



BOARD MEETING MINUTES

NOVEMBER 14, 2017

ESPC OFFICE, SUITE 37, 9912-106 STREET, EDMONTON

Attendees **Gwen Feeny**, Board President, Finance Cttee.
Dave Trautman, Board Director, Policy Cttee. (Chair)
Calypse Agborsangaya, Board Director, Policy Cttee.
Maxwell Harrison, Board Director, Finance Cttee.
, Board Director, Finance Cttee., Membership/Board Dev.
Ben Whynot, Board Director, Fund Deve. (Lead),
Membership/Board Dev.

Susan Morrissey, Executive Director
Stephanie Haar, Recording Secretary

Regrets: **Alexandra Seaman**, Board Director, Membership/Brd. Deve.
Cttee., **Doug Meggison Candas Jane Dorsey**, Board Director,
Policy Cttee., **Peter Schalk**, Board Director, Membership/Brd.
Deve. Cttee

Guests:

1) **Welcome/Introduction** – Meeting called to order by Gwen Feeny at 6:07 pm

2) **Consent agenda – approval of agenda and minutes:**

MOTION: Moved by Dave Trautman, seconded by Calypse Agborsangaya to approve agenda as presented and approve the October 10/2017 board minutes as presented.

MOTION: **CARRIED**

3) **Business Arising:**

a) **United Way Campaign:**

- Reminder to Board that our UW employee campaign is underway.
- Board members were encouraged that they can get your pledge forms from Susan Morrissey.

b) **Bake Sale:**

- United Way Employee Campaign Bake Sale is scheduled for Thursday, November 23rd.
- Baked goods are needed. Please contact Stephanie Haar if you are planning on bringing some baking in for sale.
- Board members were also encourage to attend and purchase baking.

c) **AGM Planning:**

- **Date:** Suggested dates for the AGM are May, 17th, 24th or 31st. First preference is May 17th, followed by May 24th.
- **Location:** It was suggested that the Boyle Street Community Center would be a good location to hold our 2018 AGM. **ACTON:** Dave Trautman will work with Candas Jane Dorsey to confirm this location and will report back at the January 2018 Board Meeting.
- **Speakers:** Suggestions from Board members were welcomed. The following speaker were suggested.

- Arron Paquette, new Edmonton City Councillor
- Cam Tait
- **ACTION:** Gwen Feeny to open discussion with Arron Paquette regarding his availability and report back to the Board at the January 2018 board meeting.

d) **Think Tank Proposal:**

- A “Think Tank” proposal was presented and discussed at the meeting.
- Was suggested that ESPC uses the “Think Tank” idea to assist in the planning for the 80th Anniversary Celebration planning.
- The proposal suggested that the Think Tank would put together a group of people to discuss an engaging, multi-faceted topic that could pertain to the Council’s work and organizational development.”

e) **ESPC Office Lease:**

- Have not signed a new lease yet.
- **Orange Hub:** We have not heard anything from the City regarding possible space availability at the Orange Hub.
- We are currently looking into possible locations and hope to have a decision by the end of November 2017.

4) **Executive Director’s Ops Report:**

Susan Morrissey reported on activities from October and answered questions.

5) **Committee Reports:**

a) **Finance Committee:**

i) **2018 Draft ESPC Budget:**

- Presented draft ESPC 2018 Budget and reviewed concerns that were brought up and questions were answered.

MOTION: Moved by Dave Trautman, seconded by Gwen Feeny, to approve the 2018 Budget as presented with the recommended 3% wage increase to staff to begin January 1, 2018.

MOTION: CARRIED

- **CONCERN:**

1. Ben Whynot accepts the 2018 Budget that was passed.
2. Ben cited that most recently there was question and concern regarding using reserve funds if one or more of the current funders did not continue. This demonstrates the financial fragility of the organization and the need for greater fund generating.
3. He strongly feels that the organization should show its commitment to growing and diversifying its budgets in the future.

ii) **2017 Salary Adjustment:**

- Reviewed and discussed potential options for a 2017 staff salary adjustment.
- A “2017 Salary Adjustment” report was reviewed with board members. The highlights were as follows:

- The cost of a salary adjustment of 3% to the organization would total approx. \$7,000.00.
- This could be paid out as a one time payment in 2017 or could be adjusted on the staff's salary and paid retro actively.
- It was also announced that as of September 30th, 2017 we are looking at a possible surplus for year end. This is due to a variety of cost saving practices as well as unexpected dollars coming into the organization throughout the year (ie. Age Friendly project and the continuation of the ECF-Research Associate funding).
- After much discussion it was agreed that a one time payment to staff can be justified to be paid out in 2017.

MOTION: Moved by Dave Trautman, seconded by Ben Whynot, to make a deferred repayment to staff for their 2017 years wage of a 3% increase to be paid in a one time payout in the 2017 year.

MOTION: CARRIED

- It was agreed that the Board would wait until the end of the year to decide what to do with the remaining 2017 surplus dollars and how to delegate these funds.

b) Fund Development:

- Reviewed report as submitted

6) Other Business:

a) Seasonal Celebration:

- Date: Confirmed for Tuesday, December 5, 2017 from 4:00 – 6:00 pm
- Location: ESPC Office in suite 37

Meeting Adjourned: 8:15 pm

Next Meetings:

December 12th, 2017

January 9th, 2018

February 13th, 2018

March 13th, 2018

April 10th, 2018