



BOARD MEETING MINUTES

FEBRUARY 13, 2017

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

Attendees **Erin LaRocque**, President, Fund Deve. Cttee.

Doug Meggison, Board Director, Finance Cttee.,
Membership/Board Dev., Casino (Chair),

Dave Trautman, Board Director, Policy & Casino (Chair)

Ben Whynot, Board Director, Fund Deve. (Chair)

Peter Schalk, Board Director, Membership/Brd. Deve. Cttee.

Candas Jane Dorsey, Board Director, Fund Deve. Cttee.

Susan Morrissey, Executive Director
& Recording Secretary

Regrets: **Alexandra Seaman**, Board Director, Membership/Brd. Deve. Cttee., **Maxwell Harrison**, Board Director, Finance Cttee., **Ashley Salvador**, Board Director, Policy Cttee., **Cody Spencer**, Board Director, Policy Cttee., **Gwen Feeny**, Board Director, Finance Cttee.

Guests:

1) **Welcome/Introduction** – Meeting called to order by Erin LaRocque at 6:02 pm

2) **Consent agenda – approval of agenda and minutes:**

MOTION: Moved by Candas Jane Dorsey, seconded by Peter Schalk to approve agenda (with additions) and the January 10/2017 board minutes as presented.

MOTION: **CARRIED**

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

Executive Director reported on activities for January 2017 and answered questions. In addition she reported on the following:

- Letter of acknowledgement from Liz O'Neill re: 2017 Poverty Profile Update
- ESPC cited in recent Edmonton Examiner news article related to social housing in McCauley neighbourhood.
- 2016 Financial Audited to be done March 9, 2017.

4) **Financial Report:**

- Doug Meggison presented the 2016 4th Quarter financial report noting that these are unaudited statements – figures may change slightly once Audited financial statements are prepared.
- Organization completed 2016 with a slight surplus.
- Organization didn't have to utilize unrestricted reserve funds as was proposed in 2016 to cover costs to agency for students.

MOTION: Moved by Doug Meggison, seconded by Candas Jane Dorsey, to approve the 2016 4th quarter financials as presented.

MOTION: CARRIED

5) **2017 AGM:**

a) **Location:**

- Susan Morrissey reported that Enterprise Square was significantly higher than budgeted but that the U of A Classrooms could be an option at a cost of \$100.00 per ½ day. ESPC could bring in their own equipment and food. Can confirm availability by end of March.
- Dave Trautman reported that COE Strathcona Library might be an option at a cost of \$30.00 for a full day and \$15.00 for a ½ day. But cannot confirm availability until 8 weeks in advance of event date.
- Candas Jane Dorsey asked that we inquire regarding Boyle Street Community Ctr. (Plaza). **ACTION:** Stephanie Haar to contact Maryam (780-426-9264 or 780-426-9265) to inquire about costs. She will report back findings at the next meeting.

b) **Date:**

- Potential dates of May 25th (1st choice) or May 18th/2017 still to be confirmed.

c) **Speakers:**

- Dave Trautman has spoken with all 3 potential speaker candidates. (Bishop Jane Alexander, Cam Tait and Cheryl Whiskeyjack).
- All expressed interest.
- Board members were polled during meeting as to preferred choice.
- **ACTION:** Dave Trautman to contact and confirm Cheryl Whiskeyjack (first choice) and if unavailable Bishop Jane Alexander.

d) **Award of Merit and Annual Report:**

- **ACTION:** Susan Morrissey to email to committees with actions required and deadlines.

6) **Committee Updates:**

a) **Fund Development:**

- Ben Whynot reported committee has met.
- Committee submitted questions for ESPC member survey to solicit feedback from membership.
- Committee has started scoping out planning sessions.
- Application submitted to ATB Financial for “Time to Think” grant.
- Discussed upcoming CIP grant opportunity and invited Board members who are interested in helping with grant application to contact Ben directly.

b) **Policy Committee:**

- Dave Trautman reported the committee is preparing to start work on Award of Merit.

c) **Membership/Board Development Committee:**

- Doug Meggison reported the committee submitted suggestions for membership promotion as per their work plan.
- Committee needs to prepare for Board recruitment. **ACTION:** Stephanie Haar to provide committee with a list of current Board members with their term expiration dates.

7) **Other Business:**

a) **Canada Summer Jobs:**

- Susan Morrissey reported application submitted – if we are approved Board will have to approve use of unrestricted reserve to cover employer portion of hire. (approximately \$2,100.00)

b) **Volunteer Hours:**

- Susan Morrissey explained that she reports hours yearly but does not have a formal process for collecting of Board hours. **ACTION:** Policy Committee to prepare a process and report back at March meeting.

c) **Casino Update:**

- Doug Meggison reported that many of the positions have been filled but still need more volunteers.
- Susan Morrissey reported that staff have been recruiting through volunteers/members/list serv as well as social media and website.

d) **EPE Event:**

- Doug Meggison, Erin LaRocque and Candace Jane Dorsey attended event and provided feedback.

Meeting Adjourned: 8:20 pm

Next Meetings:

March 14, 2017

April 11, 2017

May 9, 2017

June 13, 2017