



**edmonton**  
SOCIAL PLANNING COUNCIL  
**BOARD MEETING MINUTES**  
**DECEMBER 8, 2020 (via TEAMS)**

**Attendees:**

**Susan Morrissey**, Executive Director  
**Justine Basilan**, Recording Secretary  
**Dave Trautman**, Board President  
**Vanessa Zembal**, Board Director  
**Danielle Dolgoy**, Board Director  
**Nicole Smith**, Board Director

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

**Regrets:**

**Charlotte Bennie**, Board Director

**Guests:**

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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 Danielle Dolgoy, seconded by Bill Howe, to accept the minutes and agenda as presented.

**MOTION:** CARRIED.

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

ED presented and reported on November 2020 operations.

**Additional note:** United Way Employee Campaign ended with \$2,525.35 raised. ED thanks those who participated in the campaign.

**Additional note:** ESPC has applied for and secured software at either a reduced not-for-profit or free rate. Currently, ESPC has MS Office 365 and Canva software.

**Additional note:** The Alberta Child Poverty report Lunch & Learn was held on December 8, 2020, with 100 participants. Lunch & Learns are seeing a significant increase in attendance since going online.

**4.0 Committee Reports**

**4.1 Policy & Governance Committee**

**Committee Report**

Danielle Dolgoy reported that the Policy & Governance Committee has not been successful in meeting but will be moving forward with work in January 2021. The Policy & Governance Committee will determine priority work using a risk management lens. The committee has decided that work on the Strategic Plan will move forward in 2021.

**ACTION:** ED to contact Colin Johnson to determine any interest to continue facilitating the Strategic Plan sessions.

**4.2 Membership & Engagement Committee**

**Committee Report**

Membership & Engagement Committee met to discuss current membership and engagement work. Since membership fees make up less than one percent of the yearly operating budget, the committee is exploring the necessity of charging a membership fee. Bill Howe identified a model where membership is free, but members are encouraged to donate.

In comparing the various engagement database ESPC has, over 1000 individuals engaged with ESPC in multiple ways, such as: attending Lunch & Learns, volunteering, receiving E-Blasts, etc.

**ACTION:** The Membership & Engagement Committee will determine if the proposed membership changes will require bylaw changes regarding meeting quorum at the AGM. To be included in their discussions moving forward.

#### **4.3 Finance & Audit Committee Report**

##### **Committee Report**

Vanessa Zembal presented the report.

Finance & Audit Committee met to discuss and finalize the 2021 budget recommendations and use of surplus.

**ACTION:** Discussion of surplus deferred to January 12, 2021 Board meeting.

##### **2021 Budget**

The budget was presented with some uncertainty regarding funding streams.

ED indicated that should there be a decline in funding, ED will recalculate the budget and present the amended version to the Board.

**MOTION:** moved by Vanessa Zembal, seconded by Danielle Dolgoy, to approve the 2021 Budget Scenario #2.

**MOTION:** CARRIED.

**ACTION:** ED to introduce Vanessa Zembal to Bill Moore-Kilgannon to discuss deficit budgets.

#### **5.0 Other Business**

##### **5.1 Executive Director Performance Review**

The Executive Committee and ED met to discuss past evaluation processes.

It was determined that as per current bylaws, there must be an evaluation of the Executive Director.

**ACTION:** A task group consisting of Katherine Weaver, Nicole Smith, and Vanessa Zembal will review and recommend changes to the methodology. This group is also tasked with determining the feasibility of conducting an evaluation with the ED prior to the next AGM in May 2021.

#### **6.0 General Discussion**

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

Meeting adjourned at 8:15 pm.

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

January 12, 2021

February 9, 2021

March 9, 2021

April 13, 2021

May 11, 2021

AGM