



## GRASSLANDS REGIONAL FCSS SOCIETY BOARD MEETING MINUTES - APPROVED

Wednesday, May 31, 2023

Members Present: Yoko Fujimoto, Tina Preston, Vienna Dahl  
Clarence Amulung, Cindy Wolfer  
Danealle Reinke, Marissa Wardrop,

Regrets: Holly Johnson

County Representative: Amanda Philpott – County of Newell

Staff: Lynn Pye-Matheson, FCSS Executive Director  
Tammy Johnson, Administrative Assistant  
Victoria Muhlbeier, Community Outreach Coordinator

1. **Call to Order:**

Clarence Amulung called the meeting to order at 7:39 PM

2. **AGENDA**

Added under New Business: j. Bylaws for Missed Board Meetings

MOVED by Tina Preston that the agenda be accepted as amended.  
CARRIED

3. **Minutes:**

MOVED by Vienna Dahl to accept the April 26, 2023 Minutes as presented.  
CARRIED

#### 4. Old Business:

a. *FCSS Provincial Increase*

The province has not released information on the funding increase for each FCSS Program.

b. *Quality of Life results*

Presentations have been booked with all municipalities. The full reports and snapshots will be available to download from the FCSS website by the end of June.

c. *Honouring a Community Dinner, June 2<sup>nd</sup>*

The Honouring a Community Dinner will be held this Friday, June 2<sup>nd</sup> at the Cassils Hall. It will be a fun evening.

d. *Summer Program*

Jasnoor Gill started on May 15<sup>th</sup>. The program will be run out of the Elks Room at the JBS Canada Centre. Jasnoor is currently setting up the program and securing youth volunteer locations.

e. *Transition Plan Staffing*

Things are getting done and wrapped up. Victoria will assume the executive director role as of July 3<sup>rd</sup>.

f. *South Region Meeting Feedback*

Lynn, Victoria, Danealle and Clarence attended the South Region Meeting on May 24<sup>th</sup> at the Heritage Inn in Taber. Lynn received a nice farewell from the FCSSAA South Region attendees and Ken Dropko, former FCSS Provincial Executive Director also drove from Edmonton to deliver a gift to Lynn from Joyce Mellott (former FCSS Provincial Manager) and himself.

#### 5. Reports:

a. Executive Director Report: May, 2023

MOVED by Cindy Wolfer to approve the Executive Director Report for May, 2023  
CARRIED

- b. Financial Statement: April, 2023

MOVED by Yoko Fujimoto to accept the Financial Statements for April, 2023  
SECONDED by Vienna Dahl  
CARRIED

- c. Meals on Wheels Program: April, 2023
- d. Home Cleaning Program: April, 2023
- e. Project Coordinator Report: May, 2023

MOVED by Tina Preston to approve the Meals on Wheels Report and Home  
Cleaning Report for April 2023 and the Project Coordinator Report for May, 2023.  
CARRIED

## 6. **New Business:**

### a. *LiveBrooksNewell Website Statistics*

There has been a significant increase of traffic to the LiveBrooksNewell.com website over the past three years. The board appreciates the stats and are very impressed by the increase in visitors to the website.

### b. *Signing Authority Changes*

Effective July 3<sup>rd</sup>, there will be a change in Grasslands Regional Family & Community Support Services (FCSS) Signing Authority due to change in the Executive Director position.

MOVED by Vienna Dahl, effective July 3<sup>rd</sup>, to remove Lynn Pye-Matheson as a Grasslands Regional FCSS Signing Officer.  
SECONDED by Marissa Wardrop  
CARRIED

MOVED by Vienna Dahl, effective July 3<sup>rd</sup>, to appoint Victoria Muhlbeier as a Grasslands Regional FCSS Signing Officer.  
SECONDED by Marissa Wardrop  
CARRIED

MOVED by Yoko Fujimoto, effective July 3<sup>rd</sup>, to approve a RBC Mastercard in the name of Victoria Muhlbeier/Grasslands Regional Family & Community Support Services  
SECONDED by Cindy Wolfer  
CARRIED

MOVED by Vienna Dahl, effective July 3<sup>rd</sup>, that the RBC Signing Authority for Grasslands Regional FCSS shall be in the names of:

- Clarence Amulung
- Yoko Fujimoto
- Cindy Wolfer
- Tina Preston
- Victoria Muhlbeier

SECONDED by Danealle Reike  
CARRIED

*c. FCSS Conditional Funding Application*

A discussion was held on applications and submission of annual financial statements within the Grasslands Regional FCSS Annual Conditional Funding applications submission.

MOVED by Marissa Wardrop for Grasslands Regional FCSS Conditional Funding Application to include the latest Annual Financial Statement as submitted to Alberta Registries for their Conditional Funding Applications.

SECONDED by Tina Preston  
CARRIED

*d. 2024 Funding Applications*

A discussion was held on 2024 Grasslands Regional FCSS Conditional Funding Application and an open Call for Applications. New applicants would be pre-screened by Executive Director Victoria Muhlbeier to ensure that the proposed program is eligible under the FCSS Act & Regulations.

MOVED by Marissa Wardrop to do a Call for Application for the 2024 Grasslands Regional FCSS Annual Conditional Funding Application.

SECONDED by Vienna Dahl  
CARRIED by a vote of 6 – 2

*e. Funded Partners Presentation and Board Meeting*

The applicant presentations for 2024 Grasslands Regional FCSS funding will be moved to September 16<sup>th</sup>. The 2024 funding decisions will occur on Tuesday September 19<sup>th</sup>.

*f. 2023 FCSSAA Conference November 22 – 24*

For the board's information.

*g. Investment*

Tabled.

*h. Financial Statements Year 2023*

MOVED by Tina Preston to appoint KPMG for the Grasslands Regional FCSS 2023 Year End Financial Statements Audit.

SECONDED by Cindy Wolfer  
CARRIED

*i. AGM 2024*

With the FCSS Provincial report deadline for the end of April, a discussion was held to move the AGM to April of each year to meet the Provincial deadline.

MOVED by Marissa Wardrop to move all future Grasslands Regional FCSS Annual General Meetings to April.

SECONDED by Vienna Dahl  
CARRIED

*j. Bylaws for Missed Board Meetings*

Vienna Dahl is a valuable FCSS Board Member. With her pregnancy, Vienna may have to miss Board Meetings. Lynn will look into the bylaws of missing board meetings.

*k. Staff Compensation*

In camera at 9:05pm.

**7. Other**

a.

**8. Correspondence:**

a. FCSSAA Board Meeting Highlights, March 24<sup>th</sup>, 2023

**9. Next Meeting:**

Board Meeting  
Wednesday, June 28<sup>th</sup>, 2023  
Brooks Campus in Room 107, MHC at 6:00 pm

**10. Adjournment:**

Clarence Amulung adjourned the meeting at 9: pm.

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Board Signing Authority

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Executive Director