



BOARD MEETING MINUTES

JANUARY 9, 2018

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

Attendees **Gwen Feeny**, Board President, Finance Cttee.

Dave Trautman, Board Director, Policy Cttee. (Chair)

Calypse Agborsangaya, Board Director, Policy Cttee.

Candas Jane Dorsey, Board Director, Policy Cttee.,

Ben Whynot, Board Director, Fund Deve. (Lead),
Membership/Board Dev.

Susan Morrissey, Executive Director

Stephanie Haar, Recording Secretary

Regrets: **Maxwell Harrison**, Board Director, Finance Cttee., Board
Director, Finance Cttee., Membership/Board Dev.

Doug Meggison, Board Director, Finance Cttee. (Chair),
Membership & Brd Development Cttee.

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

Guests:

- 1) **Welcome/Introduction** – Meeting called to order by Gwen Feeny at 6:08 pm
- 2) **Consent agenda – approval of agenda and minutes:**

MOTION: Moved by Candas Jane Dorsey, seconded by Calypse Agborsangaya to approve agenda with additions and approve the December 12/2017 board minutes as presented.

MOTION: **CARRIED**

- 3) **Business Arising:**

a) **Restricted Fund Directive Update:**

- Have received a response from our Auditor regarding the spending and restrictions for the “Special Projects” fund and answers to other questions posed by the board at the December 2017 meeting regarding restricted funds.
- **ACTION:** Need to set a monetary spending limit for Executive Director to use at her discretion.

MOTION: Moved by Dave Trautman, seconded by Candas Jane Dorsey, that a discretionary limit of \$3,000 is implemented for the Executive Director for the “Special Project” restricted fund and that a proposal detailing the use of the money would be submitted for spending.

MOTION: **CARRIED**

- **ACTION:** After discussion it was agreed that the Finance and Policy Committee would develop an overall discretionary spending policy for the Executive Director for all ESPC financials.

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

- Susan Morrissey reported on activities from December 2017 and answered questions.
- a) **Research Coordinator Position:**
 - Currently looking at re-hiring for the position (Job posted and closed on January 12/18).
 - Will begin interviews in week of January 22, 2018.
- b) **Tracking the Trends Proofreading:**
 - Asking for interest by any Board members to assist with proofreading the upcoming Tracking the Trends report. Would probably need sometime around the 3rd week of February. Candace Jane Dorsey volunteered (Dave Trautman volunteered as 2nd choice).
 - Doug Meggison has agreed to be a proofreader.

5) **Committee Reports:**

- a) **Membership and Board Development:**
- Presented revised 2018 workplan.
 - Reviewed revised committee Terms of Reference.

MOTION: Moved by Ben Whynot, seconded by Candace Jane Dorsey, to approve the revised Membership and Board Development committee Terms of Reference as presented.

MOTION: *CARRIED*

- b) **Fund Development:**

- Reviewed Fund Development report as circulated and updated board on progress of Fund Development audit process.

MOTION: Moved by Ben Whynot, seconded by Dave Trautman, be it resolved that the Board of Directors agree to participate in a "Fund Development 101" presentation as a portion of the Spring 2018 fund development session.

MOTION: *CARRIED*

6) **Other Business:**

- a) **AGM Preparation:**
- Place: Dave Trautman still awaiting response from Boyle Street Community Centre regarding place availability.
 - Speaker: Aaron Paquette has been confirmed as guest speaker for the ESPC AGM.
 - Date: Awaiting confirmation on May 24th (1st choice) or May 17th (2nd choice) for date of AGM.
- b) **Board resignation:**
- Alexandra Seaman has resigned from the ESPC board effectively immediately.

MOTION: Moved by Calypse Agborsangaya, seconded by Candace Jane Dorsey, to remove Alexandra Seaman from the ESPC signing authority effective immediately.

MOTION: *CARRIED*

Meeting Adjourned: 7:50 pm

Next Meetings:

February 13th, 2018

March 13th, 2018

April 10th, 2018