

BOARD MEETING MINUTES

DECEMBER 10, 2019

ESPC OFFICE, SUITE 200, 10544-106 STREET, EDMONTON

Attendees Gwen Feeny, Board President
Ben Whynot, Board Director, Policy Cttee. Chair
Vanessa Zembal, Board Director, Finance Cttee. Chair
Peter Schalk, Board Director, Treasurer
Naomi Achus, Board Director
Jalene Anderson-Baron, Board Director
Nicole Smith, Board Director
Danielle Dolgoy, Board Director
Paula Kirman, Board Director
Regrets: Dave Trautman, Board Director, Engagement Cttee. Chair
Theresa Vladicka, Board Director
Zahro Hassan, Board Director

Susan Morrissey, Executive Director
Justine Basilan, Recording Secretary

Guests:

1.0 Welcome – Meeting called to order by Gwen Feeny at 6:00pm.

2.0 Consent Agenda

MOTION: moved by Paula, seconded by Danielle Dolgoy, to accept agenda with amendments:
Finance and Audit Committee to defer 3rd quarter financials to January 2020 meeting.

MOTION: CARRIED.

3.0 Business Arising

Sustainability Goals Grant Risk Factors Follow-up Request for Info
ED reports on the risk factors.

Question: Why would the contractors need laptops and cellphones?

Answer: ED clarified that if awarded, laptops and cellphones would be responsibility of contractors.

4.0 Executive Director's Monthly Operations Report

ED presented and reported on November Operations.

ED thanks the Board for their contributions to the United Way Employee Campaign.

5.0 Committee Report

Finance and Audit Committee

Committee Report

Vanessa Zembal presented the report.

3rd Quarter Report

ACTION: Deferred to January 2020 Board meeting.

Approval of 2020 Budget

ED reported on the 2020 budget.

Additional note: ED received an email from FCSS saying that the money must be spent for the year 2019. As directed, the surplus money will be used on staff wage.

Question: The \$18,000 that's surplus for 2019 will be used to cover other wages? If so, are there risks from other grants as to how wage will be covered?

Answer: Not really, the United Way has allowed for flexibility on how the grant we received from them will be used. ED estimated around \$6,000-7,000 in surplus at the end of October.

Be it resolved that the Board of Directors approve the 2020 Budget with a 2% increase to staff wages.

MOTION: moved by Paula Kirman, seconded by Peter Schalk.

MOTION: CARRIED.

Policy and Governance Committee

Follow-up to Strategic Planning Retreat

Ben Whynot presented the follow-up report.

ACTION: Board members to send comments and reactions on the report's thematic analysis / verbatim notes, or both to Ben Whynot.

Additional note: A first draft is being created for the Strategic Plan which will include the themes. The draft will be presented for information purposes only on January 2020.

Question: Is the committee going to keep the current report's template for the ESPC Strategic Plan? And will this be merged with the Operational Plan?

Answer: No, the committee has looked through various organizations' Strategic Plans and may incorporate some aspects such as the design, the template, etc. Yes, it will be merged with the Operational Plan.

Question: Has the committee thought about how to engage membership and key stakeholders?

Answer: The committee has included timelines for members and stakeholder engagement.

Membership and Engagement Committee

Approval of Work Plan

ACTION: Deferred to January 2020 Board meeting.

6.0 Other Business

ED reports on the work they did with grade 5 and 6 students at George H. Luck School discussing poverty.

Meeting adjourned: 7:35 pm.

Next meetings:

January 14, 2020

April 14, 2020

February 11, 2020

May 12, 2020

March 10, 2020