

BOARD MEETING MINUTES

NOVEMBER 13, 2018

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

Attendees Gwen Feeny, Board President Susan Morrissey, Executive Director
Dave Trautman, Board Director, Engagement Cttee. Chair Justine Basilan, Recording Secretary
Vanessa Zembal, Board Director, Finance Cttee. Chair
Calypse Agborsangaya, Board Director, Treasurer
Theresa Vladicka, Board Director

Regrets: Candas Jane Dorsey, Board Director
Zahro Hassan, Board Director
Melissa Scott, Board Director
Ben Whynot, Board Director, Policy Cttee. Chair
Peter Schalk, Board Director

Guests:

1.0 Welcome – Meeting called to order by Gwen Feeny at 5:55 pm.

2.0 Consent Agenda

MOTION: moved by Gwen Feeny, seconded by Theresa Vladicka to accept agenda with the addition of Membership Engagement Report in item 5.0.

MOTION: CARRIED.

3.0 Business Arising

United Way Campaign

Donation forms for the United Way Campaign is to be submitted on the third week of November. If unable to give the form at that time, ED can be reached via email.

ED has asked the Board to either contribute or to purchase on the Bake Sale. Contributions must be in before the day of the bake sale, or at 8AM on the day of the sale, November 28.

Seasonal Celebration Update

Celebration will be held on December 6 from 4PM until 6PM at the ESPC office. 4 people have RSVPd to the event.

Casino Dates

Casino dates have been confirmed for May 5th till 6th, 2019, at West Edmonton Mall.

Additional notes: Doug Meggison has volunteered to be co-Chairperson.

MOTION: moved by Gwen Feeny, seconded by Vanessa Zembal, to appoint Dave Trautman as the Casino Chairperson.

MOTION: CARRIED.

80th Anniversary

Think Tank tabled for December 11 meeting.

4.0 Executive Director's Monthly Operations Report

ED presents and reports on October operations.

Question: In responding to correspondence with regards to political or partisan support, is it more appropriate for the ED or the Board to make a response?

Answer: Historically, it has been the ED's job to respond to those questions and correspondence. It has been clarified that when ESPC is being requested for research or policy that the ESPC does as its core work, then it is the ED's responsibility. If the request is for political or representational support or commentary from ESPC, then it may require the Board's input.

Additional notes: John Kolkman went on ED's behalf on the launch of Bill 26. ESPC has posted in support to it. Additionally, ESPC was quoted twice by EPE on their media release on Bill 26.

5.0 Committee Report

Policy and Governance Committee Report tabled for December 11 meeting.

Membership Engagement Committee's Report

Dave Trautman reports on Engagement Committee's provisional agenda.

Additional notes: ME Committee to spend first year gathering intelligence on members. Look at different preferences of each members on how they want to hear news and how they utilize their membership. During the second year, ME Committee will act on that intelligence to increase participation for the 80th anniversary.

ACTION: Membership Engagement Committee to have their TOR ready and presented at the December 11 meeting for review and approval.

ACTION: Finance Committee to have their TOR and Draft ready and presented at the December 11 meeting for review and approval.

6.0 Other Business

Susan Morrissey presents 2019 Budget Draft. Opens the table for any questions. Committee is offering a couple of scenarios going into 2019.

[1] No changes to wage.

[2] 3% increase to wage.

Additional notes: Finance Committee support the 3% increase.

Additional notes: bookkeeping numbers are up because the bookkeeper has permanently assumed the roles that the previous executive assistant had and is working more days each month.

ACTION: ED to add new column in the budget for anticipated funding (Scenario #3).

Meeting adjourned: 7:48 pm.

Next meetings:

December 11, 2018