

# FCSS Meeting Minutes

January 29, 2025

Agenda Item 4

## January 2025 Minutes

BOARD MEMBERS PRESENT	STAFF MEMBERS PRESENT
Yoko Fujimoto Danealle Reinke Tina Preston Holly Johnson Marissa Wardrop Amanda Philpott Vienna Dahl	Victoria Muhlbeier, FCSS Director Tammy Johnson, Administrative Assistant

### 1. CALL TO ORDER

**01/2025** **TINA PRESTON** called the meeting to order at 5:23 PM

### 2. ATTENDANCE AND REGRETS

Angela De Blasio was unable to attend the meeting.

### 3. ADOPTION OF AGENDA

Added under Correspondence 9.5. Staffing and Communications

**02/2025** Moved by **Holly Johnson** that the January 29, 2025 agenda is approved as amended.

**CARRIED**

### 4. APPROVAL OF MINUTES

**03/2025** Moved by **Danealle Reinke** that the November 27, 2024 FCSS Board Meeting Minutes are approved as presented.

**CARRIED**

### 5. FINANCIAL REPORTS

#### 5.1 FCSS Financial Summary for the period of November and December 2024

**04/2025** Moved by **Danealle Reinke** to approve the Financial Statements for the period of November and December 2024. Seconded by **Holly Johnson**

**CARRIED**

## **5.2 Meals on Wheels and Home Cleaning Report for the period of November and December 2024**

**05/2025** Moved by **Vienna Dahl** to approve the Meals on Wheels and Home Cleaning Reports for the period of November and December 2024.

**CARRIED**

## **6. DIRECTOR'S REPORT**

- Strat Plan check in will be held on February 22<sup>nd</sup> from 11:00am to 2:00pm at the FCSS office.
- FCSSAA Conference will be held on November 26 to 28 at the Double Tree by Hilton in Edmonton.
- For Random Acts of Kindness in February, FCSS will be putting together 50 Business kits and 100 Craft kits for children aged 5 to 9..

**06/2025** Moved by **Marissa Wardrop** to that the Executive Director Report for the period ending January 25, 2025 is approved as presented and discussed.

**CARRIED**

## **7. UNFINISHED BUSINESS**

### **7.1 Community Impact Tool Update – Launching Feb 1!**

The Community Impact Tool will launch on February 1<sup>st</sup>. Victoria will send out a link to the page.

### **7.2 Branded Clothing – How is everything?**

Everyone enjoys the clothing they received.

## **8 NEW BUSINESS**

### **8.1. None for Current**

## **9 CORRESPONDENCE**

- 9.1. FCSS Overview Sheet
- 9.2. FCSS Facts Sheet
- 9.3. Duchess Client Support Poster
- 9.4. 2025 Committee Appointment List
- 9.5 Staffing and Communications

**07/2025** Moved by **Holly Johnson** to go in camera at 6:01pm

**08/2025** Moved by **Vienna Dahl** to come out of camera at 6:43pm.

**09/2025** Moved by **Yoko Fujimoto** to approve Option 1 for Victoria's wage for 2025. Seconded by **Holly Johnson**.

**CARRIED**

**10 MEETING ADJOURNED**

**10/2025** Moved by **TINA PRESTON** to adjourn the meeting at 6:45 pm.

**11 NEXT MEETING**

Wednesday, February 26<sup>th</sup>, 2025 @ 5:00 PM  
Grasslands Regional FCSS Office

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Board Signing Authority

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Executive Director