

# Pincher Creek and District



**FCSS** Family and Community  
Support Services

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

## **FCSS Board Meeting, January 20, 2020 – Council Chambers 6:30 PM Agenda**

- 1.) Call to order: 6:30 PM**  
Confirmation of Quorum
- 2.) Approval of Agenda**  
**Motion 12 / 233**
- 3.) Approval of Minutes of December 16, 2019**  
**Motion 12 / 234**
- 4.) Financial**
  - a.) Year-end reconciliation
  - b.) Surplus remaining in grant fund. (\$32,923.00)
  - c.) Audit preparations
  - d.) Contract redraft
- 5.) New and on-going Business**
  - a.) Social Needs Assessment – focus group schedule
  - b.) Board member applications
  - c.) Family Resource Network Expression of Interest
  - d.) Letters of support for projects
  - e.) Family Centre Manager Job Posting (continuation)
  - f.) Community Foundation of Lethbridge Social Innovation Fund
  - g.) FCSS Directors Conference May 6-8 Lethbridge
  - h.) Outcome Measures reporting deadline
  - i.) Performance appraisal
  - j.) Community Directory
- 6.) Date for Next Board Meeting – February 18, 2020 (Feb 17 is Family Day)**
- 6.) Adjournment**

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### **FCSS Board Meeting, January 20, 2020 – Council Chambers 6:30 PM** **Minutes – SIGNATURE COPY**

**Board members present: Don Anderberg, Bev Everts, Mary Kittlaus, Kathy Verhagen, Stephanie Smith**

**Absent with regret: n/a**

**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 / 233 / Anderberg**  
**That the agenda be approved as circulated.**  
**Carried**

**3.) Approval of Minutes of December 16, 2019**

**Motion 12 / 234 / Everts**  
**That the Minutes of the December 16, 2019 meeting be approved.**  
**Carried**

**4.) Financial**

- a.) Year-end reconciliation: David is working with the Town Finance Department on closing the books for 2019.
- b.) Surplus remaining in 2020 grant fund. (\$32,923.00). Information only. The Board agreed to postpone discussion on this surplus pending resolution of the core funding matter with the Early Childhood Coalition, the Pincher Creek (Parent Link) Family Centre and Healthy Families Home Visitation Program.

c.) Audit preparations: All financial and minute records are being organized for Audit by KMPG (new Auditors)

d.) Contract redraft: The Board reviewed the revised funding contract.

**Motion 12 / 235 / Anderberg**

**That the revised funding contract be approved as circulated and attached to these minutes.**

**Carried**

**5.) New and on-going Business**

a.) Social Needs Assessment – The week of February 10 to 14 has been set aside as the week for the Social Needs Assessment focus group schedule. Individual groups will include youth, seniors, interagency (including FCSS), health, Alberta Supports, and Community Housing. The Board will be notified of the timeline details. It was noted that a Joint Council meeting will take place on February 11<sup>th</sup>, providing an opportunity for the consultants to have a meeting with Councils.

b.) Board member applications: The Board discussed the three Board applications. Following discussion, the following motion was made:

**Motion 12 / 236 / Smith**

**That Roxanne Debroux and Alice Wagenaar be accepted as Directors for the Pincher Creek and District FCSS Board and that the other applicant be thanked.**

**Carried**

c.) Family Resource Network Expression of Interest (EOI): As of January 12, there have been 11 amendments to the EOI. At this time, FCSS has not been informed that core funding applications have been filed (today being the deadline). David met with the three agencies affected by this initiative and was of the understanding that applications were proceeding. (see item d. below: Letters of Support for Projects)

d.) Letters of support for projects: David provided Town Council with three letters of support for agencies whose core funding application process has been changed. In the presentation to Council, David emphasized the importance of those agencies to FCSS programming and to the community at large. Council approved those letters and they have been distributed. David will provide a draft of those letters of support to both the M.D. and Village Councils and encourage them to provide similar letters (although the application deadline has passed).

e.) Family Centre Manager Job Posting: This matter remains unresolved because of the uncertainty of core funding for the Family Centre.

- f.) Community Foundation of Lethbridge Social Innovation Fund: David explained the basis for this new "Investment Readiness Fund". It was suggested that perhaps the fund could be used to explore future facility ownership options between the Town and the Pincher Creek Community Early Learning Centre Ltd.
- g.) FCSS Directors Conference May 6-8 Lethbridge: The Board received information regarding this Directors Networking Conference. Further details will be provided when available.
- h.) Outcome Measures reporting deadline: Projects funded through 2019 will be expected to provide outcome measures reports not later than March 15, 2020.
- i.) Performance appraisal: David's Performance appraisal will be completed by his current supervisor.
- j.) Community Directory: The new Community Directory is now available and is being distributed.

**6.) Date for Next Board Meeting – February 18, 2020 (Note: Family Day is February 17<sup>th</sup>.)**

**7.) Adjournment:** There being no further business Mary Kittlaus declared the meeting adjourned at 7:40 P.M..

Read and approved this 18<sup>th</sup> day of February, 2020

  
\_\_\_\_\_  
Coordinator

  
\_\_\_\_\_  
Director