

Fort Macleod Family & Community Support Services (FCSS) Board Meeting Minutes

Date: Wednesday, June 11, 2025

Time: 6:00 PM

Location: G.R. Davis Administration Building – FCSS Office

Attendees: Mackenzie H., Laura Y., Doreen R., Lisa P., Sharon B.,

Regrets: John V., Dayleighn D.

1. Call to Order and Welcome

1.1. Meeting called to order at 6:00 PM.

2. Approval of Agenda

2.1. Additions:

2.1.1. Under New Business: Notice of resignation from the Administrative Assistant and need to hire a replacement.

2.1.2. New FCSS reporting guidelines, including the requirement to complete a Community Needs Assessment.

2.2. Motion to approve agenda with additions: Mackenzie; **Seconded:** Doreen. **Carried.**

3. Approval of Previous Meeting Minutes (May 14, 2025)

3.1. Motion to approve minutes as presented: Laura; **Seconded:** Mackenzie. **Carried.**

4. Coordinator's Report – May 2025

4.1. Report presented and discussed.

4.1.1. Discussion included the Housing Committee and the Fort Macleod Housing and Service Needs Estimation Report - the report will be presented to Town Council at the July meeting.

5. Financial Report

5.1. **Current Financials:** Reviewed.

5.2. **Budget Re-allocations and Staffing:** Some savings noted due to lower staffing earlier in the year. Potential need to reallocate funds originally given to the Handi-bus.

5.3. **Surplus Update:** grant surplus is now used, should not be surplus going forward as we are fully staffed in the positions.

5.4. **Annual Report Clarification:** Handi-bus grants to organizations are not considered an allowable expense under FCSS guidelines. We may be able to help individuals using the Handi bus through the Healthy Aging grant as transportation expenses are allowed with that grant, but we are not able to give a lump sum payment to the organization.

6. Old Business

6.1. Summer Programming Updates:

6.1.1. Big Truck Petting Zoo: July 31, Teddy Bear Picnic: August 6

6.1.2. Back to School Connect: August 20

6.1.2.1. Board members will assist with Back to School Connect preparations with a workday scheduled for August 13 (day/evening).

6.1.2.2. Sharon will send promotional materials to Board for distribution.

6.1.2.3. Explore offering free back-to-school haircuts (partnering with local barbers/hairdressers).

6.1.2.4. Invite local dentist to provide toothbrushes and oral hygiene tips.

7. New Business

7.1. Board Membership and Recruitment:

7.1.1. Desire to recruit members representing a broader demographic (e.g., youth, men, Indigenous and Filipino communities).

7.1.2. **Volunteer Recruitment Event:** June 19, 2025 (3:00–6:00 PM): Additional outreach through social media and newspaper ads will be ongoing.

7.2. **Administrative Assistant Resignation:** Position will need to be posted and filled.

7.3. New FCSS Reporting Guidelines:

7.3.1. Requirement to conduct a Community Needs Assessment as part of the updated provincial reporting framework.

8. **Next Meeting Date:** The Board will break for summer – Next Scheduled meeting Wednesday September 10, 2025

8.1. **Please note the Board has agreed that the meeting will move from 6pm to 7pm beginning in September.**

9. Adjournment

- Meeting adjourned at 7:00pm