



## BOARD MEETING MINUTES

DECEMBER 13, 2016

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

**Attendees** **Erin LaRocque**, President, Fund Deve. Cttee.  
**Dave Trautman**, Board Director, Policy & Casino (Chair)  
**Doug Meggison**, Board Director, Finance Cttee.,  
Membership/Board Dev., Casino (Chair),  
**Ben Whynot**, Board Director, Fund Deve. (Chair)  
**Cody Spencer**, Board Director, Policy Cttee.  
**Alexandra Seaman**, Board Director, Membership/Brd. Deve.  
Cttee.  
**Maxwell Harrison**, Board Director, Finance Cttee  
**Ashley Salvador**, Board Director, Policy Cttee.  
**Peter Schalk**, Board Director, Membership/Brd. Deve. Cttee.

**Susan Morrissey**, Executive Director  
**Stephanie Haar**: Recording Secretary

**Regrets:** **Candas Jane Dorsey**, Board Director, Fund Deve. Cttee.  
**Gwen Feeny**, Board Director, Finance Cttee.

### Guests:

- 1) **Welcome/Introduction** – Meeting called to order by Erin LaRocque at 6:00 pm
- 2) **Consent agenda – approval of agenda and minutes:**

**MOTION:** Moved by Doug Meggison, seconded by Alexandra Seaman to approve agenda with additions and the November 8/2016 board minutes as presented.

**MOTION:** **CARRIED**

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

Reviewed Executive Director reported on activities for November 2016.

- United Way Employee Campaign: Total raised was 2224.00 through raffle, bake sale and preferred giving. Thanks to everyone who contributed.
- 2017 Operations plan was handed out and discussed with Board.
- Announced that the new Research Coordinator, Heather Curtis, has been hired and will begin work on January 9<sup>th</sup>, 2017.
- Suggestion: It was suggested that for next year's Seasonal Celebration we hold an event that coincides with Ending Poverty week (around the end of October). Will review the suggestion closer to the date.

- 4) **3<sup>rd</sup> Quarter Financials:**

- The 2016 3<sup>rd</sup> Quarter Financial were presented and reviewed.

- **MOTION:** Moved by Doug Meggison, seconded by Dave Trautman, to approve the 3<sup>rd</sup> quarter 2016 Financials as presented.

**MOTION: CARRIED.**

5) **Committee Updates:**

a) **Committee Terms of Reference:**

- Reviewed all Committee Terms of Reference. ie. Policy, Fund Development and Finance
- Membership/Board Development Committee Terms of Reference were reviewed at meeting.
- All Committee Terms of Reference have been forwarded to the Policy committee for review.
- ACTION: All Terms of Reference(s), once approved, will be formatted to ESPC standards.
- **MOTION:** Moved by Alexandra Seaman, seconded by Ashley Salvador to approve universally the Terms of Reference for all Board Committees.

**MOTION: CARRIED**

b) **Committee Workplans:**

- Reviewed all Committee work plans by Chairs for information purposes.

6) **2017 AGM:**

a) **Location:**

- Discussed potential locations as the Stanley Milner Library is not available.
- **ACTION:** Dave Trautman is looking into the Strathcona Library (on Whyte Ave.) and possible other library locations.

b) **Date:**

- Must have our AGM by the end of May/17.
- Looked at the potential dates of May 25<sup>th</sup> (1<sup>st</sup> choice) or May 18<sup>th</sup>/2017.

c) **Speakers:**

- Various Speaker candidates were discussed.
- **ACTION:** Dave Trautman to approach potential candidates to see if they are available. He will report back at next meeting.

8. **Other Business:**

a) **2017 Casino Recruiting:**

- Board members were asked who would be available to volunteer for the April 1 and 2<sup>nd</sup>, 2017 Casino. ACTION: Doug Meggison, will be scheduling volunteers.

Document control tabled to January meeting

**Meeting Adjourned: 7:45 pm**

**Next Meetings:**

December 13/16  
January 10, 2017  
February 14, 2017  
March 14, 2017

April 11, 2017  
May 9, 2017  
June 13, 2017