

BOARD MEETING MINUTES

DECEMBER 11, 2018

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

Attendees Gwen Feeny, Board President
Dave Trautman, Board Director, Engagement Cttee. Chair
Vanessa Zembal, Board Director, Finance Cttee. Chair
Candas Jane Dorsey, Board Director
Melissa Scott, Board Director
Ben Whynot, Board Director, Policy Cttee. Chair
Peter Schalk, Board Director

Susan Morrissey, Executive Director
Justine Basilan, Recording Secretary

Regrets: Calypse Agborsangaya, Board Director, Treasurer
Zahro Hassan, Board Director
Theresa Vladicka, Board Director

Guests:

1.0 Welcome – Meeting called to order by Gwen Feeny at 6:02 pm.

2.0 Consent Agenda

MOTION: moved by Dave Trautman, seconded by Peter Schalk to accept agenda.

MOTION: CARRIED.

3.0 Business Arising

United Way Campaign Updated

ED reports on the campaign. ESPC was able to earn more than their target goal.
Thank you to everyone who participated and helped ESPC to surpass our goal.

Casino Follow-up

Dave Trautman updates on the Casino.
Doug Meggison is Co-Chair. Dave and Doug will be doing first calls on volunteers.

80th Anniversary

Ben Whynot reports on the Think Tank event.

Low turnout with only three external participants. However, this allowed for better feedback process.

Suggestion: Consider applying for a grant from the Heritage Council to promote ESPC history.

Question: was anyone of the attendees willing to join a steering committee?

Answer: The topic of having a committee was not approached at the time. More of an advisory perspective is being considered.

4.0 Executive Director's Monthly Operations Report

ED presents and reports on November operations.

Additional item: ED attended Government of Alberta 2019 Budget discussion hosted by Minister J. Ceci and MLA D. Shepherd on December 11.

Topics of the discussion included:

Reforming the income support program completely as it needs significant reviewing.

Government to help staff retention in non-profit organizations through some support for pension and benefits plan.

Data analysis, what happens to data collected from non-profit organizations and how that information demonstrates impact.

Additional note: Board has agreed that ED will do a verbal report on Operations for the month of December during the January meeting.

5.0 Committee Report

Policy and Governance Committee Report (Ben Whynot).

Terms of Reference was not included and not shared with the rest of Board.

ACTION: Approval of TOR tabled to next meeting on January 2019.

ECF rejected ESPC's grant proposal due to:

[1] Oversubscribed

[2] Proposal didn't make strong connection as to how an Engagement position is associated to first year grant proposal results.

[3] Costs to cover some of the budget too high; also whether Strategic Planning should be included in budget.

Finance and Audit Committee (Vanessa Zembal)

Vanessa presented on Finance and Audit report.

Ben reported on the TOR and Peter reported on the Work Plan.

Question: What are the imagined risks?

Answer: To distinguish the difference between ordinary/operational risk versus extraordinary risk. Some operational risks can have financial impacts.

MOTION: moved by Gwen Feeny, seconded by Peter Schalk to adopt Finance and Audit Committee TOR and Work Plan as presented.

MOTION: CARRIED.

ED presented the 3rd Quarter Report.

Additional note: ACWS project negative because the invoice was just sent out and awaiting payment.

Additional note: Vital Signs negative because we're awaiting final payment.

Additional note: \$1200 expense for IT will be reflected in the year end financials.

MOTION: moved by Candace Jane Dorsey, seconded by Dave Trautman to approve the 3rd Quarterly Report.

MOTION: CARRIED.

Vanessa Zembal reports on the Budget 2019.

Additional note: Scenario #3 presented for information only. Scenario #1 and #2 presented. Board advised that the committee will be presenting revised budget early in the new year. Once committee has had an opportunity to discuss FCSS funding which takes effect January 1, 2019.

MOTION: moved by Candace Jane Dorsey, seconded by Ben Whynot to approve Scenario #2 (3% increase).

MOTION: CARRIED.

Thank you to all involved in preparing the budget documents.

6.0 Other Business

Meeting adjourned: 8:06 pm.

Next meetings:
January 8, 2019