

## December 2, 2025 Minutes

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

1. **CALL TO ORDER**

**100/2025** TINA PRESTON called the meeting to order at 5:37 PM

2. **ATTENDANCE AND REGRETS**

Angela De Blasio was unable to attend the board meeting.

3. **ADOPTION OF AGENDA**

Added under New Business: 8.7. Vienna Dahl - Artwork

**101/2025** Moved by **Holly Johnson** that the December 2, 2025 agenda is approved as amended.

**CARRIED**

4. **APPROVAL OF MINUTES**

**102/2025** Moved by **Amanda Philpott** that the October 29, 2025 FCSS Board Meeting Minutes are approved as presented.

**CARRIED**

5. **FINANCIAL REPORTS**

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

**103/2025** Moved by **Yoko Fujimoto** to approve the Financial Statement for the period of October 2025. Seconded by **Vienna Dahl**.

**CARRIED**

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

**104/2025** Moved by **Danealle Reinke** to approve the Meals on Wheels and Home Cleaning Reports for the period of October 2025.

**CARRIED**

## 6. DIRECTOR'S REPORT

- There was one Micro-Grant approved at the October meeting. It was for REDI Enterprises for their Breakfast with Santa for \$3,433. There are two pending Micro-Grants for 2026 and they are for Gem Home Support and The Champion's Centre. Both are for \$5,000.
- We have moved \$100,000 into a Term Deposit for thirteen months at a rate of 2.75%.
- At the FCSSAA Conference, Victoria attended a session with Caregivers Alberta. They have a limited connection with Southern Alberta and Victoria would like to explore partnership opportunities with them.
- Victoria will be sending out a formal request to the municipalities to seek approval for FCSS to access community spaces for no charge through a simplified request process.
- Victoria will be looking into charitable status for Grasslands Regional FCSS.
- In January, a practicum student will be joining us from January 5<sup>th</sup> to the end of April. Kai is required to complete 440 hours and will be working Monday to Thursday.
- Social Impact Lab will be having their lunches this week.
- Tina, Holly and Victoria will be meeting with Seniors Outreach tomorrow at 1:00pm.

**105/2025** Moved by **Holly Johnson** that the Executive Director Report for the period ending November 28, 2025 is approved as presented and discussed.

**CARRIED**

## 7. UNFINISHED BUSINESS

### 7.1 Open Discussion – Office Rental Space

With the sale of our current office building, we have been looking for a new rental space. We have been looking at a space in the old Greyhound building. Victoria has been obtaining quotes to build offices in the space. For this space, we would sign a five-year lease. The first two years the rent would be \$2,646 and the last three years, the rent would be

\$2,910.60. We would also rent out one of the offices to Big Brothers Big Sisters for around \$700/month.

**106/2025** Moved by **Vienna Dahl** to accept the rental agreement for a five-year lease with Ric Fluery. Seconded by **Amanda Philpott**.

**CARRIED**

## **8 NEW BUSINESS**

### **8.1. Request for Decision – Executive Committee – Chair and Vice Chair**

Board Chair Position:

Yoko Fujimoto nominated Tina Preston for Board Chair.  
Vienna Dahl seconds the nomination for Tina Preston.

Tina Preston was named Board Chair for 2026

Vice Chair Position:

Amanda Philpott nominated Holly Johnson for Vice Chair.  
Vienna Dahl seconds the nomination for Holly Johnson for Vice Chair.

Holly Johnson was named Vice Chair for 2026.

### **8.2. Request for Decision – Committee Appointments**

**Personnel Committee** – Tina Preston, Holly Johnson, Yoko Fujimoto

**Policy & Procedures Committee** – Tina Preston, Mohammed Idriss, Vienna Dahl, Victoria Muhlbeier

**Signing Authority** – Yoko Fujimoto, Tina Preston, Holly Johnson, Victoria Muhlbeier

**Micro Grants Committee** – Vienna Dahl, Holly Johnson, Amanda Philpott, Danealle Reinke, Victoria Muhlbeier.

#### **2026 Funded Partner Committees**

**Big Brothers Big Sisters** – Amanda Philpott

**Child Development (Toy Library)** – Tina Preston

**Lifetalk Counselling** – Angela De Blasio

**Newell Christian Community Chaplaincy Program** – Holly Johnson

**Seniors Outreach** – Mohammed Idriss

**Crossroads Clinic** – Danealle Reinke

**Christ the Redeemer** – Yoko Fujimoto  
**SPEC** – Vienna Dahl  
**University of Calgary** -

**107/2025** Moved by **Tina Preston** to approve the 2026 FCSS Board Committees and the 2026 Funded Partners Committees.

**CARRIED**

### **8.3. Open Discussion – FCSSAA Conference Feedback**

Tina, Mohammed, Amanda and Victoria attended the FCSSAA Conference this year. The conference switched venues this year to the Doubletree by Hilton. This was a nicer venue and more people attended the sessions as there was no temptation of shopping. The opening Keynote speaker and closing Keynote speaker were amazing.

### **8.4. Request for Decision – University of Calgary Funding Agreement**

The University of Calgary sent back their 2026 Funding Agreement with some changes. Some of the changes are minor and can be easily done. Some changes that are non-negotiable are:

- Audited Financial Statement – The U of C should be able to provide a budget for the program as they are also receiving \$250,000 from JBS Canada over five years.
- Indemnity – This clause was added by our lawyer to protect our agency. This clause will not be removed.
- Insurance – Legal Counsel advised us that we should be added as an additional insured on the Funded Partners' insurance policy. U of C was able to add FCSS.

### **8.5. Request for Decision – Strategic Plan Check in 2026**

The board will meet on February 10<sup>th</sup>, 2026 at 5:00pm at the FCSS office for a Strategic Plan check-in.

### **8.6. IN CAMERA Open Discussion – Meals on Wheels Meeting**

**108/2025** Moved by **Amanda Philpott** to go in camera at 7:20pm.

**109/2025** Moved by **Vienna Dahl** to come out of camera at 7:30pm.

### 8.7. Vienna Dahl - Artwork

Vienna Dahl was asked to be part of the University of Calgary's Brooks & County of Newell Centre for Local Language Learners. Vienna presented artwork from one of her sessions and gave an update to the board.

## 9 CORRESPONDENCE

9.1. FCSSAA October Board Meeting Highlights

## 10 MEETING ADJOURNED

**110/2025** Moved by **TINA PRESTON** to adjourn the meeting at 7:32pm.

## 11 NEXT MEETING

Wednesday, January 28<sup>th</sup>, 2026 @ 5:00 PM  
Grasslands Regional FCSS Office

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Board Signing Authority

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Executive Director