



BOARD MEETING MINUTES

JUNE 11, 2019

ESPC OFFICE, SUITE 200, 10544-106 STREET, EDMONTON

Attendees Gwen Feeny, Board President
Ben Whynot, Board Director, Policy Cttee. Chair
Peter Schalk, Board Director
Theresa Vladicka, Board Director
Vanessa Zembal, Board Director, Finance Cttee. Chair,
Treasurer
Dave Trautman, Board Director, Engagement Cttee. Chair
Danielle Dolgoy, Board Director
Naomi Achus, Board Director
Paula Kirman, Board Director
Jalene Anderson-Baron, Board Director

Susan Morrissey, Executive Director
Justine Basilan, Recording Secretary

Regrets: Zahro Hassan, Board Director
Nicole Smith, Board Director

Guests:

1.0 Welcome – Meeting called to order by Gwen Feeny at 6:05 pm.

2.0 Consent Agenda

MOTION: moved by Theresa Vladicka, seconded by Dave Trautman, to accept agenda with the addition of:

Message from Executive Director
Appointment of Treasurer and Signing Authority
Pre-Strategic Planning Presentation (under item 5.0 Policy and Governance Committee)

MOTION: CARRIED.

3.0 Business Arising

Message from Executive Director (Susan Morrissey)
ED thanked the Board, on behalf of staff, for the bonus given based on the surplus from last year. The Board was also thanked for allowing the ED the ability to provide additional performance based compensation.

Appointment of Treasure and Signing Authority

The Treasurer will be appointed during the September Board meeting when the Board of Directors will be determining the members and chairs of each committee. The Signing Authority will also be determined during the September Board meeting.

Casino Update

Dave Trautman updated the Board on the May 5, 2019 Casino. The organization will not know the full amount from the Casino until after a few months. Dave advised small gift of appreciation purchased for casino volunteers.

Significant discussion over the possibility of partnering with another organization to collaborate on each other's volunteer Casino.

Suggestion: Board members are to think about the possibility of a partnership and to choose an appropriate organization to partner with.

Board Resignation - Thank you Letter

ACTION: Gwen Feeny to send EA draft of letters to Melissa Scott and Candace Jane Dorsey for their work on the Board.

4.0 Executive Director's Monthly Operations Report

ED presented and reported on the May Operations.

Additional note: ED has included a new section on the report called Agency Capacity Building based on Project Coordinator's reports.

Question: How do we select new research, such as in the Vital Signs?

Answer: Research such as in the Vital Signs is done in collaboration with ECF. Topics are chosen based on current trends and issues. Topics are advised with the help of an Advisory Committee.

Question: Is there a way to differentiate between contracted research and other projects on the Operations Report?

Answer: Yes, a section that separates updates between contracted research versus other projects can be done to help differentiate the two.

Question: Is it possible to advertise the ESPC Endowment Fund on the Vital Topics sheets?

Answer: May not be approved by the ECF because the work is based on ECF's work in partnership with ESPC.

Additional note: ESPC is on the booklet *Generosity in Action*.

Additional note: Vital Topics has been released in the most recent *Legacy in Action* magazine. The Indigenous Women Topic will be released on June 21, 2019 for National Indigenous Day.

5.0 Committee Report

Policy and Governance Committee Report (Ben Whynot).

Ben Whynot presented the committee report.

Recruitment process for new Board members was officially closed after the Board Orientation. The Ad-Hoc Committee will not be dissolved until September because documents and templates will still be compiled for the next recruitment process.

Suggestion: To have the Ad-Hoc Committee lead the Board orientation process for new Board members.

Pre-Strategic Planning Exercise (Susan Morrissey)

ED presented the Pre-Strategic Planning Exercise based on the perspective of operations and work of the organization.

Question: How are projects allocated to each staff?

Answer: Every project is vetted by the ED to ensure it aligns with the ESPC mandate and is allocated based on staff expertise.

Question: Do you have priority with regards to increasing staffing to increase capacity and engagement?

Answer: ED emphasizes the wish for an "Evaluator" to increase engagement and capacity of the organization.

Question: Can the Board of Directors help with staffing? How can the Board help with retention of staff?

Answer: ED open to suggestions. ED expressed concern about staff burnout due to increase in demand for ESPC services.

Additional note: Even though staff number has significantly decreased over the years, the quality of work has increased based on the increase in demand over ESPC services.

ACTION: ED to provide list of current membership to Board members.

Finance and Audit Committee
Committee Report

Vanessa Zembal presented the report.

Additional note: Project funding covers significant amount of the staff wages.

Approval of 2019 Q1 Financial Statements

Be it resolved that the Board of Directors approve the Q1 2019 Financial Statements as they are presented.

MOTION: moved by Vanessa Zembal, seconded by Danielle Dolgoy.

MOTION: CARRIED.

Engagement Committee (Dave Trautman)

Adoption of Terms of Reference

ACTION: Questions deferred to September Board meeting.

Additional note: Over the summer, all committees will be meeting:

Finance and Audit Committee meeting for a creation of a Finance Policy.

Policy and Governance Committee meeting for Strategic Plan.

Engagement Committee will be meeting ever last Thursday of the month. For the month of June, the committee will be meeting on the 27th at 5:30PM.

6.0 Other Business

Meeting adjourned: 8:08 pm.

Next meetings:

September 10, 2019

October 8, 2019

November 12, 2019

December 10, 2019

January 14, 2020

February 11, 2020

March 10, 2020

April 14, 2020

May 12, 2020