

June 25, 2025 Minutes

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

1. **CALL TO ORDER**

61/2025 TINA PRESTON called the meeting to order at 5:41 PM

2. **ATTENDANCE AND REGRETS**

Angela De Blasio and Holly Johnson were unable to attend the meeting.

3. **ADOPTION OF AGENDA**

Added under New Business:

8.7. Just Serve

8.8. Inter City Forum on Social Policy

62/2025 Moved by **Danealle Reinke** that the June 25, 2025 agenda is approved as amended.

CARRIED

4. **APPROVAL OF MINUTES**

63/2025 Moved by **Amanda Philpott** that the May 28, 2025 FCSS Board Meeting Minutes are approved as presented.

CARRIED

5. **FINANCIAL REPORTS**

5.1 **FCSS Financial Summary for the period of May 2025**

64/2025 Moved by **Yoko Fujimoto** to approve the Financial Statements for the period of May 2025. Seconded by **Vienna Dahl**.

CARRIED

5.2 Meals on Wheels and Home Cleaning Report for the period of May 2025

65/2025 Moved by **Tina Preston** to approve the Meals on Wheels and Home Cleaning Reports for the period of May 2025.

CARRIED

6. DIRECTOR'S REPORT

- The Micro-Grant Committee chose July 22nd at 5:00 PM at the FCSS Office to meet and review applications over the summer.
- The FCSSAA AGM will be held on November 26th to 28th. Currently Tina and Victoria will be attending. If anyone else would like to attend, please let Victoria know.
- The Summer Kick Off Party will be held on July 9th. Amanda and Yoko will be able to help with the BBQ. Vienna and Marissa may be able to help as well.
- We are anticipating a higher number of applications for core funding for 2026. Expressions of Interest forms are due by August 15th. Funding Presentations will be held on September 20th. If there are more applications then time slots, the board chose to pick an evening for the rest of the funding presentations.

66/2025 Moved by **Marissa Wardrop** that the Executive Director Report for the period ending June 20, 2025 is approved as presented and discussed.

CARRIED

7. UNFINISHED BUSINESS

7.1 eSafety Update – Open Discussion

Amanda Goodnough sent an email with an update for the eSafety Program. They have created posters and have integrated the messaging into existing SPEC programs. They have also hired two staff members to lead presentations and will be supervised by Chelsea Opperman.

8. NEW BUSINESS

8.1. Banking Options – Request for Decision

FCSS is currently using the Royal Bank for all of our banking needs. It has been suggested to move to online banking and RBC's online banking is not set up for dual signing. Victoria researched three other banks to find one that meets the requirements for FCSS's banking needs. The Connect First Credit Union meets all of our requirements.

67/2025 Moved by **Tina Preston** to switch Grasslands Regional FCSS's Chequing Account, Credit Card service and Term Deposits to Connect First Credit Union. Seconded by **Amanda Philpott**.

CARRIED

8.2. FCSS 2026 Budget – Request for Decision

The 2026 Budget was presented to the board. The fixed expenses totaled \$380,966.47.

The variable expenses, totaling \$567,223.55, were allocated to:

Volunteer Celebration (formally Citizen of the Year) - \$7,000

Youth Summer Program - \$0.00

Internal Projects - \$55,000

Core Funding - \$348,223.55

Micro-Grant Funding - \$125,000

Home Cleaning (to be moved in house) - \$15,000

Meals on Wheels (to be moved in house) - \$17,000

Staff Growth - \$0.00

68/2025 Moved by **Vienna Dahl** to approve the 2026 Budget as discussed. Seconded by **Marissa Wardrop**.

CARRIED

8.3. FCSS Policy Manual Updates – Request for Decision

Victoria presented the updated FCSS Policy Manual that has been streamlined to reflect the current practices.

69/2025 Moved by **Danealle Reinke** to approve the recommended changes to the policy manual as presented.

CARRIED

8.4. Director Performance Review – Request for the Personnel Committee

The Personnel Committee will meet on August 20th at 5:00 PM at the FCSS Office for the annual evaluation of FCSS Executive Director.

8.5. Crossroads Shadowing Report – Amanda

Amanda submitted a report on her shadowing with the Crossroads Clinic Rooted Walking Program. Amanda really enjoyed her time walking and having discussions with the moms.

8.6. Lifetalk Shadowing Report – Holly

Tabled until the September Meeting

8.7. JustServe

JustServe helps connect people to different volunteer opportunities in your area. Lisa Patton with the Brooks Public Library is the JustServe Rep for our area. For the Volunteer Resource Fair on April 26th, for everyone that was registered to have a table, they were also registered on JustServe. This will be a useful tool to find Meals on Wheels drivers.

8.8. Inter City Forum on Social Policy

Marissa attended the Inter City Forum on Social Policy. There were discussions on housing and homeless shelters. Unfortunately, this is outside of the FCSS mandate. Victoria will draft a letter to the City of Brooks council and bring it to the September board meeting.

9 CORRESPONDENCE

- 9.1. Youth Summer Kick Off Poster
- 9.2. FCSS 2025 AGM Minutes
- 9.3. FCSS 2026 Funding FAQ Guidebook

10 MEETING ADJOURNED

70/2025 Moved by **TINA PRESTON** to adjourn the meeting at 7:44pm.

11 NEXT MEETING

Wednesday, September 24th, 2025 @ 5:00 PM
Grasslands Regional FCSS Office

Funding Presentations:

Saturday, September 20th – 9:00 AM at the Heritage Inn and Suites (Executive Board Room).

Board Signing Authority

Executive Director

Unapproved