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

Attendance

In-person
Degenstein, Dave – Town of Milk River, Board Chair
Chapman, Bill – Town of Coaldale, Vice-Chair
Deleeuw, Shelley – Town of Vauxhall
Feist, Teresa - Town of Picture Butte
Firth, Carly – Town of Taber
Foster, Missy – Village of Barnwell
Glendinning, Ian – Village of Warner
Heggie, Jack – County of Warner
Norris, Nikole – Village of Stirling
Prince, Kyle – Village of Barons
Sayers, Mark – Lethbridge County
Stewart, Pam – Town of Raymond

Staff:
Morrison, Zakk – Executive Director
DeBow, Petra – Manager
Florence-Greene, Evelyn – Finance and HR Coordinator

Online
Harasem, Lori – Town of Coalhurst
Payne, Megan – Village of Coutts

Absent
Jensen, Melissa – Town of Nobleford
Torrie, David – M.D. of Taber

Call to Order

D. Degenstein called the meeting to order at 4:30 p.m.

1. Approval of Agenda

T. Feist moved the Board to approve the agenda as amended.
Carried

2. Minutes

J. Heggie moved the minutes of November 5, 2025, FCSS Board meeting be approved as presented.
Carried

3. Business Arising from Minutes

a) <u>FCSSAA Conference</u>

K. Prince attended the 2025 FCSSAA Conference and provided an update on the conference, including:

- Kayla Blanchette, Councillor for the Town of Bonnyville was elected to the position of FCSSAA President.
- Michelle McKenzie, Councillor for Cypress County, was re-elected as the South Region representative.
- Z. Morrison is serving his second year on the FCSSAA Board as a Director Network Representative.

B. Chapman inquired about the cost of the Parliamentarian for the FCSSAA AGM.

Z. Morrison is to bring back information on the Parliamentarian AGM for the Board at the February 2025 Board meeting.

Staff members Z. Morrison. P. DeBow, and M. Fedunec also attended the conference.

S. Deleeuw moved the Board to accept information on the 2025 FCSSAA Impact conference as presented for information.
Carried

4. Correspondence

a) <u>Correspondence Received</u>

The following correspondence was presented for information:

- 2025 President Nominations Final.
- FCSSAA Board Meeting Highlights October 10, 2025.
- 2025 FCSSAA Annual Report.

Board Appointment Confirmations received:

- 2025-10-28 – Village of Barnwell – Missy Foster.
- 2025-10-30 – Village of Coutts – Megan Payne.
- 2025-10-30 – Village of Warner – Ian Glendinning.
- 2025-10-30 – MD of Taber – David Torrie.
- 2025-10-31 – Village of Barons – Kyle Prince.
- 2025-10-31 – Town of Raymond – Pam Stewart.
- 2025-10-31 – County of Warner – Jack Heggie.
- 2025-10-31 – Town of Taber – Carly Firth.
- 2025-10-31 – Town of Milk River – Dave Degenstein.
- 2025-11-04 – Lethbridge County – Mark Sayers.
- 2025-11-04 – Town of Coaldale – Bill Chapman.
- 2025-11-05 – Town of Vauxhall – Shelley Deleeuw.
- 2025-11-05 – Village of Stirling – Nikole Norris.
- 2025-11-06 – Town of Coalhurst – Lori Harasem.
- 2025-11-12 – Town of Picture Butte – Teresa Feist.
- 2025-11-17 – Town of Nobleford – Melissa Jensen.

B. Chapman asks about additional funding for food banks in our area and if funding remains for 2026.

Z. Morrison to bring back information on the food bank funding distributed by FCSSAA with the amount of remaining funds for 2026.

K. Prince 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:
Policy, Form, and Process Review Update

- Information Management Policies
- ATIA and POPA internal forms and processes
- Client Information Handbooks and Informed Consent for services
- Photo release
- Outcome Tracker Data Management
- Job descriptions

Board Support

- Board Meeting Calendar Invites
- Board Portal Access Invitation

P. Stewart 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.

M. Sayers moved the Board to approve the November 2025 Financial Report including:

- Financial statement – October 31, 2025;
- Monthly accounts – October 1-31, 2025; and
- ATB Mastercard Statement – October 11th to November 13th, 2025;

Carried

6. New Business

a) Governance Policy
The Board discussed updating the Board Governance Policy Sections, 2.5.7 and 2.8.1.

M. Foster moved the Board to amend the Governance Policy 2.5.7 and 2.8.1.
Carried

b) BEW FCSS Municipal Requisition

The Board discussed the 2026 Municipal Requisition rate.

M. Sayer moved the Board approve a 2% increase per capita for the 2026 Municipal requisition based on the population list as provided by the Municipalities.
Carried

c) 2026 Interim Budget

Z. Morrison presented the proposed interim budget for 2026.

Barons-Eureka-Warner FCSS
Interim Budget
2026

REVENUE	
Provincial FCSS funding	1,493,200
Municipal Requisitions	458,168
Interest Income	40,000
Revenue Other	23,000
Family Resource Network (Children's Services)	658,500
Project Grant Funding	11,874
TOTAL	2,684,742

EXPENDITURES	
Child & Caregiver Support	671,648
Community Development	194,719
Community Events	167,475
Community Outreach	271,737
Information & Referrals	171,164
Mental Health Promotion	419,977
Administration	117,649
Family Resource Network (Children's Services)	658,500
Project Grant Funding	11,874
TOTAL	2,684,742

B. Chapman moved the Board to approve the interim budget as amended with the addition of the 2% increase to Municipal Requisition revenue.
Carried

8. Round Table
The Board shared municipal updates.

9. Date of Next Meeting
The date of the next regular Board meeting will be February 4, 2026, at the Coaldale HUB (2107 – 13th St.) in person and online (via Teams) starting at 4:30 p.m.

10. Adjournment
T. Feist moved the meeting to adjourn at 5:38 p.m.
Carried

Chairperson

04 FEB 26
Date

Executive Director

Feb 4/2026
Date