



## GRASSLANDS REGIONAL FCSS SOCIETY BOARD MEETING MINUTES - APPROVED

Wednesday, October 25, 2023

Members Present: Yoko Fujimoto, Danealle Reinke

Regrets: Vienna Dahl, Tina Preston, Holly Johnson, Marissa Wardrop

Representatives Amanda Philpott (County of Newell), John Petrie (City of Brooks)

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

1. **Call to Order:**

Yoko Fujimoto called the meeting to order at 6:24 PM

2. **Attendance and Regrets:**

Vienna Dahl, Tina Preston, Holly Johnson and Marissa Wardrop were unable to attend this meeting. Amanda Philpott with the County of Newell and John Petrie with the City of Brooks joined us as representatives from their municipality.

3. **Agenda**

MOVED by Danealle Reinke that the agenda be accepted as presented.  
CARRIED

4. **Minutes:**

MOVED by Danealle Reinke to accept the September 19, 2023 Minutes as presented.  
CARRIED

**5. Financial Reports:**

*5.1. FCSS Financial Summary – for the period September 2023*

MOVED by Yoko Fujimoto to accept the Financial Statement for September 2023.  
SECONDED by Danealle Reinke  
CARRIED

*5.2. Meals on Wheels and Home Cleaning Reports – for the period September 2023*

MOVED by John Petrie to approve the Meals on Wheels and Home Cleaning Reports for September 2023.  
CARRIED

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

MOVED by John Petrie to approve the Executive Director for the period ending October 18, 2023.  
CARRIED

**7. Unfinished Business:**

*7.1. 2024 Funding Allocations – Safe Spaces Program*

Tabled to November meeting.

**8. New Business:**

*8.1. Review of Home Cleaning Rate Scale*

Seniors Outreach proposed a new rate scale for the Home Cleaning Program as the last update was made in 2014.

MOVED by John Petrie to approve the proposed Home Cleaning Rate Scale as presented, with an increase to the cleaning rate of pay from \$20/hr to \$25/hr. This change will take effect November 1, 2023.

SECONDED by Danealle Reinke  
CARRIED

*8.2. FCSS Logo and Branding*

A new FCSS Logo was rolled out in November 2022. FCSSAA has been encouraging all FCSS offices to utilize the new branding. The branding updates are free of charge

and that includes a customized FCSS Program logo, letterhead and logo files sized for social media.

MOVED by Danealle Reinke to adopt the updated FCSS Branding.  
CARRIED

### 8.3. FCSSAA Voting Delegates

Attending the FCSSAA Convention on November 22 to 24<sup>th</sup> are Danealle Reinke and Victoria Muhlbeier. Amanda Philpott will let the office know if she is able to attend on Monday. Danealle Reinke will be a voting delegate as well as Amanda Philpott if she is able to attend.

## 9. **Correspondence:**

9.1. *Cindy Wolfer – FCSS Resignation Letter*

9.2. *Citizen of the Year – Updated Nomination Package*

9.3 *FCSS Granting Documents*

- *Expression of Interest Form*
- *Granting FAQ Sheet*
- *Micro-Grant Applications*
- *Micro-Grant Agreement Template*
- *Micro-Grant Reporting Template*
- *Core Funding Agreement Template*
- *Core Funding Mid-Year Reporting Template*
- *Core Funding Annual Reporting Template*

## 10. **Meeting Adjourned:**

Yoko Fujimoto adjourned the meeting at 7:05 pm.

## 11. **Next Meeting:**

Board Meeting  
Wednesday, November 29<sup>th</sup>, 2023  
FCSS Office at 6:00 pm

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Board Signing Authority

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Executive Director