Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, September 3, 2025
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance (in-person)

Degenstein, Dave – Town of Milk River, Board Chair
Chapman, Bill – Town of Coaldale, Vice-Chair
Doell, Daniel – Village of Barons
Deleeuw, Shelley – Town of Vauxhall
Foster, Missy – Village of Barnwell
Harris, Merrill – M.D. of Taber
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County
Jensen, Melissa – Town of Nobleford
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling

Attendance (online)

Caldwell, Heather – Town of Coalhurst
Feist, Teresa - Town of Picture Butte
Payne, Megan – Village of Coutts

Absent – Board Members

Bekkering, Garth – Town of Taber
Jensen, Kelly – Town of Raymond

Staff (in-person):

Morrison, Zakk – Executive Director
Florence-Greene, Evelyn – Finance and Human Resources Coordinator
DeBow, Petra – Manager

Call to Order

D. Degenstein called the meeting to order at 4:00 p.m.

1. Approval of Agenda

L. Nilsson moved the Board to approve the agenda as presented.
Carried

2. Delegation

a) Community Needs Assessment Update Delegation

Carly Heck on behalf of the Prentice Institute presented to the Board an update on the Community Needs Assessment.

The Board discussed the update.

DD
ZM

B. Chapman moved the Board to accept the Community Needs Assessment Update for information.
Carried

Carly Heck left the meeting at 4:32 p.m.

3. Minutes

a) June 4, 2025

J. Heggie moved the minutes of June 4, 2025, FCSS Board meeting be approved as presented.
Carried

M. Foster entered the Board meeting at 4:02 p.m.

4. Correspondence

a) Correspondence Received

The following correspondence was presented for information:

- Announcing the New Look for FCSAA Annual Conference - June 4, 2025.
- Introducing IMPACT's 2025 FCSSAA Conference Inspiring Keynote Speakers – June 10, 2025.
- Call for Resolutions for the FCSSAA 2025 AGM – June 13, 2025.
- FCSSAA News – June 2025.
- Call for Nominations – FCSSAA Board President 2025-2027 Term - July 8, 2025.
- FCSSAA News – July 2025.
- FCSSAA Materials – Please Share with your Region – August 1, 2025.
- FCSSAA Advocacy Campaign 2025 – August 7, 2025.
- Branded FCSS Clothing – August 12, 2025.

Z. Morrison highlighted the FCSSAA Impact Conference is being held November 26 to November 28, 2025.

Z. Morrison stated the Board can decide at the November Board meeting which Board Members will attend the FCSSAA AGM and annual conference.

B. Chapman asked Z. Morrison if there were any resolutions being considered from the south region.

D. Degenstein discussed an example of a former resolution, increasing the president's term to 2 years that passed in 2024.

Z. Morrison will attend the South Region Director's meeting on Wednesday September 10th and will ask if any resolution could be co-sponsored by BEW FCSS. The FCSSAA AGM resolution submission deadline is September 29, 2025, at noon.

D. Doell moved the Board to receive the correspondence as presented for information.
Carried

5. **Reports**

a) Executive Director

Z. Morrison reviewed the Executive Director's report.

The following was highlighted:

Reports
- Executive Director Workplan 2024-2026.
- Executive Director 2025 Annual Summary
- FCSS Annual Report approved.

M. Harris moved the Board to approve the Executive Director's Report as presented.
Carried

b) Financial Report

Z. Morrison reviewed the Financial Report.

The Board discussed the Financial Report.

L. Hickey moved the Board to approve the July 2025 Financial Report including:
- Financial statement for July 2025.
- Monthly accounts for May 2025:
- Monthly accounts for June 2025:
- Monthly accounts for July 2025:
- ATB Mastercard Statement May 13, 2025, to June 11, 2025; and
- ATB Mastercard Statement June 12, 2025, to July 11, 2025; and
- ATB Mastercard Statement July 12, 2025, to August 13, 2025.

Carried

6. **New Business**

c) Policy Updates and Recommendations

Z. Morrison discussed the notable changes in the Human Resources Policy.

T. Feist moved the Board to approve the Human Resources Policy as presented.
Carried

Z. Morrison discussed the modifications to the Administrative and Finance Policies.

H. Caldwell moved the Board to receive the updated Administration and Finance policy for information.

Municipal Requisition's 2026
The Board discussed setting the 2026 Municipal Requisition rate and agreed to maintain the current schedule by setting the rate in December to align with the approval of the BEW FCSS Interim Budget.

7. Closed Session

a) Executive Director Annual Evaluation
M. Harris moved the Board move in-camera, based on the Governance Policies - Board Meeting in Absence of the Public, at 5:18 p.m.
Carried

Z. Morrison, P. DeBow, and Evelyn Florence-Greene left the meeting at 5:18 p.m.

M. Kirby moved the Board back to regular session at 5:28 p.m.
Carried

D. Doell moved the Board approve the Executive Directors performance evaluation for 2025.
Carried

M. Kirby moved the Board to approve a 3% salary increase, not to be placed on the grid, but above the current level 7 of the Executive Director's grid, retroactive from April 1, 2025.
Carried

8. Round Table
The Board shared municipal updates.

9. Date of Next Meeting
The date of the next regular Board meeting will be October 1, 2025, at the Coaldale HUB (2107 – 13th St.) in person and online (via Teams) starting at 4:00pm.

10. **Adjournment**
M. Harris moved the meeting to adjourn at 5:52 p.m.
Carried

Chairperson

01 OCT 25.
Date

Executive Director

Oct 6/2025
Date