



BOARD MEETING MINUTES

APRIL 11, 2017

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

Attendees **Erin LaRocque**, President, Fund Deve. Cttee.
Doug Meggison, Board Director, Finance Cttee.,
Membership/Board Dev., Casino (Chair),
Dave Trautman, Board Director, Policy & Casino (Chair)
Peter Schalk, Board Director, Membership/Brd. Deve. Cttee.
Ashley Salvador, Board Director, Policy Cttee
Gwen Feeny, Board Director
Candas Jane Dorsey, Board Director, Fund Deve. Cttee.

Susan Morrissey, Executive Director
Stephanie Haar, Recording Secretary

Regrets: **Ben Whynot**, Board Director, Fund Deve. (Chair)
Alexandra Seaman, Board Director, Membership/Brd. Deve.
Cttee.,
Maxwell Harrison, Board Director, Finance Cttee,

Guests: **Carla Walker**

1) **Welcome/Introduction** – Meeting called to order by Erin LaRocque at 6:01 pm

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

MOTION: Moved by Candas Jane Dorsey, seconded by Peter Schalk to approve agenda with additions and the March 14/2017 board minutes as presented.

MOTION: **CARRIED**

3) **Presentation of Draft 2016 Audited Financials:**

- Carla Walker presented the draft audited 2016 financials to board and answered questions.

MOTION: Moved by Candas Jane Dorsey, seconded by Dave Trautman, to approve the draft 2016 audited financials as presented.

MOTION: **CARRIED**

ACTION: Carla Walker will generate final 2016 Audited Financials for signature and presentation at the 2017 AGM.

4) **Executive Director's Ops Report:**

Executive Director reported on activities for March 2017 and answered questions. In addition she reported on the following:

- As a result of discussion by the Board, it was suggested that the Board should possibly begin to look at a Risk Management plan. **ACTION:** Susan Morrissey to send out to board members the information that is being used for this process for the office.
- Lease issue: The overcharging of the rent/operational costs from 2016 has been resolved by the property management company. A rebate on the 2017 April and May rent has been given to reimburse ESPC for overpayment in 2016. The 2017 operating costs have been reduced monthly to reflect that ESPC is now paying for their own janitorial services.
- United Way Funding: It has been confirmed that the United Way will be honoring its existing agreement payouts for the upcoming year.

5) **Committee Reports:**

a) **Policy Committee:**

- Committee received 6 nominations for the 2017 Award of Merit. **ACTION:** Dave Truatman to notify Susan Morrissey of the winner by April 21/17. This will ensure sufficient time to prepare Award for presentation on May 25th.
- **Board Volunteer Hours:** Committee presented a draft proposal on how to track volunteer hours. **ACTION:** The board members are to test the proposal and report back at the May 9th meeting their results. Susan Morrissey indicated that she requires an annual total of hours volunteered by board.
- **ACTION:** After feedback at the May meeting the Policy Committee will draft a Volunteer Hours Tracking procedure.

b) **Fund Development:**

- No report as committee has not meet.

c) **Membership and Board Development Committee:**

- **ACTION:** Will have committee report for Annual Report completed and sent to Susan Morrissey by the end of April 10th week.

NOTE: All committee reports for the Annual Report are due by April 11, 2017.

6) **2017 AGM:**

a) **Date and Venue:**

- Date confirmed for Thursday, May 25th, 2017 beginning at 5:30 p.m. (refreshments at 5:00)
- Venue: Room ED158, Education Building South at the U of A has been confirmed.
- **ACTION:** Erin LaRocque to send directional maps for invitation.
- **ACTION:** Dave Trautman to prepare directional maps to room.

b) **Speakers:**

- **ACTION:** Dave Trautman will have speaker's bio, photo and speech topic to Susan Morrissey by April 17/17 for inclusion in the AGM invitation that will be sent out on April 20/17.

c) **Invitation:**

- **ACTION:** Stephanie Haar will be sending the AGM invitation out to all members and list serv lists on April 20, 2017.

- It was suggested that we also post the invitation on our face book page as an invitation.
ACTION: Susan Morrissey to consult with Rebecca Fletcher the possibility of doing this.
- The AGM invitation will also be advertised on the ESPC website.

d) Election of Board Members:

- It was announced that there is possibly 3 board members that will be leaving the board resulting in 4 vacancies.
- The Board Development committee will be seeking candidates for these positions.
- It was suggested that we advertise for these openings on the Board in the AGM invitation and on the ESPC website. **ACTION:** Susan Morrissey to arrange for this to happen.

e) Program:

- Susan shared a preliminary script.
- Ashley Salvador was unable to confirm acquaintance to do Recognition of Treaty 6 Land.
ACTION: Peter Schalk to send Susan Morrissey Treaty 6 Land message.
- **ACTION:** Gwen Feeny to invite Elder In Residence to attend and provide blessing.
- **ACTION:** Susan Morrissey to locate protocol gift.

7) Document Organization:

MOTION: Moved by Dave Trautman, seconded by Gwen Feeny, to table this agenda item to May 9, 2017 board meeting.

MOTION: CARRIED

8) Other Business:

a) MacEwan – Below Market Non-Profit lease space:

- Susan Morrissey informed Board that we are currently in the process of exploring the potential of relocating our offices to the City of Edmonton’s MacEwan West building.
- We will be submitting a response to the City’s NRFP that is due on April 28, 2017.

MOTION: Moved by Candace Jane Dorsey, seconded by Gwen Feeny, to proceed with applying for the City of Edmonton’s NRFP-No. 931499-MacEwan West-Below Market Non-Profit Lease Space proposal.

MOTION: CARRIED

Meeting Adjourned: 8:05 pm

Next Meetings:

May 9, 2017

June 13, 2017