



BOARD MEETING MINUTES

MARCH 13, 2018

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

Attendees **Gwen Feeny**, Board President, Finance Cttee.
Dave Trautman, Board Director, Policy Cttee. (Chair)
Candas Jane Dorsey, Board Director, Policy Cttee.
Ben Whynot, Board Director, Fund Deve. (Lead),
Membership/Board Dev. Cttee.
Doug Meggison, Board Director, Finance Cttee. (Chair),
Membership & Board Dev. Cttee.
Peter Schalk, Board Director, Membership/Board. Dev Cttee.
Calypse Agborsangaya, Board Director, Policy Cttee.

Susan Morrissey, Executive Director
Stephanie Haar, Recording Secretary

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

Guests: Ron Coulombe

- 1) **Welcome/Introduction** – Meeting called to order by Gwen Feeny at 6:00 pm
- 2) **Consent agenda – approval of agenda and minutes:**

MOTION: Moved by Candas Jane Dorsey, seconded by Gwen Feeny to accept agenda as presented and approve the February 13/2018 board minutes as presented.

MOTION: **CARRIED**

- 3) **Business Arising:**

a) **Restricted Fund Directive Update:**

- Outline has been developed and details are being drafted.
- **ACTION:** Dave Trautman to report back at future meeting.

b) **AGM Planning:**

- **Date** of AGM confirmed for Thursday, May 24th, 2018
- **Speaker** Confirmed: Aaron Paquette
- **Location:**
 - **ACTION:** Susan Morrissey to contact Foodbank and look into using the Foodbank Annex for a venue. (1st choice)
 - **ACTION:** Candas Jane Dorsey to look into the Boyle Street Community Center availability if the 1st choice venue does not work out. Susan Morrissey will let Candas know status.
 - 3rd choice option could be the ESPC office boardroom.

- **Award of Merit:**
 - Continue to advertise for nominees. Deadline for submissions is April 17th, 2018. We have received no nominations to date.
 - **ACTION:** Susan Morrissey to send an email link to Board members for potential award nominees.

4) **Committee Reports:**

a) **Membership & Board Development Committee:**

- Board recruitment is underway. We have 4 openings available and have received 4 new applications to date. Deadline for submissions is March 12, 2018.
- Concern was expressed regarding if we take more applicants after the deadline, would this be unfair to those who submitted their applications within the deadline. Was agreed that it would be best to go forward with the current applicants. Nominations can come from the floor at the AGM. Further applicants could be encouraged to join a board committee.
- **ACTION:** Ben Whynot to submit working for website to reflect discussion.

5) **Fund Development Audit Update:**

Reviewed the confidential/draft Fund Development Audit report with Ron Coulombe (consultant).

6) **Business Arising:**

a) **ED Evaluation – Board Recommendations to Support ED:**

- **ACTION:** Dave Trautman to draft recommendations list from ED’s Evaluation of how the Board can support the ED and will review at April board meeting.
- **ACTION:** Dave Trautman to draft a procedure/process of how the ED evaluation is done.
- Ben Whynot asked that there be an “in camera” discussion at the next meeting document the process going forward with the ED evaluation.

7) **Executive Director’s Ops Report:**

Susan Morrissey reported on activities from February 2018 and answered questions and provided additional information regarding the Tracking the Trends launch earlier today. Susan Morrissey acknowledged the additional work by Stephanie Haar and John Kolkman to complete TTT.

Meeting Adjourned: 8:15 pm

Next Meetings:

April 10th, 2018

May 8th, 2018