

**Wheatland Family and Community Support Services (WFCSS)  
Regular Meeting Minutes of April 27, 2022**

Minutes of the Meeting of the Wheatland Family & Community Support Services (WFCSS) held at the  
Wheatland County Offices, April 27, 2022

Chair: D. Burke, Village of Rockyford  
C. Schindel, Village of Hussar  
R. Bryan, Village of Standard  
D. Biggar, Wheatland County  
S. Laprise, Wheatland County

WFCSS Chief Administrative Officer: L. Walker (regrets)  
WFCSS Program Assistant C. Gaudet  
WFCSS Bookkeeper A. Wolper  
Recording Secretary: C. Harder

Call to Order  
and related  
Business

**BURKE CALLED** the meeting to order at 7:04pm

**Resolution 22-04-01**  
Approval of  
Agenda

**BRYAN MOVED** approval of the amended agenda.

Carried.

\*Note: Addition of Organization / Position Appointments and staff signing authority

Regular  
Meeting Minutes

Adoption of regular meeting minutes of March 23, 2022 was tabled and will be reviewed at May 25, 2022 meeting.

Items for  
Discussion

**Business Arising**

WFCSS

Due to emergency absence of CAO, Board Chair is working directly with the Program Assistant and WFCSS Bookkeeper to address emergent issues as they arise. WFCSS will continue as close to normal as possible, with effort to streamline work effort and projects and not overburden the Program Assistant.

Items for  
Discussion

**New Business**

Organizational

Due to recent changes in Board members, and emergency absence of the CAO, an amendment to the organizational structure and ensuing signing authorities are required.

**Appointments:**

**Vice Chair**

Burke called for nominations for the position of Vice Chair.  
Laprise nominated D. Biggar for the position of Vice-Chair

**Resolution 22-04-02**  
Nominations Cease  
(Vice Chair)

**BRYAN MOVED** to cease nominations.

Carried.

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Biggar was declared Vice Chair for the ensuing year.

**Policy Committee**

The Policy Committee will consist of Chair and Vice Chair and one Board member.

**Resolution 22-04-03**  
Policy Committee

**BIGGAR MOVED** to appoint S. Laprise to the Policy Committee.

**Resolution 22-04-04**  
Staff Signing  
Authority

**BIGGAR MOVED** to assign Crystal Gaudet WFCSS Program Assistant as staff signing authority, effective immediately for the ensuing year for:  
WFCSS operations account 1521 9355  
WFCSS GIC account 7228 2126 3463  
WFCSS GIC account 7228 2141 5006  
WFCSS GIC account 7228 2142 5351

Carried.

WFCSS  
Collabria Account

Board directed Bookkeeper to collaborate with Collabria and gather relevant information on account for upcoming signing authority additions.

**Reports**

**Staff Reports**

**Resolution 22-04-05**  
Financial Services

**BIGGAR MOVED** approval of Financial Statements for March 2022 for WFCSS as presented.

Carried.

**Resolution 22-04-06**  
Financial Services

**BIGGAR MOVED** approval of the February 2022 Reconciliation reports for WFCSS as presented.

Carried.

**Resolution 22-04-07**  
Financial Services

**SCHINDEL MOVED** acceptance of the March GIC report as presented.

Carried.

**Resolution 22-04-08**  
Financial Services

**BRYAN MOVED** to reinvest GIC #7228 21425351 for a period of 12 months.

Carried.

Payroll Tracking

Payroll Tracking report will be provided in the May 2022 meeting.

FCSSAA Year  
End Report

Currently due April 30<sup>th</sup>, 2022. Due to extenuating circumstances, FCSSAA has permitted WFCSS a 3-week extension for submission of year-end report.

Avail

WFCSS has provided AVAIL with responses to additional requests made and await instruction from AVAIL with respect to completion and review presentation date.

**Resolution 22-04-09**  
Daily Report

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**BIGGAR MOVED** approval of the April Staff Daily report as presented. Key points of interest include Women's Conference – 68 attendees, 80 files completed for 2021 CVITP, cancellation of attendance at FCSSAA Convention in Lethbridge, receipt of funds for the New Horizons Grant (received \$8,000 of \$25,000 ask – funds designated for elder abuse programming); Good Food Box (47 boxes).  
Carried

**Resolution 22-04-10**  
Regular Board  
Meetings

**BRYAN MOVED** to schedule upcoming regular Board meetings for the 4<sup>th</sup> Wednesday of the month, commencing at 7:00pm.  
Carried.

Next Meeting:  
Regular Meeting

May 25, 2022 @ 7:00pm at Wheatland County offices.

Adjournment

**Resolution 22-03-11**  
Adjournment

**BRYAN MOVED** to adjourn at 8:08pm.

Carried.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Recording Secretary