



BOARD MEETING MINUTES

OCTOBER 11, 2016

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

Attendees **Erin LaRocque**, President
Dave Trautman, Board Director
Doug Meggison, Board Director, Finance Cttee. (Chair), **Stephanie Haar**: Recording Secretary
Candas Jane Dorsey, Board Director
Maxwell Harrison, Board Director
Ashley Salvador, Board Director
Peter Schalk, Board Director
Ben Whynot, Board Director
Cody Spencer, Board Director

Regrets: **Susan Morrissey**, Executive Director, **Alexandra Seaman**,
Board Director, **Gwen Feeny**, 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 Candas Jane Dorsey, seconded by Dave Trautman to approve agenda as presented and the September 13/2016 board minutes as presented.

MOTION: **CARRIED**

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

Reviewed Executive Director report on activities for September 2016.

- The success of the Vital Signs launch was discussed.
- Doug Meggison asked about the Human Resources manual and will ask Susan Morrissey about details on how it was developed.

- 4) **Seasonal Celebration:**

- Date: Working towards Thursday, December 8th, 2016 from 4:00 to 6:00pm
- Where:
 - Possible location were discussed. ie. Melcor Park, Michael Phair Park, Churchill Square and possibly our office out front if the signs could be removed.
 - **ACTION:** Ashley Salvador will reach out to the downtown community league to see if we can have the event in one of their locations.
- It was agreed to follow the same format as last year with giveaway hot chocolate and cookies.

- It was also suggested that we borrow a fire pit, benches, etc. (instead of paying for them) from somewhere. **ACTION:** Ashley Salvador & Dave Trautman to look at this possibility and report back to board at next meeting.
- Was also suggested that we might want to partner with another agency to assist with cost.
- **ACTION:** Cody Spencer agreed to contact Homeward Trust to invite them to sell their Raising the Roof winter merchandise.

5) **Committee Appointment Discussion:**

- Wanted to get an idea of how we wanted to do Committee check ins going forward.
- It was proposed that Committees would present formal (written) updates every 3 months. AGREED – Looking at a schedule of January, April, October.
- Of course Committees will give updates as necessary during the year as work dictates.
- **ACTION:** All Committees will report their Chair's, give outline of their workplans for the upcoming year and update their Terms of Reference for the November 2016 Board meeting.

6) **Fund Development Roundtable:**

- Fund Development held a meeting before the October Board meeting. Ben Whynot is the committee chair.
- When brainstorming ideas the following questions came up for consideration.
 - Are there other areas of work ESPC could be involved in?
 - What could ESPC do if we had more resources and how do we get them?
 - How will this impact staff and activities?
- **ACTION:** Ideas were brought forward and Fund Development Committee compiled a list of suggestions to be presented to Susan Morrissey and Board.

7) **Other Business:**

a) **Purchasing of the ESPC Building:**

- Dave Trautman brought up the possibility of purchasing the ESPC building in cooperation with the other tenants. Board members felt it was important to at least investigate the possibility.
- Question asked on where the money would come from. Doug Meggison outlined the restricted and un-restricted funds that may be available.
- Question: Is the building location really where ESPC should be located?
- **ACTION:** Dave Trautman to contact the selling agent to find out price, etc. and investigate funding possibilities for purchase. He will report back at the November board meeting.

Meeting Adjourned: 7:45 pm

Next Meetings:

November 8/16

December 13/16