

Pincher Creek and District



Box 2841, Pincher Creek, Alberta, T0K 1W0 Telephone 403-627-3156 - fcss@pinchercreek.ca

FCSS Board Meeting, February 19, 2019 - Council Chambers Agenda – **DRAFT 2**

- 1.) **Call to order: 6:30 PM**
Confirmation of Quorum
- 2.) **Approval of Agenda**
- 3.) **Approval of Minutes December 17, 2018**
- 4.) **Presentation: Ranchlands Victim Services**
- 5.) **Financial:**
 - a) 2019 Grant Contracts – Signatures (3 remaining to be signed)
 - b) 2019 Funding Year (1st quarter disbursements)
 - c) Grant fund unallocated
 - d) 2018 Audit
- 6.) **Correspondence**
 - a) Pincher Creek Family Centre – material request for 2019 funding
- 7.) **New Business**
 - a.) Review of FCSS Funding Application
 - b.) Review of Budget Template
 - c.) Meeting with United Way of Lethbridge and South Western Alberta
 - d.) Social Needs Assessment – Quotation
 - e.) Presentations to Councils re: Summary Powerpoint and Admin Agreement
 - f.) Recruitment for new Board Member
- 8.) **Project Coordination**
 - a.) Housing (Lethbridge conference and Phase II Affordable Housing)
 - b.) Early Learning Centre planning
 - c.) Transportation
 - d.) Strategic Planning Review
- 9.) **Date for Next Board Meeting – March 18th, 2019**
- 10.) **Adjournment**

Pincher Creek and District



Box 2841, Pincher Creek, Alberta, T0K 1W0 Telephone 403-627-3156 - fcss@pinchercreek.ca

FCSS Board Meeting, February 19, 2019 - Council Chambers **Minutes – signature copy**

Board members present: Sussanne O'Rourke, Kathy Verhagen, Bonnie Scott, Kellie Leblanc, Bev Everts

Absent with regret: Marie Meckelborg, Mary Kittlaus

Staff present: David Green

- 1.) **Call to order:** Kathy Verhagen called the meeting to order at 6:30 PM.

Confirmation of Quorum: a quorum was present

- 2.) **Approval of Agenda**

Motion 12 / 200 Everts

That the Agenda be approved as circulated.

Carried

- 3.) **Approval of Minutes December 17, 2018**

Motion 12 / 201 O'Rourke

That the Minutes of the December 17 meeting be approved as circulated.

Carried

- 4.) **Presentation: Ranchlands Victim Services:** Christine Wagenaar-Van Huffel was present to provide information about Ranchlands Victim Services. She was accompanied by Wicket, the Trauma Dog. The Board appreciated the detail Christine provided about the RVS service in the region.

Christine was thanked for her presentation.

5.) Financial:

- a) 2019 Grant Contracts – Signatures (3 remaining to be signed):
- b) 2019 Funding Year (1st quarter disbursements):
The Board reviewed the 1st quarter grant disbursement summary.
- c) Grant fund unallocated: the Board reviewed the 2019 Grant Funding summary which confirmed a balance of \$27,325.00.
- d) 2018 Audit: The Audit package is being prepared as per the request of the Town Auditors. The board reviewed the document request list.

6.) Correspondence

- a) Pincher Creek Family Centre Materials Budget: The Board reviewed the program materials request for 2019 funding. (The Board had requested this detail when the Family Centre Grant Application was reviewed in October of 2018.)

Motion 12 / 202 Everts

That the Family Centre Program Materials budget discussion be tabled until the March 18th meeting.

Carried

NOTE: 7 d) Inserted into the agenda

Social Needs Assessment – Quotation and Terms of Reference:

The Board briefly discussed the proposed Nichols Applied Management Inc "Social Needs Assessment" (copies were distributed). Following discussion, the following motion was made:

Motion 12 / 203 Scott

That FCSS seek two more bids for the Social Needs Assessment project.

Carried .

7.) New Business

- a.) Review of FCSS Funding Application: The funding application will be changed only to make entering text easier. The structure of the application is used extensively across the province.
- b.) Review of Budget Template: The Board reviewed and discussed the proposed Funding Application Budget Template. Changes were recommended and the proposal is attached to and forms part of these minutes. (In the interim, a copy of proposed changes will be sent to the Board Members).
- c.) Meeting with United Way of Lethbridge and South Western Alberta: Representatives of the United Way of Lethbridge and South Western Alberta visited Pincher Creek recently

and attended two separate meetings with community members. As a result, the Pincher Creek Community Development Initiative (PCCDI) is considering options for the establishment of a foundation in Pincher Creek.

- d.) Social Needs Assessment – Quotation, TOR and Eligibility: **SEE in item 6**
- e.) Presentations to Councils: David will present a full FCSS update to all three partner Councils and take the opportunity to discuss the District FCSS Admin Agreement (signed in 2008).
- f.) Recruitment for new Board Member: Board Member Marie Meckelborg has offered to resign because of the difficulty of scheduling meetings with her work timetable. The Board agreed to request her resignation and to begin advertising for her replacement at the appropriate time.

8.) Project Coordination

- a.) Housing (Lethbridge conference and Phase II Affordable Housing) March 8th. The Board received information related to this Regional Housing Conference.
- b.) Early Learning Centre planning: The Board received update information on the progress of planning for the new Early Learning Centres.
- c.) Transportation: The Board was advised of the new route and timing schedule implemented on Feb 19th. Ridership continues to be very low.
- d.) Strategic Planning Review: Feb 22: David will facilitate Council's Strategic Plan Review on Friday, February 22.

9.) Date for Next Board Meeting – March 18th, 2019

10.) Adjournment: There being no further business, Bonnie Scott declared the meeting adjourned at 8:38 PM

Read and approved this 18th day of March 2019



Coordinator



Director