



Ponoka Family & Community Support Services

Board Meeting Minutes

October 16, 2017

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

Recording Secretary: Shannon Epp (Office Manager)

Guests: Donna Davies

The meeting was called to order by Board Chair, Doug Gill at 5:29 p.m. at the Ponoka Family and Community Support Services Board Room.

1.0 Approval of Agenda

Additions to the agenda – 4.15 Advertising Opportunity and 4.16 Board Member Absence

17-88 Motion: Alana Cissell moved to accept the agenda as amended. **Carried.**

2.0 Approval of Minutes

September 10, 2017

17-89 Motion: Lauraine Weir moved to adopt the 10 September 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: After confirming that there are no longer any available grants, using surplus dollars was discussed and waiting until the end of the year to ensure funds are available.

3.2 Swim Sponsorship: The pool managers have suggested that sponsoring a public swim instead of a family swim time may have increased users and may be more inclusive.

17-90 Motion: Lauraine Weir moved that Ponoka FCSS sponsor a public swim time for a trial period of November 3, and 17 and December 1, 15 and 29. **Carried.**

3.3 Outdoor Lighting: To increase the safety of staff we have looked into having a security camera and increased lighting at the back entrance of the FCSS office. After discussion it was decided to go ahead with the purchase of two flood lights and the security camera including the security dome cover for the camera.

17-91 Motion: Alana Cissell moved that Ponoka FCSS have the 2 lights and the security camera with cover installed up to a maximum of \$2,000.00 to come from eligible funds. **Carried.**

3.4 Nightlights for Fall Prevention: Rimoka Foundation is working on having automatic sensor lighting installed in the bathrooms at the lodge and FCSS is looking at a possible partnership to share the costs as well as sharing a fall prevention strategy with clients.

3.5 Canada 150 Grants: We have recently had two new application for the grants.

17-92 Motion: Debby Grant moved that Ponoka FCSS approve the grant to Stepping Stone in the amount of \$4,500.00 to come from the Good Neighbours grant and to the Citizens on Patrol group in the amount of \$3,000.00 to come from the Volunteer grant. **Carried.**

3.6 Board Retreat Costs/Feedback: For information purposes the budget for the Board Retreat had been for \$8,000.00 and the actual costs were \$6,737.00.

4.0 New Business

4.1 Donation Ladies Golf: The Ladies Golf Club has recently donated nearly \$1,400.00 to our FCSS Cancer Fund.

4.2 Furnishing Donation: Ponoka FCSS has been fortunate enough to have had a number of furnishings donated to our office. A big thank you to The Cooperators Insurance for the board room chairs, Ditmar Stone and Tile for our beautiful granite countertops and to Birchcliff Energy Ltd. for our new Boardroom table.

4.3 FCSSAA Conference – Requests for Silent Auction Items: The conference is scheduled for November 8-10, 2017 and board members are welcome to come. There is a silent auction each year and we have the opportunity to provide an item.

17-93 Motion: Lauriane Weir moved that Ponoka FCSS purchase auction items for the FCSSAA Conference to a maximum of \$250.00 to include 4 tickets to the Ponoka Stampede and 2 gift certificates for meals at a local restaurant. **Carried.**

4.4 Medical Leave – Full Time Employee:

17-94 Motion: Mark Matejka moved to enter *in camera* at 6:15 p.m. **Carried.**

17-95 Motion: Lauraine Weir moved to exit *in camera* at 6:31 p.m. **Carried.**

17-96 Motion: Alana Cissell moved that Ponoka FCSS pay up to an additional 4 weeks of sick time for full time employees for medical leave. Require a policy review going forward. **Carried.**

4.5 Home Care Contract: Just an update that the 30 month contract first expected has been reduced to a 12 month contract.

4.6 Building Lease and Potential Additional Space: Our lease will be up for renewal at the end of October and we will be looking at renewing with a possibility of acquiring some additional space next door.

4.7 BB/BS PYC Annual Reports - FYI: The Annual Reports were circulated.

4.8 Code of Conduct and Ethics: The Executive Director has completed the Code of Conduct and Ethics and has emailed it out to the Board for review.

4.9 Canadian Finals Rodeo/Disney on Ice – Public Field Trip:

17-97 Motion: Lauraine Weir moved that Ponoka FCSS accept the budgets for both trips as presented to come from ineligible funds. **Carried.**

4.10 Cow Pattie Dinner Theatre – Private FCSS: This would be for a FCSS staff and board Christmas function.

17-98 Motion: Mark Matejka moved that Ponoka FCSS accept the budget as presented. **Carried.**

4.11 Furnace and Duct Cleaning: We have requested a quote to have the ducts cleaned. The ED will ask the landlord to see if this would be something she may split the cost of.

17-99 Motion: Lauraine Weir moved that Ponoka FCSS accept the quote as presented to have the ducts cleaned. **Carried.**

4.12 Joint Rimbey/Ponoka HCA Wellness Day Oct. 28: Rimbey will be hosting the HCA Wellness Day this year in Rimbey. They have included an estimated budget for the cost.

17-100 Motion: Mark Matejka moved that Ponoka FCSS provide funds in the amount of \$750.00 for the October 28th HCA Wellness day. **Carried.**

4.13 Beauty and the Grinch: This is a Jubilations Junior Dinner theatre event for youth.

17-101 Motion: Alana Cissell moved that Ponoka FCSS accept the budget as presented for this bus trip to come from ineligible funds. **Carried.**

4.14 Lifeline Units: We have quite a few older units that could be traded back to Phillips Lifeline and we could then purchase newer upgraded units.

17-102 Motion: Debby Grant moved that Ponoka FCSS provide funds to purchase 10 upgraded units at a cost of \$582.00 each to come from eligible funds. **Carried.**

4.15 Advertising Opportunity: This is an opportunity to advertise on the Ag Event sign along the highway for the 2018 Winter Barrel Racing event being held Wednesdays from January until April 2018. Our name would be announced during the event each night as a sponsor as well as our name on saddles and awards.

17-103 Motion: Lauraine Weir moved that Ponoka FCSS support the Winter Barrel Racing Event as a title sponsor at a cost of \$3,000.00 from eligible funds. **Carried. Opposed - 2**

4.16 Board Member Absence: Board member, Tamara Armitage Cline has requested a leave of absence from the September, October and November meetings.

17-104 Motion: Mark Matejka moved that Ponoka FCSS grant Tamara Armitage Cline a leave of absence for 3 consecutive board meetings. **Carried.**

5.0 Correspondence

Klaglahachie Group – We have received a Thank you letter from the Klaglahachie Theatre for the \$3,000.00 grant they received for their drama camp in August 2017.

AHS – Audit – A letter acknowledging our completion of the provisions of our recent AHS Audit.

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: Jack - Chair

9.1.1 2016 Review Engagement

9.1.2 Current Financials Jan, Feb, Mar 2017

17-105 Motion: Lauraine Weir moved that Ponoka FCSS accept the financials for January, February and March 2017 as presented. **Carried.**

9.2 Policy & Guidelines: Lauraine – Chair

9.3 Human Resources: Doug - Chair

Talent Management

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:

Family Therapist – Nothing to report.

11.0 Schedule Committee Meetings: Nothing to schedule.

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday November 13th, 2017 at 4:30 p.m. at the FCSS Boardroom.

17-106 Motion: Alana Cissell moved to adjourn the meeting at 7:46 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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