



GRASSLANDS REGIONAL FCSS SOCIETY  
APPROVED BOARD MEETING TELECONFERENCE

MINUTES

Wednesday, December 8, 2021

Members Present: Clarence Amulung, Yoko Fujimoto, Adena Skanderup  
Vienna Dahl, Cathy Corbett-Schock, Marissa Wardrop,  
Danealle Reinke

Regrets: Tina Preston

Staff: Lynn Pye-Matheson, FCSS Executive Director  
Tammy Johnson, Administrative Assistant

1. **Call to Order:**

Clarence Amulung called the meeting to order at 7:01 PM

2. **FCSS Board Elections**

MOVED by Yoko Fujimoto to nominate Clarence Amulung for Chair.  
CARRIED

MOVED by Yoko Fujimoto to nominate Tina Preston for Vice Chair.  
CARRIED

3. **AGENDA**

MOVED by Vienna Dahl that the agenda be accepted as presented.  
CARRIED

4. **Minutes:**

MOVED by Cathy Corbett-Schock to accept the October 13, 2021 Minutes as  
presented.  
CARRIED

**5. Old Business:**

a. *COVID-19 Community Response Committee and FCSS Update*

Lynn continues to monitor the COVID-19 situation closely. There is an extensive update in Lynn’s Director’s Report. The focus is on mental health, the promotion of vaccines, monitoring the restrictions and sending updates. The next CRC Meeting is scheduled for January 25, 2022.

b. *FCSSAA Virtual AGM and Conference*

The FCSSAA Virtual Conference/AGM was held on December 2<sup>nd</sup> and 3<sup>rd</sup>. Lynn and Kyle attended the Conference and AGM. A list of the resolutions was in the board package for information. The Conference was well done but everyone is hoping that in-person conferences will happen again soon.

c. *Seniors Holiday Season Activity Gift Packages*

There were 520 Seniors Holiday Activity Packages delivered throughout the region. The Village of Duchess, Village of Rosemary and Town of Bassano helped with the distribution.

d. *Quality of Life #3*

Lynn gave a background on the Quality of Life. The Quality of Life #3 Survey has been printed and will be mailed out in the beginning of January and the survey will go live on Survey Monkey on January 6<sup>th</sup>. The deadline for the printed survey is February 28<sup>th</sup> and the online survey deadline is the end of March.

**6. Reports:**

a. Executive Director Report: November 2021

MOVED by Marissa Wardrop to approve the Executive Director Report for November 2021  
CARRIED

b. Financial Statement: October 2021

MOVED by Cathy Corbett-Schock to accept the Financial Statement for October 2021  
SECONDED by Adena Skanderup  
CARRIED

c. Meals on Wheels Program: October 2021

- d. Home Cleaning Program: October (no service)
- e. Project Coordinator Report: November 2021

MOVED by Adena Skanderup to approve the Meals on Wheels Program Report, Home Cleaning Program Report, and the Project Coordinator Report.

CARRIED

## 7. **New Business:**

### a. *FCSS 101 Orientation*

Lynn offered to present the FCSS 101 presentation. The FCSS 101 is a presentation that Lynn had created to present to new board members. She has also worked with Ken Dropko to present FCSS 101 at the FCSSAA Conference. The new board members enjoyed the one-on-one orientation. They felt it was very thorough and the binders are an excellent source of information. The new board members did not feel they needed the additional FCSS 101 at this time.

### b. *Grasslands Regional FCSS – Signing Authority Delegation*

There is currently only two board members with signing authority. Tina Preston will be added as she is the Vice Chair and Cathy Corbett-Schock volunteers to be a signing delegate.

MOVED by Yoko Fujimoto to approve signing authority for Board Members to Clarence Amulung, Yoko Fujimoto, Tina Preston and Cathy Corbett-Schock.

SECONDED by Marissa Wardrop

CARRIED

### c. *KPMG and 2021 Year-End Financial Statements*

MOVED by Cathy Corbett-Schock to continue to use KPMG for the Grasslands Regional FCSS 2021 Year End Audit.

SECONDED by Vienna Dahl

CARRIED

### d. *Provincial FCSS: New Annual Reporting System*

The Provincial Government is working on implementing a new annual reporting system. It will combine the Provincial Annual Report and the Outcomes Report. It is still in the testing phase. Lynn is working with Alan Martens at the City of Brooks to get FCSS set up with a My Alberta Digital ID MADI-B account.

e. *FCSS Committee Appointments*

The 2022 Board Committees and Funded Partners Committees are:

**Personnel Committee:** Clarence Amulung, Tina Preston and Cathy Corbett-Schock

**Policy & Procedure Committee:** Marissa Wardrop, Danealle Reinke and Lynn Pye-Matheson

**Citizen of the Year Committee:** Tina Preston, Cathy Corbett-Schock, Lynn Pye-Matheson, Kyle Peterson and Tammy Johnson

**Newell Regional Expo:** Kyle Peterson, Lynn Pye-Matheson, Cathy Corbett-Schock, Tina Preston

**Grasslands Public Schools Prevention and Education:** Adena Skaderup

**Child Development Toy Library:** Marissa Wardrop

**Duchess 50+ Club:** Vienna Dahl

**Gem Home Support:** Lynn Pye-Matheson

**Global Village Centre:** Vienna Dahl

**Lifetalk Counselling:** Marissa Wardrop

**Rosemary New Horizons:** Yoko Fujimoto and Lynn Pye-Matheson

**Seniors Outreach:** Yoko Fujimoto

**SPEC:** Adena Skanderup and Marissa Wardrop

f. *Citizen of the Year*

The 2022 Citizen of the Year Gala has been scheduled for April 8<sup>th</sup> at the Heritage Inn. Lynn will be sending out an email in early January to book the first Citizen of the Year meeting. Holding the gala will depend on the pandemic and logistics.

g. *Funded Partners and Board Meeting Presentations*

It was discussed at the last board meeting about having one or two Funded Partners attend a board meeting in 2022 to give a short presentation. The board members agreed that this would be a great way for the new members to become familiar with our Funded Partners. Lynn will set up presentations to start at the January Board Meeting.

h. *Regular Board Meetings Schedule*

The FCSS Board Meetings have always been held on the third Wednesday of the month. Due to a conflict for one of the board members with another meeting, the next FCSS Board meeting will be moved to January 26<sup>th</sup>, 2022. A decision will be made at the January meeting for the board meeting dates moving forward.

**8. Other**

**9. Correspondence:**

- a. Letter from Minister Jason Luan and Minister Jason Copping
- b. FCSSAA – November 2021 Newsletter
- c. Board and Staff Contact List 2021-2022

**10. Next Meeting:**

Board Meeting  
Wednesday, January 26<sup>th</sup>, 2022  
ZOOM Video meeting at 7:00 pm

**11. Adjournment:**

Clarence Amulung adjourned the meeting at 8:36pm.

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Board Signing Authority

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Executive Director