



**edmonton**  
SOCIAL PLANNING COUNCIL  
**BOARD MEETING MINUTES**  
**FEBRUARY 9, 2021 (via TEAMS)**

**Attendees:**

**Justine Basilan**, Recording Secretary  
**Dave Trautman**, Board President  
**Danielle Dolgoy**, Board Director, Policy & Governance Chair  
**Vanessa Zembal**, Board Director, Finance & Audit Chair  
**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  
**Charlotte Bennie**, Board Director

**Regrets:**

**Susan Morrissey**, Executive Director

**Guests:**

---

**1.0 Welcome** – Meeting called to order by Dave Trautman at 6:04 pm.

**2.0 Consent Agenda & Minutes**

**MOTION:** moved by Jalene Anderson-Baron, seconded by Katherine Weaver, to accept the minutes and agenda with the following amendments:

February 9, 2021 Agenda

Rename section 4.4. Executive Director Review Committee as per the recommendations from the January 12, 2021 minutes

January 12, 2021 Minutes

In section 6.0, Danielle Dolgoy seconded the motion to move *in-camera*.

**MOTION:** CARRIED.

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

EA opened the floor for questions.

**Question:** Who is the designated staff member for any media inquiry on the Making Ends Meet Vital Topic?

**Answer:** There is typically no media coverage when a Vital Topic is released. Every year at the release of Vital Signs, the ED typically presents alongside ECF with media presence.

**Question:** As for the CEASE Affordability Gap Research project, was John Kolkman hired as part of his transition out of ESPC or was it based on the project's current needs?

**Answer:** John Kolkman was hired to meet the current needs of the project.

**Question:** Was the Race-Based Data Report a response to an initiative by a local organization looking into collecting race-based data? What was the motivation behind the report?

**Answer:** No, the report was not a response to a local initiative. At the height of the BLM movement in Canada, staff realized a lack and need for race-based data across Canada and thought it appropriate for a separate feature article to be created to address that need.

**ACTION:** Bill Howe to contact Jenn Rossiter to assist on the Race-Based Data report.

**ACTION:** ED to provide further information on the Edmonton Community Coordination of Food Resources Committee upon return from her medical leave.

**4.0 Committee Reports**

**4.1 Policy & Governance Committee**

**Committee Presentation**

The Policy & Governance Committee presented a mid-year check-in and opened the floor for questions at the end of the presentation. The purpose of the presentation was to share the Committee's work plan for the next two years, including reviewing and amending policies and restarting the strategic planning process.

There was considerable discussion regarding the overall policy review process for each committee. Committee recommendations include creating an online Board portal and a living policy manual that the committees would update when necessary. There is currently no established framework that can be used for these policy reviews, but a Policy Development Policy may help guide the committees.

**MOTION:** moved by Chari Bennie, seconded by Katherine Weaver, to approve the Policy & Governance Committee's work plan with the recommended changes to adjust the Bylaws approval from the Board to March 2022, then provide notice to the membership in April 2022 before the AGM in May 2022.

**MOTION:** CARRIED.

#### **Committee Workplan**

The work plan was circulated and included in the Committee Presentation.

#### **Strategic Plan Facilitator Update**

Colin Johnson has committed to assist with creating the framework and designing the strategic planning activity.

### **4.2 Membership & Engagement Committee**

#### **Committee Report**

Paula Kirman reported on the Membership & Engagement Committee's activities.

The Membership Survey is currently put on hold due to Executive Director's medical leave and prioritizing the hiring of the Research Coordinator.

The Membership & Engagement Committee placed two questions to the Board:

[1] Should the Membership Survey be sent out before or after the strategic plan meeting?

[2] Does any Board member have specific question(s) they want to include in the survey?

**Suggestion:** The Committee can do a survey this year to provide contextual information and baseline data, which may help inform the Strategic Planning session and then conduct another survey after the session.

**ACTION:** The Membership & Engagement Committee will share the membership survey draft with the Board prior to the March 9, 2021 Board meeting for review and feedback.

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

#### **Committee Report**

Vanessa Zembal reported on the Finance & Audit Committee's activities.

The committee is currently working on creating a risk management policy and surplus policy.

**Additional note:** Casinos may resume operation by the summer of 2021. The Finance & Audit Committee and the ED are currently looking at funding alternatives.

### **4.4 Executive Director Review Committee**

#### **Committee Report**

Katherine Weaver reported on the Review Committee's activities.

The Review Committee has met with the ED and explored a collaborative review process.

While waiting for the ED's return from her medical leave, the committee will continue meeting to discuss recommendations for changes to the review process to bring to a future board meeting.

## **5.0 Other Business**

### **5.1 AGM Steering Committee**

Jalene Anderson-Baron reported on the committee's activities.

The committee secured a speaker for the 2021 AGM, which will be held virtually based on the pandemic's current course.

The Award of Merit nominations will be advertised on all ESPC channels, and the committee will finalize who will receive the award. The Board may also nominate an award recipient.

**ACTION:** The AGM Steering Committee will suggest the following dates to the speaker: May 19-20, 2021 or May 26-27, 2021. The final date will be decided on the March 9, 2021 Board meeting.

## **6.0 General Discussion**

### **Meeting adjourned:**

Meeting adjourned at 7:46 pm.

### **Next meeting:**

March 9, 2021

April 13, 2021

May 11, 2021

AGM