



Ponoka Family & Community Support Services

Board Meeting Minutes

September 10, 2017

Present: Doug Gill (Board Chairperson), Lauraine Weir (Member at Large), Mark Matejka (County of Ponoka Representative), Alana Cissell (Member at Large), Lauralee Wygiera (Member at Large), Debby Grant (Member at Large), Shannon Boyce-Campbell (Executive Director).

Recording Secretary: Shannon Epp (Office Manager)

Guests: Donna Davies, Lynn Lawrence, Ed Seto and Faith Pilgrim

The meeting was called to order by Board Chair, Doug Gill at 4:33 p.m. at the Village Creek Country Inn Fireside Room at Pigeon Lake. Board members were provided with Ipads to use during their term with FCSS with Donna Davies doing a presentation to set members email up for them. Doug introduced Lynn Lawrence and Ed Seto as prospective new Board members. Doug also thanked Laurelee Wygiera for her time spent on the FCSS Board and wished her well in future endeavors.

1.0 Approval of Agenda

17-75 Motion: Lauraine Weir moved to accept the agenda as presented. **Carried.**

2.0 Approval of Minutes

June 12, 2017

17-76 Motion: Alana Cissell moved to adopt the 12 June 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: The ED had received information in regards to grants that could be applied for unfortunately one grant has already expired but we will research other options. Using surplus dollars was also discussed.

4.0 New Business

4.1 Festival of Trees: Board discussed sponsoring both the Senior's Tea and the Breakfast with Santa for a total of \$6,000.00 as opposed to last year where we were a Bronzy Balsam sponsor.

17-77 Motion: Mark Matejka moved that Ponoka FCSS sponsor both the Seniors Tea and Breakfast with Santa to a maximum of \$6,000.00; in the case that those events have already been sold we would then become Bronzy Balsam sponsors to a maximum of \$5,000.00. **Carried.**

4.2 Anger Management Evaluations Results and Feedback-Cirrus Psychology Services: We have received a letter from facilitator, Marc Roy as well as a synopsis of the evaluations. We recognize that this continues to be a huge need in the community and is not offered elsewhere at this time.

17-78 Motion: Alana Cissell moved that Ponoka FCSS run another Anger Management course in the fall to a maximum of \$3,500.00 to come from eligible funds. **Carried.**

- 4.3 Succession Planning:** The Executive Director has created a succession plan in the event that she would be unable to continue with her position for a variety of reasons and time periods. This includes many different scenarios involving the admin staff as well as the Board chair.

17-79 Motion: Debby Grant moved that Ponoka FCSS accept the Succession Plan as presented. **Carried.**

- 4.4 Swim Sponsorship:** The Board previously sponsored the Family Swim to the end of September 2017. There was some discussion whether we should continue to sponsor the family swim verses a pool rental slot so we will look into the difference and bring that back to the Board.

17-80 Motion: Lauraine Weir moved that Ponoka FCSS continue to sponsor the family swim until the end of October 2017 and re-evaluate at the October Board meeting. **Carried.**

- 4.5 Calaway Park Summer Bus Trips:** The budget for this event has been previously discussed via email.

17-81 Motion: Mark Matejka moved that Ponoka FCSS ratify the cost for 3 busses for the Calaway Park trip of \$6,660.00 to come from ineligible funds. **Carried.**

- 4.6 October Zest:** We received great feedback last year from other agencies of how they loved the comradery and the chance to showcase their information to the community. This year's event would possibly include more of a career and volunteer fair as well as a keynote speaker. There was also discussion in regards to approaching other businesses, Chamber of Commerce and other local FCSS for joint financial contributions.

17-82 Motion: Lauraine Weir moved that Ponoka FCSS provide \$6,500.00 for the October Zest event for speaker, rental and snacks to come from eligible funds. **Carried.**

- 4.7 Long Service Staff Pay Grids:** The ED has met with a few employees regarding the lack of wage increases after the six year long service increase. This will be discussed further for the 2018 Budget.

- 4.8 Graffiti Costs:** We have had 2 incidences of graffiti on the back walls; the first one our landlord covered the cost to have it painted over. We also had the trees in the back cut down which then exposed the second wall with graffiti. Should we again approach the landlord for this cost or could we leave it the way it is.

17-83 Motion: Debby Grant moved that Ponoka FCSS cover the costs of repainting the second wall of graffiti. **Carried.**

- 4.9 Canada 150 Grants:** We have had only a few applications at this point and would like to have Board members promote the grants as much as possible.

- 4.10 Outside Lighting:** The back of the building has been a safety concern for some time now with the lack of lighting. We have had a local company give us a quote to install different lights but seemed quite high. The board suggested solar lighting of some kind possibly instead of the wired in option to bring the cost down. The ED will inquire about different options with the local company or consider purchasing the lights and just having them installed.

- 4.11 Nightlights for Fall Prevention Strategy:** We have had a 7% increase in the number of falls which led the QI Committee to consider options for providing clients with night lights and see if that could help decrease the number of falls we are seeing. We will do some more research to decide.
- 4.12 Hazard Identification:** This is for the Board to review, add any necessary changes and then sign.
- 4.13 Kidsport FYI:** We have received their 2016 report showing that Ponoka had 64 recipients of the program totaling just under \$13,000. As of last year, there was still a chapter in Ponoka but they were working towards just having that chapter join the provincial group.
- 4.14 FCSS 2017 Calendars:** Last year we had 500 calendars printed and they were a huge success.
- 17-84 Motion:** Alana Cissell moved that Ponoka FCSS purchase 600 calendars to a maximum of \$3,000.00 to come from eligible funds. **Carried.**
- 4.15 Opera trip 2018:** Ponoka Secondary Campus has approached Ponoka FCSS to sponsor another bus trip to the Opera in January 2018.
- 17-85 Motion:** Lauraine Weir moved that Ponoka FCSS sponsor the Opera trip for the 2017-2018 school year to a maximum of \$550.00 from ineligible funds. **Carried.**

- 5.0 Correspondence – Nothing to Report**
- 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 2016 Review Engagement
- 9.2 Policy & Guidelines:** Lauraine – Chair
- 9.3 Human Resources:** Doug - Chair
- ED will be working on Talent Management and Talent Retention
- 9.4 OH&S:** Shannon BC, Faith – Co-Chairs
- 9.5 Quality Improvement:** Shannon BC, Faith – Co-Chairs
- The last meeting was spent reviewing what we have accomplished since we have started.
- 9.6 Handi-Van Committee:** Mark – Chair
- 9.7 P.R. and Advertising:** Lauralee – Chair
- 10.0 Supported Program Reports:**
- Family Therapist Report Submitted.
- 11.0 Schedule Committee Meetings:** Nothing to schedule.

Minutes

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday October 16th, 2017 at 4:30 p.m. at the FCSS Boardroom following the Ponoka FCSS AGM.

17-87 Motion: Lauraine Weir moved to adjourn the meeting at 6:33 p.m. **Carried.**

Chairperson
Doug Gill

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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