



BOARD MEETING MINUTES

NOVEMBER 8, 2016

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

Attendees Erin LaRocque, President

Dave Trautman, Board Director

Doug Meggison, Board Director, Finance Cttee. (Chair),

Candas Jane Dorsey, Board Director

Ben Whynot, Board Director

Cody Spencer, Board Director

Gwen Feeny, Board Director

Alexandra Seaman, Board Director

Susan Morrissey, Executive Director

Stephanie Haar: Recording Secretary

Regrets: Maxwell Harrison, Board Director, Ashley Salvador, Board Director, Peter Schalk, Board Director

Guests:

1) **Welcome/Introduction** – Meeting called to order by Erin LaRocque at 6:00 pm

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

MOTION: Moved by Dave Trautman, seconded by Candas Jane Dorsey to approve agenda with additions and the October 11/2016 board minutes with revisions.

MOTION: CARRIED

3) **Executive Director's Ops Report:**

Reviewed Executive Director report on activities for October 2016.

a) Lease Update:

- Response received from the property manager/landlord regarding lease concerns. The response was unsatisfactory and a further action plan was discussed.
- The response outlined their position of being able to change to rules of the lease at anytime. Concern was expressed; "Then why do we have a lease at all?"
- **ACTION:** After a lengthy discussion, it was suggested that we should request a reduction in our monthly rent payment in the amount of what the monthly janitorial costs are. (approx.. \$200.00/month). Susan Morrissey will discuss this with our legal counsel and report back to the board.

4) **United Way ESPC Campaign:**

- Campaign Chair this year is Rebecca Fletcher.
- Susan Morrissey outlined the ESPC UW Campaign and encouraged everyone to contribute.
- United Way Bake Sale is being held on Thursday, November 24, 2016 at the ESPC office. Volunteer bakers are needed. Susan invited everyone to also come by to purchase baking.

- Raffle tickets are available for the chance to win 2 gift baskets. Anyone interested in purchasing tickets (\$5.00 – 1 ticket OR \$9.00 – 3 tickets) please contact Susan Morrissey. Draw date December 8/16.

5) **2017 Draft Budget:**

- The draft 2017 Budget was presented to the Board for discussion and review.
- Minor changes on title categories were requested.

MOTION: Moved by Gwen Feeny, seconded by Dave Trautman to approve the 2017 Budget as presented.

MOTION: CARRIED

6) **Seasonal Celebration:**

- Date confirmed for Thursday, December 8, 2016 between 4:00 and 6:00 pm
- Details regarding location are still under planning.
- Susan Morrissey completed the proposal wording provided by Ashley Salvador and sent it to Ashley for forwarding.
- Homeward Trust has agreed to come again this year to sell their winter torques, etc.
- There was a request, from the Downtown Community League, for someone from ESPC to attend a meeting on November 10/16. Unfortunately Susan Morrissey cannot attend and asked who could? **ACTION:** Susan Morrissey to gather further details of meeting place and time and then will request that possibly Ashley could attend on our behalf.
- **ACTION:** Ashley Salvador and Dave Trautman to organize fire pit(s), benches, blankets, table(s) once the location has been determined.
- **ACTION:** Susan Morrissey to advise Board once decision made by Downtown Community League.
- Question: What is the contingency plan for poor weather of the Downtown Community League cannot accommodate us? Answer: Would move the location to the ESPC office outside (with permission from property manager) or inside.

7) **Committee Updates:**

a) **Committee Chairs**

Policy Committee: Dave Trautman
 Fund Development: Ben Whynot
 Finance Committee: Doug Meggison
 Membership & Board Development: Doug Meggison

MOTION: Moved by Doug Meggison, seconded by Candace Jane Dorsey, to rename the Board Development Committee to the Membership & Board Development Committee.

MOTION: CARRIED

b) **Committee Terms of Reference & Workplans:**

- **ACTION:** After a discussion it was decided that all Universal Terms of References will be sent to the Policy Committee for review and formatting by November 30th, 2016.

- **ACTION:** All Individual Committee Terms of References will be sent to the Policy Committee for review and formatting by November 30th, 2016.
- **NOTE:** Each Committee should outline how their Terms of Reference align with the ESPC Strategic Plan (which outcomes the committee's align with)
- **Workplans:** Fund Development and Policy Committee work plans were submitted at the meeting for information purposes.
- Membership & Board Development and the Finance Committee workplans will be completed and by November 30th, 2016 and circulated for next board meeting.

8. **Other Business:**

a) **2017 Casino:**

- Dates have been confirmed for Saturday, April 1 and Sunday, April 2, 2017.
- **ACTION:** Doug Meggison (Casino Chair) will return completed license application to Susan Morrissey by January 15, 2017 for submission by January 31, 2017 to AGLC.

b) **Guest Speaker for 2017 AGM:**

- Need guest speaker suggestions. Will discuss at December 13, 2016 Board Meeting.
- **ACTION:** Will begin looking into potential locations for 2017 AGM as the Stanley Milner Library will not be available next year.

c) **Archives:**

- General discussion re. ESPC sending Board meeting minutes to City Archives.

Meeting Adjourned: 7:50 pm

Next Meetings:

December 13/16
 January 10, 2017
 February 14, 2017
 March 14, 2017
 April 11, 2017
 May 9, 2017
 June 13, 2017