

Alberta PCAP Council – Regular Meeting
Grovenor Place, 10320 146 St NW, Edmonton, AB

December 9,
2019

Present: A. Anderson, B. Smit (Provincial Coordinator), B. Towe, L. Herzog (Administrator), P. van Vugt, S. Olstad, T. Crowley, T. Pirnak, T. Renshaw, W. Beland

Regrets: A. Baxter, J. Bertolin, V. Caplette

Minute Taker: L. Herzog

| Agenda Item | Activity/Decisions Made | Action Item |
|--|--|----------------------------|
| Welcome/Introductions | S. Olstad calls the meeting to order 3:16PM. Quorum is achieved | |
| Review/Approve Agenda Review/Approve minutes from October 7, 2019 | Motion to approve meeting agenda: A. Anderson. All in favor. Carried. Motion to approve meeting minutes from October 7, 2019: P. van Vugt. All in favor. Carried. | |
| Financials | Directors reviewed the Balance Sheet and Income Statement as provided by the banker, Healthy Families Healthy Futures (HFHF). T. Pirnak reported that the Leadership budget is currently at 100%. Action Item: Review meeting requirements and cost for directors to attend meetings and the PCAP Admin category in response to the high Leadership Team costs. Motion to approve financials as presented: P. van Vugt. Seconder: B. Towe. All in favor. Carried. | Finance Committee |
| Committee Updates & Reports | <u>HR and Personnel Committee/Policies and Procedures Committee</u> B. Smit reported that the PCAP Quality Assurance Analyst, Keith Covey, has retired and has his last day as PCAP staff on December 6, 2019. Action Item: Review QA position and post for applicants. B. Smit reported that online membership expirations will be set to March 31, 2020 to align membership renewals with the APCAPC AGM. B. Smit reported that she is currently working on updating the Governance Agreements and receiving signed copies from all agencies. <u>Finance Committee</u> Directors discussed potential to use Council level hotel rewards cards to reduce meetings costs. | HR and Personnel Committee |

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| | <p>Directors discussed options to reimburse costs for Council meeting space used at Catholic Social Services to ensure Council use in the future. Action Item: Review options for cost reimbursement for CSS venue space used by Council and staff.</p> <p><u>Training Committee</u> B. Smit reported that the Training Committee met on October 29th via teleconference and participated in a SWOT analysis of the Training Committee and delivery of the APCAP training model. She reported that she is currently working on planning a trainers face-to-face meeting for Q4-Q1.</p> <p><u>Data Oversight Committee</u> B. Smit reported that the DOC is working through the recommendations provided by Athena after the Health Check meeting. Will bring forward action items at the next Council meeting.</p> <p><u>Events Committee</u> No updates as did not meet. Action Item: Schedule meeting in January to review dates and options for the 2020 AGM.</p> | <p>B. Smit</p> <p>B. Smit</p> |
| Provincial Coordinator Report | <p>B. Smit reported on the Provincial Coordinator and staff updates from the last two months. Directors reviewed considerations for Occupational Health and Safety requirements for staff and Directors when traveling for Council meetings. Action Item: Follow up with the recommendations for a Communications Committee. Action Item: Review OHS and WCB recommendations for Directors and staff.</p> | <p>B. Smit B. Smit</p> |
| Round Table | Skipped | |
| Adjournment | <p>Motion to adjourn at 3:54PM: W. Beland. All in favor. Carried. Next meeting: February 10, 2020, 9:00AM-3:00PM at Grovenor Place; lunch provided.</p> | |
| Attachments | Income Statement, Balance Sheet; Core Training Report; Provincial Coordinator Report | |

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Signature of Approval:

Date of Approval:
