

# Barons-Eureka-Warner Family & Community Support Services Minutes of Board Meeting – Wednesday, Dec. 14, 2016

## Attendance

Cathy Needham, Don Heggie, Don Holinaty, Barbara Edgecombe-Green, Ian Glendinning, Merrill Harris, Laura Ross-Giroux, John Willms and staff members: Zakk Morrison, Evelyn Florence-Greene and Linda Hashizume.

## Absent

Bill Martens

## Observers

Sel Golding, Village of Barons

## Call to Order

C. Needham called the meeting to order at 5:00 p.m.

## Approval of Agenda

L. Ross-Giroux moved the Board approve the agenda as amended.  
8 a) Closed Session - Personnel

**Carried Unanimously**

## Minutes

D. Heggie moved the minutes of the November 9, 2016 regular FCSS Board meeting be approved as presented.

**Carried Unanimously**

## Business Arising from Minutes

Family and Community Support Services Association of Alberta (FCSSAA)  
Conference Feedback

The Board discussed the FCSSAA Conference held in November 2016.

Natural Playground

Z. Morrison updated the Board on the proposed Natural Playground for Coaldale, sharing that the Town of Coaldale Council was supportive of the proposed concept.

## Correspondence

The following correspondence was presented for information:

- Town of Taber – Board Appointment Letter
- FCSSAA 2016 Annual Report
- FCSSAA Highlights of October 2016 Board Meeting
- Nobleford Centennial Society – Thank you card

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D. Holinaty moved the Board receive the correspondence as presented for information.

**Carried Unanimously**

## **Reports**

### **Director**

Z. Morrison reviewed the Directors report.

The 2017 Retreat was discussed. The Board was asked to let Linda Hashizume know if they will be joining staff on the bus or taking their own transportation. An reminder email will be sent out prior to the Retreat.

J. Willms moved the Board approve the Director's Report as presented.

**Carried Unanimously**

### **Finance**

The Board reviewed the Financial Report.

Z. Morrison presented a summary of the BEW FCSS programs and services which received additional funding allocation in 2016 due to the FCSS provincial funding increase.

M. Harris moved the Board approve the October 2016 Financial Report.

**Carried Unanimously**

### **Mastercard**

The Alberta Treasury Branch MasterCard statement for November 10, 2016 was presented for information and approval.

B. Edgecombe-Green moved the Board approve payment of the Alberta Treasury Branch November 10, 2016 MasterCard statement.

**Carried Unanimously**

### **Monthly Accounts**

The Board reviewed the monthly accounts.

D. Holinaty moved the Board approve the monthly accounts for October 26 to November 25, 2016.

**Carried Unanimously**

## **New Business**

### Human Resources Policy

Z. Morrison reviewed the draft Human Resource Policies.

The Board was provided a copy of the old policies and a copy of the draft new Human Resources policies.

The Board was asked to provide feedback on the new policies by the January Board meeting.

#### Board Operating Guidelines

The Board reviewed the Board Operating Guidelines document.

The Evaluation Committee of the Board was tasked to review the following of the Operating Guidelines:

- Review: Clarify that the Director is the only employee of the Board.
- Review Section 7
  3. Negotiates salaries, benefits and related items with Staff Association. *Review: How are negotiations handled with out-of-scope staff?*
  10. Hires and evaluates the performance of the Director. *Review: What is the process for evaluating the Director?*

M. Harris moved the Board approve the Board Operating Guidelines document as amended.

**Carried Unanimously**

#### All-Councils Meeting 2017

The Board discussed the All-Councils meeting for 2017.

The All-Councils meeting was set for March 9, 2017.

The March 8, 2017 Board meeting will be moved to March 9, 2017 prior to the All-Councils meeting.

#### **Round Table Discussion**

C. Needham discussed the Heart Math Conference she attended. There are products available to help with self regulation she believes may be helpful for FCSS staff to use with clients.

C. Needham discussed the Fire Smart Program and the information available on the Institute for Catastrophic Loss Reduction website.

#### **Closed Session**

M. Harris moved the Board move in-camera at 6:21 p.m.

**Carried Unanimously**

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J. Willms moved the Board move to regular session at 6:28 p.m.  
**Carried Unanimously**

**Date of Next Meeting**

The date of the next regular Board meeting will be January 18, 2017 at the retreat in Kananaskis.

**Adjournment**

D. Holinaty moved the meeting adjourn at 6:29 p.m.  
**Carried Unanimously**

  
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Chairperson

  
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Director