

## BOARD MEETING MINUTES

NOVEMBER 12, 2019

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

**Attendees** Ben Whynot, Board Director, Policy Cttee. Chair Susan Morrissey, Executive Director  
Vanessa Zembal, Board Director, Finance Cttee. Chair, Justine Basilan, Recording Secretary  
Dave Trautman, Board Director, Engagement Cttee. Chair  
Peter Schalk, Board Director, Treasurer  
Theresa Vladicka, Board Director  
Zahro Hassan, Board Director  
Gwen Feeny, Board President  
Danielle Dolgoy, Board Director  
Paula Kirman, Board Director

**Regrets:** Jalene Anderson-Baron, Board Director  
Naomi Achus, Board Director  
Nicole Smith, Board Director

### Guests:

1.0 Welcome – Meeting called to order by Gwen Feeny at 6:00 pm.

**ACTION:** EA to update October 8, 2019 minutes to include list of current signing authorities under item: Appointing of Treasurer.

### 2.0 Consent Agenda

**MOTION:** moved by Danielle Dolgoy, seconded by Vanessa Zembal, to accept the agenda as presented.

**MOTION:** CARRIED.

### 3.0 Business Arising

Sustainability Goals Grant

ED opens the table for questions and clarifications with regards to the Grant.

**Question:** Is it regular ESPC practice to take a 10% administrative cuts as fiscal agents?

**Answer:** We don't always do a standard 10% administrative cut, but it's something that should be clarified.

**Question:** Are there ever situations where the funding has come in and other funding needs to be sought out due to additional expenses?

**Answer:** No. If there was no approval in writing, no cheques are written out.

**ACTION:** ED to send an email to the Board about the Sustainability Goals Grant background information to inform about risk management.

### 4.0 Executive Director's Monthly Operations Report

ED presented and reported on October Operations.

**Question:** Are there any updates on the Living Wage Network?

**Answer:** There hasn't been a lot of other municipalities deciding to be part of the planning team.

**Question:** How will the Keep Alberta Strong campaign end and are there any follow-up plans for it?

**Answer:** The campaign has officially wrapped. But there has been no real discussion on further work. Partner organizations have raised interest in engaging in a similar campaign in the future.

**Question:** What is the strategy being developed by staff for increasing ESPC's profile?

**Answer:** Staff are working on an operational response.

**Suggestion:** Explore Experiential Learning or Community Support Learning programs in post-secondary institutions to help facilitate engagement with specific professors.

**Question:** Is the second year of FCSS funding going to affect surplus wages?

**Answer:** The surplus of \$18,000 this year must be declared on the year-end report and kept unspent. If ESPC does not receive the second-year FCSS funding of \$100,000, the ED will request to use the \$18,000 to extend the Staff position until March 2020.

**Suggestion:** There was further discussion regarding FCSS's inquiry on the possibility for ESPC doing research for them upon requested.

**Answer:** ED has indicated interest in year 2 request.

## 5.0 Committee Report

Policy and Governance Committee (Ben Whynot).

Committee Report

The committee is currently focused on the Strategic Planning Session.

Work Plan 2019-20

Ben Whynot reviews the work plan for the Board.

Be it resolved that the Board of Directors approve the Policy & Governance Committee's proposed Work Plan, which outlines the committee's intended activities intended activities over the 2019-20 year.

**MOTION:** moved by Ben Whynot, seconded by Theresa Vladicka.

**MOTION:** CARRIED.

Strategic Planning Session - November 16, 2019

**Additional note:** Participants to are asked to answer question #1 prior to the Saturday session.

Finance and Audit Committee (Vanessa Zembal)

Committee Report

Vanessa Zembal provided update from their meeting.

Work Plan 2019-20

**Question:** If an opportunity arises, how would the Membership & Engagement Committee and Finance & Audit committee collaborate, as it may involve membership engagement to gather funds for the Endowment Fund?

**Answer:** The Endowment Fund strategy is a long-term plan. This could involve reinvesting the payout, and setting goals with regards to the use of the Endowment and budgeting. If there's capacity for collaboration between the committees then it will be brought up based on committee's discretion.

Approval of Terms of Reference and Work Plan

Be it resolved that the Board of Directors approve the Finance and Audit Committee Terms of Reference and Work Plan for the 2020 term.

**MOTION:** moved by Vanessa Zembal, seconded by Danielle Dolgoy.

**MOTION:** CARRIED.

## 2020 Budget Draft

ED reviewed Draft Budget.

**ACTION:** The Budget 2020 will be presented to the Board for approval on December 10, 2019 Board meeting. Any questions to be sent to ED.

**Additional note:** ED included new item in the budget for Marketing, which will include costs for tabling at conferences and other marketing expenses.

## Membership and Engagement Committee (Dave Trautman)

### Approval of Terms of Reference

**MOTION:** moved by Dave Trautman, seconded by Danielle Dolgoy, to approve the Membership and Engagement Committee Terms of Reference.

**MOTION:** CARRIED.

**Question:** Clarification on “Term of Committee”?

**Answer:** It’s an ongoing (standing) committee rather than an ad-hoc committee.

**Question:** Does the Engagement Committee have a role in the planning of the 80th Anniversary event?

**Answer:** If there was a need for the Engagement Committee to help out with the event then it could be included in the Work Plan.

### Draft of Work Plan

Provided for information purposes only. Dave Trautman presents the Work Plan.

**ACTION:** The Work Plan will be submitted for approval for December 10, 2019 Board Meeting.

**Question:** How many volunteers are also ESPC members?

**Answer:** Unknown at this time.

**Suggestion:** If the committee has the capacity, might consider including Volunteer Engagement.

**Additional note:** There are a few options being considered for the development of the membership database:

- [1] Propriety option - adapting the current standard database that other not-for-profits are using.
- [2] Two contacts that could develop a database customized to meet ESPC needs.
- [3] Continue with current process that will involve the committee and staff collaborate on its development.

### Pre-Strategic Planning Exercise

Dave Trautman presents on SWOT/TOWS Analysis.

#### Questions Presented for Discussion

Q1: How are your expectations shaped by what engagement means to you?

Q2: Is advocacy a strong reason for your participation in ESPC?

Q3: Are members of the Board willing to play a role in implementing the E&M strategy, whatever it may be?

**Suggestion:** The remaining questions to be discussed further on November 16, 2019 Strategic Planning Session due to time constraints.

## **6.0 Other Business**

Legal Opinion on Fee-for-Service Research (Ben Whynot)

To discuss further at the Strategic Planning Session due to time constraints.

Seasonal Celebration Date

**ACTION**: Seasonal Celebration Date to be held on December 5, 2019.

**Meeting adjourned: 8:50 pm.**

### **Next meetings:**

December 10, 2019

January 14, 2020

February 11, 2020

March 10, 2020

April 14, 2020

May 12, 2020