This Board Report is a little sparse between the two CALP offices so we are combining our reports - but we are just gearing up for a busy and productive year!

August 2019 Coordinators Report Ponoka and Rimbey

* Both offices opened for business August 1st
* Ponoka office has had three drop-ins and the phone has not been working so phone calls have been a bit of an issue.
* Rimbey office has had 4 drop-ins, and a few phone calls regarding CAC programs and adult upgrading and ran our seasons first First Aid course.
* The Community Kitchen program is Rimbey as been postponed. Tanya will meet with Peggy and Rimbey FCSS in September to discuss developing a new program.
* We are working on the Final Report that is due August 31st and will be sending a copy to our Chair once it’s complete.
* We are working on the advertising for programs beginning in September.
* We are including with this report an outline of the programs we will be offering into spring of 2020.

August Coordinator Report – CAC Update

In June we presented our program plans to Ponoka Town Council. There I was given advise to contact the Ponoka and District Health Foundation about using the funds from the Ponoka Festival of Trees in 2-3 years towards purchasing curtains and sideboards for the LPN program. We also purchased paintings, posters, chairs, etc for the offices and classrooms. The purchases made a huge difference in all of the spaces. We also had the window frosting done on Classroom 2 which made a huge improvement on privacy to the classroom. The Community Needs report was submitted on time.

Over the month of July I went into the office twice and checked on emails/phone calls about HCA. We had 10 sign-ups for the info night. 1 person said they had seen the HCA sign, while the rest called from Facebook posts.

So far this month I have finally fixed the Telus issue, which is 2 accounts that we will be billed by email to Shannon Ep. The Instructor room has been setup for instructors and Shannon Ep’s use (she will have locked storage there where we will be keeping our receipts). Otherwise the time has been preparing documents and keys for the classes. I was informed that we will be hosting 2 more HCA groups from Samson and Ermineskin. Leanne (from RDC) has been working with me to ensure we have all the materials ready as they will be running together from Sept 6 2019 to Feb 27 2020.

HCA information and registration night is Sept 18 from 6 to 8 pm in Classroom 1 (the lab).

The Ponoka CAC and Adult Learning Open house will be Thursday April 16th, 2020. It will run from 12 to 6:30. We will be needing a 2-4 volunteers (maybe in shifts) to work the tables. As of right now, the budget is $500 for the open house and that includes marketing (both social media and traditional), snacks and coffee, and table coverings (to be used for our tradeshows later on). The open house is a requirement of CAC and we must do one every year.