



**edmonton**  
SOCIAL PLANNING COUNCIL  
**BOARD MEETING MINUTES**  
**APRIL 13, 2021 (via TEAMS)**

**Attendees:**

**Susan Morrissey**, Executive Director  
**Justine Basilan**, Recording Secretary  
**Dave Trautman**, Board President  
**Danielle Dolgoy**, Board Director, Policy & Governance Chair  
**Vanessa Zembal**, Board Director, Finance & Audit Chair  
**Paula Kirman**, Board Director

**Jalene Anderson-Baron**, Board Director  
**Peter Schalk**, Board Director, Treasurer  
**Katherine Weaver**, Board Director  
**Bill Howe**, Board Director

**Regrets:**

**Nicole Smith**, Board Director  
**Charlotte Bennie**, Board Director

**Guests:**

**Carla Walker**, Peterson Walker LLP

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**1.0 Welcome** – Meeting called to order by Dave Trautman at 6:05 pm.

**2.0 Consent Agenda & Minutes**

**MOTION:** moved by Peter Schalk, seconded by Katherine Weaver, to accept the agenda and minutes with the following amendments:

April 13, 2021 Agenda:

Section 5.5, the Finance & Audit Committee's Surplus Policy and Investment and Reserve Policy is deferred for approval at the May 11, 2021 meeting.

**MOTION:** CARRIED.

**3.0 Draft Financials Report**

Carla Walker reported on the draft of the 2020 Financials Report.

Add a new note called "Extraordinary Event," which will state that the public health restrictions implemented due to the pandemic did not impact ESPC's operations because the staff could continue and complete various projects. As well, funding levels were maintained for the year.

**MOTION:** moved by Danielle Dolgoy, seconded by Paula Kirman, to approve the 2020 financials report as presented with the additional note.

**MOTION:** CARRIED.

**ACTION:** Once the audited report is complete, Dave Trautman and Peter Schalk will come to the office to sign the Financial Report's final version.

**4.0 Executive Director's Monthly Operations Report**

ED reported on March 2021 operations.

**Additional note:** Susan was interviewed and featured in Edify Magazine's April issue talking about food insecurity during Cofid-19.

**Correction:** Homeward Trust will be doing the homeless count on April 20<sup>th</sup> but will be using administrative data versus having volunteers interview citizens on the street. Agencies and shelters will be reporting and submitting their homeless numbers to Homeward Trust.

**Additional note:** ESPC submitted the United Way funding application on March 31, 2021. Susan asked that Justine be formally recognized in the minutes for all her contributions while Susan was on medical leave. Susan included new program areas including research evaluation and assessment activities and the social well-being tracker as a capacity-building tool. ESPC is requesting more funding for this cycle because we are requesting a new position that would build evaluation capacity for other client-serving agencies. If the position is not approved, ESPC indicated that they required the current funded amount to maintain programming. Susan indicated in the application that over the past 10 years EPSC has been working to diversify funding streams moving from U-Way funding approximately 65% of operations to now funding 44%.

**Additional note:** Staff is planning an official launch of the social well-being tracker.

Rowan El-Baily has accepted the position as Strategic Research Coordinator and started on April 12. Susan asked that Jenn Rossiter be formally acknowledged in the minutes for all her help during Susan’s medical leave to prepare Doug Meggison and Bill Howe with candidate information.

## 5.0 Committee Reports

### 5.1 Policy & Governance Committee

#### ESPC Bylaw Review Presentation

Peter Schalk presented an update on the bylaw review.

**Additional note:** ESPC has an official “minute book” in the office that includes the historical documents that support the Council’s incorporation since 1940.

**Suggestion:** Include an indemnity clause on the amended Bylaws that protects the Board from any incurred fault in the organization's operations.

### 5.2 Board Recruitment Ad-Hoc Committee

#### Slate of Board Candidates

Peter Schalk reported on the current slate of Board candidates to be elected on ESPC’s upcoming AGM on May 27, 2021.

Be it resolved that the Board approve the slate of Board of Director candidates for membership approval at the 2021 AGM as follows:

TERM	Requiring Election/Reappointment (1 <sup>st</sup> year of term)	Continuing Service (2 <sup>nd</sup> year of term)
1st	<ul style="list-style-type: none"><li>• Ashley Baxter</li><li>• Keith Goertzen</li><li>• Thomas Grenier</li><li>• Rhea Kachroo</li><li>• Denise Kirk</li></ul>	<ul style="list-style-type: none"><li>• Charlotte Bennie</li><li>• Bill Howe</li><li>• Katherine Weaver</li></ul>
2nd	<ul style="list-style-type: none"><li>• Danielle Dolgoy</li><li>• Paula Kirman</li></ul>	<ul style="list-style-type: none"><li>• Vanessa Zembal</li></ul>
3rd	<ul style="list-style-type: none"><li>• <i>No one</i></li></ul>	<ul style="list-style-type: none"><li>• Peter Schalk</li></ul>

**MOTION:** moved by Peter Schalk, seconded by Bill Howe.

**MOTION:** CARRIED.

Be it resolved that the Board Recruitment Committee delete all electronic records containing personal information of prospective board applicants.

**MOTION:** moved by Peter Schalk, seconded by Vanessa Zembal.

**MOTION:** CARRIED.

### 5.3 AGM Steering Committee

#### Committee Report

Jalene Anderson-Baron reported on the committee’s activities.

May 27, 2021, AGM Schedule:

5:30 pm – 6:45 pm Business Meeting

6:45 pm – 7: 30 pm Guest Speaker

7:30 pm – 7:45 pm Board meeting with the new Board members

### 5.4 Membership & Engagement Committee

#### Committee Report

There was no significant committee activity in March.

### 5.5 Finance & Audit Committee

#### Committee Report

Vanessa Zembal reported on the committee's activities.

**ACTION:** The Surplus Policy and the Investment and Reserve Policy are deferred for approval on the May 11, 2021 meeting.

#### **5.6 Executive Director Review Committee**

##### **Committee Report**

Katherine Weaver reported on the committee's activities.

The Committee developed a format and process which will be shared with Susan for review and input.

#### **6.0 Other Business**

#### **7.0 General Discussion**

##### **Meeting adjourned:**

Meeting adjourned at 7:57 pm.

##### **Next meeting:**

May 11, 2021

AGM May 27, 2021