



BOARD MEETING MINUTES

MARCH 1, 2016

ESPC OFFICE, SUITE 37, 9912-106 STREET, EDMONTON

Attendees **Anne Stevenson**, President

Erin LaRocque, Board Director, Policy & Brd. Deve. Cttee.

Dave Trautman, Board Director, Fund Deve. Cttee.

Madeleine Baldwin, Board Director, Policy Cttee.

Doug Meggison, Board Director, Finance Cttee. (Chair), Brd. Dev.

Candas Jane Dorsey, Board Director, Advocacy Cttee.

Cody Spencer, Board Director, Policy

Alexandra Seaman, Board Director

Gwen Feeny, Board Director

Susan Morrissey, Executive Director

Stephanie Haar: Recording Secretary

Regrets:

Guests:

1) **Welcome/Introduction** – Meeting called to order by Anne Stevenson at 6.07 pm

2) **Consent agenda – approval of agenda and minutes:**

MOTION: Moved by Dave Trautman, seconded by Candas Jane Dorsey to approve agenda with additions and the February 9/2016 board minutes as presented.

MOTION: CARRIED

3) **Executive Director's Report:**

a) **Auditor:**

- Auditor will be attending the April 12, 2016 Board meeting to present the audited 2015 Financials.

b) **Office Lease:**

- The building has new owners.
- Received a letter outlining the services that the new owners are going to provide. There was a discrepancy between owners services offered and our lease. We have engaged the services of a lawyer to review our options.
- We have engaged the services of a janitorial service (ESPC cost) for cleaning of our unit.
- At this time it was decided to wait and see how things go and Susan will keep the Board informed of developments.

4) **Annual General Meeting:**

a) **Location:**

The Stanely Milner Library will be the location of the May 19/16 meeting. **ACTION:** Stephanie Haar to organize room (either the Edmonton or Centennial room) and advise.

b) Award of Merit:

- Nomination criteria, etc. will be posted onto the website as soon as changes are sent to Susan Morrissey.
- Deadline for submissions is April 1, 2016
- Nominations will be forwarded to the ESPC office and then forwarded to the Award of Merit Selection committee Erin LaRocque and Doug Meggison for review.

c) Annual Report:

- Require the following committee submission for inclusion into the Annual Report by March 14/16:
- Treasurer/Financial Report (delayed until Audited Financials have been approved by Board): Doug Meggison
- President Report: Anne Stevenson
- Executive Director Report: Susan Morrissey
- Board Development Report: (slate of officers) Stephanie Haar & Erin LaRocque
- Strategic Framework: Cody Spencer

NOTE: Dave Trautman has agreed to livestream the Annual General Meeting.

5) Financial Report:

a) 2015 4th Quarter Financials:

MOTION: Moved by Doug Meggison, seconded by Candace Jane Dorsey, to accept the 2015 4th Quarter financials for information purposes only.

MOTION: *CARRIED*

- Reviewed the 2015 4th Quarter financials.
- **ACTION:** Doug Meggison and Susan Morrissey to work on developing a better format for reporting quarterly financial information to the Board.

6) Strategic Plan Review:

- Reviewed Strategic Framework was presented and revised.
- Will include the Strategic Framework with the AGM package to be handed out at the meeting.
- **ACTION:** Cody Spencer agreed to draft a report to be inserted into the Annual Report regarding the work done on the new Strategic Plan.

7) Board Development:

a) Review of New Board Nomination form.

Meeting Adjourned: 8:45 pm

Next Meetings:

April 12, 2016

May 10, 2016

May 19, 2016 (AGM)

June 14, 2016