

# **BOARD MEETING MINUTES NOVEMBER 10, 2020 (via TEAMS)**

#### Attendees:

Susan Morrissey, Executive Director Justine Basilan, Recording Secretary Dave Trautman. Board President Vanessa Zembal, Board Director Danielle Dolgoy, Board Director Nicole Smith, Board Director

Charlotte Bennie, Board Director Paula Kirman, Board Director Bill Howe. Board Director Jalene Anderson-Baron, Board Director Peter Schalk, Board Director, Treasurer

#### Regrets:

Katherine Weaver, Board Director

### **Guests:**

Sunny Allan, United Way Campaign Representative

**1.0 Welcome** – Meeting called to order by Dave Trautman at 6:08 pm.

## 2.0 Consent Agenda & Minutes

MOTION: moved by Nicole Smith, seconded by Danielle Dolgoy, to accept the minutes and agenda as

presented.

**MOTION**: CARRIED.

### 3.0 United Way Campaign Presentation

Sunny Allan presented on United Way's 2020 Campaign.

## 4.0 Executive Director's Monthly Operations Report

ED presented and reported on October 2020 operations.

Additional note: Upcoming Lunch & Learn on November 25, 2020 will be about Guaranteed Basic Income, with Vibrant Communities Calgary and End Poverty Edmonton co-presenting.

Additional note: ESPC has seen an increase in public interest and use of ESPC publications such as the 2019 Poverty Profile and the Public Engagement on Affordable Housing.

Additional note: Volunteer Appreciation Event will be hosted on December 7, 2020 at 12:00 to 1:00PM via Zoom. Invitation will also be sent to all volunteers including Board members.

## 5.0 Committee Reports

# 5.1 Policy & Governance Committee

### **Scheduling of Committee Reports**

Danielle Dolgoy presented the proposed calendar for the 2020-21 term.

The calendar will be shared to the Board. Throughout the year, the Board will continuously contribute to the calendar when necessary.

Additional note: The Policy & Governance Committee will be reviewing ESPC's Registered Bylaws. The committee is planning to present an amended bylaw.

## 5.2 Membership & Engagement Committee

# **Appointment of Committee Chairperson**

The Membership & Engagement Committee decided to have a revolving chairperson. Nicole Smith will share the committee report, which will include the rotation schedule, before the December 8, 2020 Board meeting.

# 5.2 Finance & Audit Committee Report

### **Committee Report**

Vanessa Zembal presented the report.

Additional note: Risk management activities will be informed by the other committees. The assessed risks will then be raised to the Board for discussion.

### **Work Plan & Terms of Reference**

No changes were made on the Finance & Audit Committee's Terms of Reference.

Be it resolved that the Board approve the 2020-2021 Finance & Audit Committee Work Plan.

**MOTION**: moved by Vanessa Zembal, seconded by Peter Schalk.

**MOTION**: CARRIED.

## **3rd Quarter Financial Report**

Be it resolved that the Board approve the 3rd Quarter Financials as presented.

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

**MOTION**: CARRIED.

## 2020 Surplus Update

Vanessa Zembal presented the update.

Be it resolved that the Board allocate \$3,000 towards the ESPC's endowment fund from the general account to support the future sustainability of the organization.

**MOTION**: moved by Vanessa Zembal, seconded by Bill Howe.

**MOTION**: CARRIED.

### 2021 Budget for Discussion

ED presented the 2021 budget.

Additional note: The deficit in the proposed budget is largely due to an ending of a funding agreement with Stollery Charitable Foundation on December 31, 2020 and the pause in funding from CIOG.

The Board will be waiting for ED's meeting with the FCSS liaison. An updated budget will be presented on December 8, 2020 Board meeting for approval.

### 6.0 Other Business

## **6.1 Executive Director Performance Review**

**MOTION**: Motion to move *in-camera* by Peter Schalk, seconded by Bill Howe at 8:14 pm.

**MOTION**: CARRIED.

In-camera discussion ended at 8:42 pm.

MOTION: moved by Bill Howe, seconded by Nicole Smith, for Dave Trautman to call Executive Committee meeting prior to next board meeting to discuss Executive Director evaluation process.

**MOTION**: CARRIED.

### 7.0 General Discussion

## Meeting adjourned:

Meeting adjourned at 8:44 pm.

### Next meeting:

March 9, 2021 December 8, 2020 January 12, 2021 April 13, 2021 February 9, 2021 May 11, 2021