

**Attendees**    **Gwen Feeny**, Board President  
**Vanessa Zembal**, Board Director, Finance Cttee. Chair  
**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  
**Theresa Vladicka**, Board Director

**Susan Morrissey**, Executive Director  
**Justine Basilan**, Recording Secretary

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

**Guests:**

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

**2.0 Consent Agenda**

**MOTION:** moved by Dave Trautman, seconded by Nicole Smith, to accept agenda as presented.

**MOTION:** CARRIED.

**3.0 Annual General Meeting**

**3.1 AGM Discussion**

There must be at least 20 members to reach quorum. ESPC members in good standing must be provided at least 21 days' notice for the AGM.

**MOTION:** moved by Theresa Vladicka, seconded by Dave Trautman, to move the AGM virtually on July 16, 2020.

**MOTION:** CARRIED.

**3.2 Board Recruitment Update**

Total of 7 applications – the committee proceeded with 4 completed applications.  
Naomi Achus provided summary of each applicant.

**3.3 Award of Merit and Guest Speakers**

Will not be pursuing individuals or groups for the AGM. These may be considered for the 80th Anniversary event.

**4.0 Executive Director's Monthly Operations Report**

ED has continuously reported on weekly operational updates for the months of March, April, and May.

**Question:** Has ESPC applied for any wage subsidy programs provided by the government?

**Answer:** ED has decided not to apply for government wage subsidy as of yet because ESPC funding for 2020 has not been affected by the pandemic.

**Question:** Is the office seeing an increase in volunteers?

**Answer:** Yes, the volunteer capacity has increased. The project coordinator has currently taken over the volunteer coordination.

**Additional note:** Return to Work Plan

Staff have met to review a draft prepared and are currently making revision.

ED has decided to use ESPC budget to cover any transportation cost should staff exhibit symptoms while in the office. ESPC will be providing PPE as well as cleaning supplies as per AHS directive.

Once the draft has been formalized, the Board will receive a copy of the Plan.

**Additional note:** United Way Funding

The United Way Board of Directors is reviewing their funding agreements in light of the pandemic. After June 23<sup>rd</sup>, the ED hopes to find out if ESPC's funding agreement will be amended.

## 5.0 Committee Report

### 5.1 Finance and Audit Committee

#### Committee Report

**Question:** Has the Finance and Audit Committee consider the changes in the United Way funding?

**Answer:** Because United Way has not reached a decision, it has not been considered in the current reports. In the event that United Way does cut ESPC funding, the ED may be creating a revised budget for approval.

**ACTION:** Discussion of the Reserves tabled to next meeting.

#### ESPC Staff Emergency Fund

ED will be advising staff of the fund's availability should they need access to emergency funds. Committee will evaluate and determine if the fund will continue into 2021 at the end of the current year.

**MOTION:** moved by Vanessa Zembal, seconded by Dave Trautman, to allocate \$3,000 from the 2019 surplus to the Staff Emergency Fund.

**MOTION:** CARRIED.

#### Approval of Budget Development Policy and Procedures

**MOTION:** Moved by Vanessa Zembal, seconded by Jalene Anderson-Baron.

Be it resolved, the Board of Directors approve the Budget Development Policy and Procedures with amended language on Section 4: Procedures.

**MOTION:** CARRIED.

#### Use of Endowment Fund

**MOTION:** Moved by Vanessa Zembal, seconded by Theresa Vladicka.

Be it resolved, the Board of Directors to approve allowing the allocation of a portion of AGLC casino funding to the ESPC Endowment fund, established in 2018 and managed by the Edmonton Community Foundation.

**MOTION:** CARRIED.

#### ECF Endowment Update 2019

Provided for information purposes.

#### Alternative Use of Casino Proceeds

Provided for information purposes.

### 5.2 Policy and Governance Committee

#### Committee Report

No further updates.

Strategic Plan

The strategic planning process has been put on hold in light of the pandemic. Current work will be saved and used by future Board members to finalize the plan.

**5.3 Membership and Engagement Committee**

Committee Update

The committee will not be pursuing an Award of Merit nominee for the AGM this year.

**6.0 Other Business**

**Meeting adjourned: 8:15 pm.**

**Next meeting:**

June 30, 2020 at 6:00 pm.