



edmonton
SOCIAL PLANNING COUNCIL
BOARD MEETING MINUTES
MARCH 9, 2021 (via TEAMS)

Attendees:

Susan Morrissey, Executive Director
Justine Basilan, Recording Secretary
Dave Trautman, Board President
Danielle Dolgoy, Board Director, Policy & Governance Chair
Vanessa Zembal, Board Director, Finance & Audit 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:

Guests:

1.0 Welcome – Meeting called to order by Dave Trautman at 6:04 pm.

2.0 Consent Agenda & Minutes

MOTION: moved by Katherine Weaver, seconded by Jalene Anderson-Baron, to accept the minutes and agenda as presented.

MOTION: CARRIED.

3.0 Executive Director's Monthly Operations Report

ED reported on February 2021 operations.

Question: What are ESPC's early thoughts on the United Way funding application?

Answer: There will be less funding available for every United Way-funded agency. However, it is still recommended that organizations apply for how much they need for the funding cycle rather than adjust for the projected 30% decrease. ESPC plans to submit the application on March 30th.

Additional note: The Social Well-Being Indicators dashboard is now live on the ESPC website. The dashboard is an online version of the Tracking the Trends publication, and where applicable, data will be updated in real-time. Staff will create an exposure strategy, not just to share its availability on social media but be intentional in its dissemination. Suggestions from the Board include training in using the dashboard and advertising why it would be beneficial to social service agencies. ESPC's goal is to have the official launch by April 2021.

Additional note: In the last year, ESPC received 34 new memberships, which is unprecedented. In the last week alone, ESPC received two renewals and four new memberships. Membership and donation links are updated to make it easier for the public to find on the website.

Additional note: Marjorie Bencz, Executive Director of Edmonton's Food Bank, has reached out to ED about conducting this year's Food Bank client survey.

4.0 Committee Reports

4.1 Policy & Governance Committee

Committee Report

Danielle Dolgoy updated the Board on committee activities.

There was no significant committee activity in the past month.

Colin Johnson agreed to help design the Strategic Planning process. He will be unable to facilitate the planning process – the committee may have to look for an external facilitator or design a self-administered process.

4.2 Membership & Engagement Committee

Membership Survey Update

Nicole Smith updated the Board on committee activities

The committee's activity in February focused on Board recruitment. Concerns arose with regards to the composition of the Board Recruitment Committee.

4.3 Finance & Audit Committee Report

Committee Report

Vanessa Zembal updated the Board on committee activities.

The committee met once in February and prioritized policy development. The committee will review the policies before presenting them to the Board.

The draft of the financial statements was shared with the committee and will be reviewed by the Board on the April 13 Board meeting with Carla Walker.

4.4 Executive Director Review Committee

Committee Report

Katherine Weaver updated the Board on committee activities.

The committee met once in February. For March, the committee will review ESPC's bylaws and the Executive Director's job description to create a work plan to move forward with the Executive Director's review.

4.5 Board Recruitment Committee

Committee Report

Peter Schalk updated the Board on committee activities.

Bill Howe summarized the board recruitment matrix and feedback survey responses received from the current term's members (2020-2021).

There was significant discussion on intentional recruitment that would influence the diversity of the Board membership. The Board Recruitment committee will further discuss the suggestions and recommendations stated in the meeting.

Be it resolved, the Board establish an ad-hoc committee to oversee the 2021-22 board recruitment process and orientation of new directors.

Be it further resolved that committee members will be Peter Schalk, Bill Howe, Paula Kirman, and Chari Bennie.

MOTION: moved by Peter Schalk, seconded by Bill Howe.

MOTION: CARRIED.

Additional note: Currently, there are four vacancies on the Board.

4.6 AGM Steering Committee

Finalize date of AGM 2021

Jalene Anderson-Baron updated the Board on committee activities.

The Annual General Meeting will be held virtually on Thursday, May 27, 2021, at 5:30 pm via Zoom. The steering committee will confirm this date with the guest speaker and work with EA on the call for nominations for the Award of Merit.

5.0 Other Business

Annual Report

The committee and President Reports must be submitted to the EA on the week of March 26, 2021, to include in ESPC's 2020 Annual Report.

SharePoint

After discussion with IT, the EA secured Office accounts for use by the Board exclusively for committee activities.

6.0 General Discussion

Meeting adjourned:

Meeting adjourned at 8:00 pm.

Next meeting:

April 13, 2021

AGM May 27, 2021

May 11, 2021