie and 4.15 T.V.

**17-107 Motion:** Mark Matejka moved to accept the agenda as amended. **Carried.**

### 2.0 Approval of Minutes

**October 16, 2017**

**17-108 Motion:** Debby Grant moved to adopt the 16 October 2017 Ponoka Family and Community Support Services Board Meeting minutes as presented. **Carried.**

### 3.0 Business Arising

**3.1 Board Committee Appointments:** The following changes were made to the Ponoka FCSS committees; Finance – remove Jack Surbey and add Mark Matejka as well as Lauraine Weir as chair; HR – remove Jack Surbey and add Lynn Lawrence; Policy remove Sandra Lyon and add Kevin Ferguson; PR & Advertising – remove Lauralee Wygiera and add Qian Meng and Mark Matejka; Handivan, OH&S and Quality Improvement had no changes.

**3.2 Barrier Free Automatic Doors and Frames:** After discussion with our landlord she has offered to pay \$1,000.00 towards the cost to have the automatic doors installed with the balance to be funded by Ponoka FCSS as financially we can afford to complete this project.

**17-109 Motion:** Mark Matejka moved that Ponoka FCSS have the barrier free doors installed up to a maximum of \$5,000.00. **Carried.**

### 3.3 Building Lease and Potential Additional Space:

**17-110 Motion:** Lauraine Weir moved that Ponoka FCSS enter into a new lease agreement beginning January 2018 until the end of March 2019 for the potential new space. **Carried.**

**3.4 Board/Staff Christmas Event-Cow Patti Dinner Theatre:** For information purposes: the Ponoka FCSS Board and staff Christmas event will be on Wednesday November 29: please let staff know if you are able to make it. Cost for staff and/or board member is covered and spouse or guest would be \$30.00 each.

**3.5 Nightlights For Fall Prevention:** The Executive Director has spoken with the management of Rimoka to discuss a possible partnership to have automatic sensor lights installed in each of the 77 units at Rimoka lodge. These lights will be installed regardless of our involvement for a cost of \$2618.00 plus GST. Our part would be in conjunction with our Falls Prevention plan and would include client education. We will also look into a similar option for our community clients.

**17-111 Motion:** Debby Grant moved that Ponoka FCSS support this initiative in the amount of \$1,000.00 with an intention to also provide future education. **Carried.**

**3.6 Home Care Contract:** The Home Care contract has been signed for one year.

**3.7 Donation Account – Allocation for Dental Surgery:** This decision was previously made via email with the Board.

**17-112 Motion:** Lauraine Weir moved to ratify the motion to cover emergency dental surgery in the amount of \$1,485.00 from the general donation account. **Carried.**

**3.8 Director and Coordinator Committee involvement outside of FCSS:** Some community committees involving FCSS Staff require involvement during FCSS regular hours essentially costing FCSS money, require board approval.

**17-113 Motion:** Doug Gill moved that Ponoka FCSS support FCSS staff involvement on community committees during regular FCSS business hours to be directed by FCSS Board with FCSS covering costs including mileage expenses. **Carried.**

## **4.0 New Business**

**4.1 Accreditation Report:** Ponoka FCSS has been Accredited with Exemplary Standing until 2021. There will be a continued cost until then at approximately \$4,000 to \$5,000.00 per year.

**4.2 Lifeline Concerns/Updates:** We have had some issues with Phillips Lifeline in regards to purchasing Pacemaker compatible equipment from other sources. We are currently in a contract with Lifeline until 2019 which prevents us from purchasing from other equipment vendors that do have compatible units. The E.D. has invited Lifeline reps to meet with the Board and discuss ongoing issues concerning equipment and client costs.

**4.3 Canada 150 – Ag Society:** This grant was previously approved via email with board members.

**17-114 Motion:** Mark Matejka moved that Ponoka FCSS ratify the grant application approval to the Ponoka Agricultural Society in the amount of \$2,000.00. **Carried.**

**4.4 Canada 150 – 4-H:**

**17-115 Motion:** Sandra Lyon moved that Ponoka FCSS provide grant funds to the Crestomere 4-H Multiclub in the amount of \$1,000.00. **Carried.**

**4.5 Canada 150 – Wolfville Community Christmas:**

**17-116 Motion:** Mark Matejka moved that Ponoka FCSS provide grant funds to the Wolfville Community Club in the amount of \$1,000.00. **Carried.**

**4.6 Canada 150 – Centennial Park Light Display and Skating:**

**17-117 Motion:** Lynn Lawrence moved that Ponoka FCSS provide grant funds to the Ponoka Recreation Group in the amount of \$5,107.50. **Carried.**

**4.7 Canada 150 – Ponoka Recreation Hockey:**

**17-118 Motion:** Lauraine Weir moved that Ponoka FCSS provide grant funds to the Ponoka Rec Hockey group in the amount of \$1,800.00. **Defeated - 4 Opposed.**

**17-119 Motion:** Debby Grant moved that Ponoka FCSS provide grant funds to the Ponoka Rec Hockey group in the amount of \$1,000.00 with the expectation that they spend the funds on cost reduction as opposed to gifts. **Carried.**

**4.8 Canada 150 – 1<sup>st</sup> Ponoka Parent Group - Scouts:**

**17-120 Motion:** Lauraine Weir moved that Ponoka FCSS provide grant funds to the 1<sup>st</sup> Ponoka Parent Group in the amount of \$8,000.00. **Carried – 1 Opposed.**

**4.9 I-Pad Contracts:** For information purposes we will be creating a contract for board members to sign regarding the I-Pads and returning them at the end of each members term.

**4.10 2017 FCSS Program Survey:** This was for information purposes only.

**4.11 Christmas Event at Rimoka Link December 15:** We would like board members that are available that day to be there by 1:15 to start serving Christmas pudding and tarts.

**4.12 FCSS Open House:** Ponoka FCSS would like to celebrate our successes of the year with an Open House for all our community partners, volunteers, staff, clients and Board members possibly on Wednesday December 20<sup>th</sup>, 2017.

**17-121 Motion:** Lauraine Weir moved that Ponoka FCSS provide a budget in the amount of \$800.00 for the Ponoka FCSS Christmas Open House to be held December 20<sup>th</sup>. **Carried.**

**4.13 Canada 150 - Rimoka:**

**17-122 Motion:** Lauraine Weir moved that Ponoka FCSS approve this grant request to a maximum of \$500.00. **Carried.**

**4.14 Canada 150 - Klaglahachie:**

**17-123 Motion:** Lynn Lawrence moved that Ponoka FCSS provide grant funds in the amount of \$1,625.00. **Carried.**

**4.15 New Television Purchase:** This would be purchased to replace the smaller television in the boardroom which could then be placed in the waiting area and have a power point presentation information screen about FCSS programs. Also a bigger screen would be more user friendly for doing any training for the HCA's.

**17-124 Motion:** Mark Matejka moved that Ponoka FCSS purchase a television for the boardroom including equipment and costs associated with removing old television and mounting new television to a maximum of \$3,000.00. **Carried.**

## 5.0 Correspondence

Rural Man Van  
Town of Ponoka  
County of Ponoka  
Cards/Notes of Appreciation

6.0 **Executive Director's Report** - See attached report.

7.0 **Program Coordinator Report** - See attached report.

8.0 **Home Services/Home Support Coordinators Reports** - See attached report.

## 9.0 Committee Reports

9.1. **Finance:** - Chair

9.1.1 2016 Signing Authority/Resolutions etc.

**17-125 Motion:** Mark Matejka made the motion to rescind all resolutions regarding signing authority for Ponoka Family and Community Support Services prior to 20 November 2017. **Carried.**

**17-126 Motion:** Lauraine Weir made the motion that the Signing Officers of the Ponoka Family and Community Support Services which is hereto attached as **Schedule A** is hereby approved. **Carried.**

**17-127 Motion:** Debby Grant made the motion to rescind all resolutions regarding execution of documents for Ponoka Family and Community Support Services dated prior to 20 November 2017. **Carried.**

**17-128 Motion:** Sandra Lyon made the motion that deeds, transfers, assignments, contracts, obligations, certification and other instruments may be signed on behalf of the Association by any two directors from Group A as per the Signing Officers listed and annexed hereto as **Schedule A** is hereby approved. **Carried.**

**17-129 Motion:** Lynn Lawrence made the motion to rescind all resolutions approved for the purposes of transacting business at the Ponoka Family and Community Support Services bank, ATB Financial, dated prior to 20 November 2017. **Carried.**

**17-130 Motion:** Mark Matejka made the motion that for purposes of transacting business at the Association's bank, ATB Financial, the following shall apply with reference to **Schedule A** of the Signing Officer Resolution and is hereby approved:

Borrow (including Overdraft):

Two signatures from Group A.

Withdrawals:

Two signatures from Group A; or

One signature from Group A and one signature from Group B.

Deposits:

One signature from Group B or C.

Other:

OnLine Administrator(s):

Both/All of Group B.

Contact(s):

Either/Any of Group B.

Messengers:

Multiple - Any of Group B or Group C. **Carried.**

## 9.1.2 Current Financials

**17-131 Motion:** Lauraine Weir moved that Ponoka FCSS approve the regular and enhanced performance bonus based on established criteria to a maximum of \$900.00 per employee. **Carried.**

**17-132 Motion:** Sandra Lyon moved to accept the financials for April, May, June, July, August, and September 2017 as presented. **Carried.**

- 9.2 **Policy & Guidelines:** Lauraine – Chair
- 9.3 **Human Resources:** Doug - Chair
- 9.4 **OH&S:** Shannon BC - Chairs
- 9.5 **Quality Improvement:** Shannon BC - Chairs
- 9.6 **Handi-Van Committee:** Mark – Chair
- 9.7 **P.R. and Advertising:** – Chair

**10.0 Supported Program Reports:** Nothing to report.

**11.0 Schedule Committee Meetings:** Finance Committee scheduled for December 15 approximately 3 or 3:30.

**12.0 Next Meeting:**

# Minutes

The next regularly scheduled board meeting will be held Monday January 8th, 2018 at 4:30 p.m. at the FCSS Boardroom.

**17-133 Motion:** Lauraine Weir moved to adjourn the meeting at 7:36 p.m. **Carried.**

\_\_\_\_\_  
Chairperson  
Doug Gill

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Executive Director  
Shannon Boyce-Campbell

\_\_\_\_\_  
Recording Secretary  
Shannon Epp

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

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