



edmonton
SOCIAL PLANNING COUNCIL
BOARD MEETING MINUTES
JANUARY 12, 2021 (via TEAMS)

Attendees:

Susan Morrissey, Executive Director
Justine Basilan, Recording Secretary
Dave Trautman, Board President
Danielle Dolgoy, Board Director, Policy & Governance 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:

Vanessa Zembal, Board Director, Finance & Audit Chair

Guests:

1.0 Welcome – Meeting called to order by Dave Trautman at 6:05 pm.

2.0 Consent Agenda & Minutes

MOTION: moved by Katherine Weaver, seconded by Paula, to accept the minutes and agenda with amendments:

4.4 Executive Director Review; moving Executive Director Temporary Leave under item 3.0.

MOTION: CARRIED.

3.0 Executive Director's Monthly Operations Report

3.1 Executive Director Temporary Leave

ED will be taking a temporary medical leave and will advise the bookkeeper when more information is known.

Question: Is there an acting Executive Director currently in place?

Answer: There is no acting Executive Director in place. ED has complete faith in the staff's ability to work together for the duration of her leave. Financial administration will continue to be done by bookkeeper and EA. ED will be available during recovery on a needed basis.

3.2 December 2020 Operations Report

ED presented and reported on December 2020 operations. The Operations Plan is provided to the Board for information purposes.

Question: With the ED going on medical leave later this month, are there any contingency plans for completing the Civil Society Fund application?

Answer: This fund is related to the Tracking the Trends Dashboard which will be used as a tool to share ESPC data and broaden community capacity. End Poverty Edmonton is working with ESPC to complete the application and the ED will be signing off prior to submission.

Additional note: United Way has decided to extend funding until the end of June 2021 (instead of March 2021). United Way did not provide information on the extent of funding amount that funded organizations are going to receive for the next round of three-year grant applications. The application process will begin in late February 2021.

4.0 Committee Reports

4.1 Policy & Governance Committee

Committee Report

The committee did not meet in December 2020.

ED has contacted Colin Johnson who has expressed interest in continuing for the duration of the strategic planning process.

ACTION: Danielle Dolgoy will contact Colin Johnson.

4.2 Membership & Engagement Committee

Committee Report

Bill Howe reported on the committee's activities in December.

The committee started to look at adapting and continuing the membership survey; and possible changes to ESPC's membership structure (e.g. eliminating membership, automatic membership, or maintain organizational memberships) and looking at the benefits and risks of these changes. The committee is also looking at other organizations' membership structure to see how ESPC can adopt those systems. ED suggested looking at Toronto Social Planning Council membership structure as a model.

4.3 Finance & Audit Committee Report

Committee Report

Peter Schalk reported on behalf of Vanessa Zembal. The committee met in December 2020 and will be meeting January 2021.

Discussed the 2020 surplus allocation.

Use of Surplus

Peter Schalk reported on the 2020 surplus allocation.

Be it resolved that if an operating surplus was to be realized at the end of the 2020 fiscal year that it be allocated based on the following schedule:

Amount	Purpose/Reserve Account
\$1,000	<ul style="list-style-type: none"><u>Capital Purchase and Renewal</u>: Establish a new reserve to set aside funding for the purchase and renewal of capital assets (e.g., furniture, computers, etc.)
\$3,000	<ul style="list-style-type: none"><u>Special Projects Reserves</u>: Currently, this reserve has a balance of \$7,000 and was established to support one-off or unique projects for the ESPC. An additional allocation is recommended due to a project being identified by the ED.<ul style="list-style-type: none">The ED has identified a project to improve accessibility of the ESPC website by creating dashboards and other opportunities to increase interaction with data. The project has an estimated cost of \$5,000.The additional allocation to this reserve is to support implementing this project (i.e., a draw from this reserve in 2021 would fund the proposed project).
Remainder of Funds	<ul style="list-style-type: none"><u>Operating Reserve</u>: Allocate the remainder to operating reserves. This is recommended due to uncertainty around funding sources in 2021. <i>The remaining surplus to be allocated to the operational reserve could be in the range of \$12-20,000.</i>

MOTION: moved by Peter Schalk, seconded by Nicole smith.

MOTION: CARRIED.

4.4 Executive Director Performance Review Task Group

Katherine Weaver provided a summary of the review recommendations.

Two recommendations were outlined:

[1] Do an Executive Director performance review now (i.e. completion of the performance review and report by June 31, 2021)

[2] Develop an ongoing Executive Director performance review process (i.e. ongoing consultation with the Board)

MOTION: moved by Danielle Dolgoy, seconded by Peter Schalk, to proceed with the recommendations as outlined in the report.

MOTION: CARRIED.

5.0 Other Business

5.1 AGM Steering Committee

The Annual General Meeting will be held in May 2021. The committee will decide on the recipient of the Award of Merit, how to hold the award ceremony, and reaching out to a potential keynote speaker for the event. The committee will comprise of Chari Bennie and Jalene Anderson-Baron.

ACTION: Paula Kirman will share information from the 2020 AGM to the 2021 committee – e.g. keynote speaker contact.

6.0 General Discussion

MOTION: moved by Peter Schalk, seconded by Danielle Dolgoy, to move *in-camera* at 8:02 pm.

MOTION: CARRIED.

In-camera discussion ended at 8:22 pm.

ACTION: Dave Trautman to discuss preparation of monthly operations report with ED.

Meeting adjourned:

Meeting adjourned at 8:24 pm.

Next meeting:

February 9, 2021

March 9, 2021

April 13, 2021

May 11, 2021

AGM