

# **BOARD MEETING MINUTES** JUNE 30, 2020 (VIA MICROSOFT TEAMS)

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

Susan Morrissey, Executive Director

Justine Basilan, Recording Secretary

**Attendees** Gwen Feeny, Board President

Vanessa Zembal, Board Director, Finance Cttee. Chair

Danielle Dolgov, Board Director Naomi Achus, Board Director

Jalene Anderson-Baron, Board Director Peter Schalk, Board Director, Treasurer

Dave Trautman, Board Director, Engagement Cttee. Chair

Paula Kirman, Board Director Nicole Smith, Board Director Zahro Hassan, Board Director

Regrets: Ben Whynot, Board Director, Policy Cttee. Chair

Theresa Vladicka, Board Director

**Guests:** 

**1.0 Welcome** – Meeting called to order by Gwen Feeny at 6:03 pm.

## 2.0 Consent Agenda

MOTION: moved by Dave Trautman, seconded by Nicole Smith, to accept agenda with amendments 6.0 Other Business: Return to Work Plan.

**MOTION**: CARRIED.

## 3.0 Annual General Meeting

## 3.1 AGM Discussion

Gwen Feeny, ED, and EA updated the Board on utilizing Zoom for the AGM.

#### 3.2 Board Recruitment Update

Only three Board candidates to be nominated during the AGM.

## 4.0 Executive Director's Monthly Operations Report

ED reported on operational updates for June.

Additional note: United Way Meeting

United Way will not be making changes in funding for the fiscal year ending March 21, 2021.

The 2021 funding steam may look different given the impact of COVID19 and donations.

**Additional note**: Anti-Racism Project

Muttart Foundation and Edmonton Community Foundation has asked ESPC to undertake this project. Each organization is contributing \$10,000 to complete the work which will be done within a two-month timeframe.

Board members can email ED if they have any further questions.

## **5.0 Committee Report**

## 5.1 Finance and Audit Committee

Committee Report

Currently working on an Investment Policy.

Working on Risk Management Policy over the Summer break. This policy can be transferrable to other committees.

> Question: Are you looking into options on provincial reimbursements for any losses during the COVID shutdown?

**Answer**: The committee is currently unaware of any funding that ESCP could be eligible. Current COVID19 funding eligibility requires that the organization demonstrate a revenue lose during the period. Susan reported that our current financial position has not changed as a result of the pandemic.

#### **ESPC** Reserves

Currently working on how the surplus and reserves are allocated due to possible funding uncertainty for 2021.

Board agreed with the committees' recommendation that current reserves be transferred to the saving account to ensure easy access should the financial position

## 5.2 Policy and Governance Committee

**Committee Report** 

Ben Whynot has agreed to meet with the new chair after the AGM to go over the Strategic Plan and other committee work. Ben has also indicated that he may continue to provide some support as an external member.

## 5.3 Membership and Engagement Committee

Committee Update

No meetings were held during the shutdown therefore nothing to report at this time. No further updates from Board Recruitment Ad-Hoc Committee.

#### 6.0 Other Business

Return to Work Plan

Staff have prepared the plan for the eventual return to work in the office. Procedures are already being followed by staff when in the office.

Question: Should the government release a contact tracing app, is ESPC going to mandate staff to have the app?

Answer: ESPC will not be mandating staff to download the contact tracing app at this point in time on the occasion that they leave the office building and return. Currently thinking about mandating the use of temperature checks.

Question: With staff performing well at home, does ESPC have plans to be more flexible in working from home vs working in the office?

**Answer**: ED will try to be as flexible as possible depending on staff situations (e.g. childcare). Staff will be given the option to work from home on occasions, as long as they are able to get their work finished. Considering possibly capping it to three people maximum in the office at the moment.

## AGM Other

Question: Are there any plans after the AGM to introduce the new Board members and update the signing authority?

Answer: We will be using the extra time after the AGM business meeting to have the old and current Board members to stay online to do introductions, update signing authority, and electing a Board president. Orientation and onboarding will be conducted by Peter Schalk and Naomi Achus before the September Board meeting.

Meeting adjourned: 7:30 pm.

Next meeting:

AGM - July 16, 2020 at 5:30