



GRASSLANDS REGIONAL FCSS SOCIETY BOARD MEETING MINUTES - APPROVED

Wednesday, September 19, 2023

Members Present: Tina Preston, Clarence Amulung, Cindy Wolfer
Holly Johnson, Danealle Reinke, Marissa Wardrop

Regrets: Yoko Fujimoto, Vienna Dahl

Staff: Victoria Muhlbeier, FCSS Executive Director
Tammy Johnson, Administrative Assistant

1. **Call to Order:**

Clarence Amulung called the meeting to order at 6:30 PM

2. **Attendance and Regrets:**

Yoko Fujimoto and Vienna Dahl were unable to attend this meeting.

3. **Agenda**

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

4. **Minutes:**

MOVED by Holly Johnson to accept the June 28, 2023 Minutes as presented.
CARRIED

5. **Financial Reports:**

5.1. *FCSS Financial Summary – for the periods June, July and August 2023*

MOVED by Holly Johnson to accept the Financial Statements for June, July and August 2023.
SECONDED by Danealle Reinke
CARRIED

5.2. *Meals on Wheels and Home Cleaning Reports – for the periods June, July and August 2023*

MOVED by Cindy Wolfer to approve the Meals on Wheels and Home Cleaning Reports for June, July and August 2023.

CARRIED

6. Director's Report – for the period ending September 15, 2023

MOVED by Tina Preston to approve the Executive Director for the period ending September 15, 2023.

CARRIED

7. Unfinished Business:

7.1. FCSSAA Conference Attendance – November 22 – 24, 2023

Board Members who are able to join Victoria at the conference are Tina, Danealle and Clarence. Marissa will let the office know by the end of this week if she is able to attend. Victoria will reach out to Yoko and unable to attend are Vienna, Cindy and Holly.

8. New Business:

8.1. Project Coordinator Position

A discussion was held on whether or not to hire someone for the Project Coordinator position. The board has decided not to hire someone for this position and may revisit if the needs of the office change.

MOVED by Marissa Wardrop to forgo hiring for a Project Coordinator and instead invest these funds in additional community programming for the region.

SECONDED by Holly Johnson

CARRIED

8.2. Micro-Grants

Micro-Grants up to \$5,000 would be available to access all year round by not-for-profit community-based groups and organizations. With the elimination of the Project Coordinator position, there are excess funds that would be able to go towards the Micro-Grants.

MOVED by Tina Preston to offer Micro-Grants of up to \$5,000 which are available to the Region for application at any time during the fiscal year. The board would like all Micro-Grants to be presented at Board Meetings for approval by the Board of Directors before funds can be distributed.

SECONDED BY Cindy Wolfer
CARRIED

8.3. 2023 Proposed Budget Adjustments

- Big Brothers Big Sisters 2023 Application for funds

Big Brothers Big Sisters made a request for funding for 2023 of \$30,000. They have been requested by Tilley, Rosemary and Rolling Hills to bring in the Go Girls and Game On programs.

- Website Upgrades

The current Grasslands Regional FCSS Website is outdated and hard to navigate. We received an estimate from Sandfly Marketing Inc out of Medicine Hat for \$6,646.50. This will combine grasslandsregionalfcss.com and livebrooksnewell.com.

- Providing Early 2024 Funds to agencies

With under expended core funds in 2023, FCSS will be able to give Seniors Outreach their approved 2024 funding of \$70,000 early.

- Vacation Pay

After review of the FCSS Policy Manual, the vacation pay for Tammy Johnson wasn't properly calculated. Going forward Tammy is at the proper vacation amount but was underpaid by \$3,218.77.

- Seniors Care Packages

The Senior Care Packages were so fun to make and they brought a lot of joy to the 500 plus seniors in the Newell Region. With under expended core funds, we would like to make the senior care packages this year.

MOVED by Tina Preston to allocate funding totalling \$30,000 to BBBS, up to \$10,000 in the redevelopment of the Grasslands Regional FCSS Website, up to \$70,000 to early payment funding for Seniors Outreach 2024 programs, \$3,218.77 towards staff underpayments for Tammy Johnson, and up to \$5,000 to provide seniors seasonal care packages for approximately 500 seniors in the region.

SECONDED by Holly Johnson
CARRIED

8.4. 2024 Budget

The 2024 Budget was presented to the board.

MOVED by Cindy Wolfer to approve the 2024 Budget as presented.

SECONDED by Marissa Wardrop

CARRIED

8.5. 2024 Funding Allocations

Organization	2024 Approved Funding
Bassano FCSS	\$12,760.00
Big Brothers Big Sisters	\$59,608.00
Champion Centre	\$3,500.00
Child Development Society (Brooks & District)	\$33,000.00
Duchess 50+	\$2,000.00
Gem Home Support	\$5,000.00
Lifetalk Counselling Services	\$30,000.00
Long Game Fitness	\$2,500.00
Newell Christian Community Chaplaincy Program	\$15,000.00
Rosemary New Horizons Program	\$2,000.00
SPEC Association – LINKS	\$88,674.00
SPEC Association – Makerspace	\$76,830.00
TOTAL	\$330,872.00

MOVED by Tina Preston to approve \$330,872 for the Funded Partners External Conditional Funding Program for 2024.

SECONDED by Holly Johnson

CARRIED

8.6. Citizen of the Year Timelines

A discussion was held about opening up nominations for Citizen and Junior Citizen of the Year earlier. This would give nominators more time to collect the required number of support letters. We may also be able to set up presentations during staff meetings at the schools.

9. Correspondence:

9.1. KPMG – Notice of Retirement, Mark Deblois

9.2. FCSSAA August 2023 Newsletter

10. Meeting Adjourned:

Clarence Amulung adjourned the meeting at 8:33 pm.

11. Next Meeting:

Board Meeting
Wednesday, October 25th, 2023
FCSS Office at 6:00 pm

Board Signing Authority

Executive Director