



BOARD MEETING MINUTES

SEPTEMBER 10, 2019

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

Attendees Gwen Feeny, Board President
Ben Whynot, Board Director, Policy Cttee. Chair
Theresa Vladicka, Board Director
Vanessa Zembal, Board Director, Finance Cttee. Chair,
Treasurer
Danielle Dolgoy, Board Director
Naomi Achus, Board Director
Paula Kirman, Board Director
Jalene Anderson-Baron, Board Director
Nicole Smith, Board Director
Zahro Hassan, Board Director

Susan Morrissey, Executive Director
Justine Basilan, Recording Secretary

Regrets: Peter Schalk, Board Director
Dave Trautman, Board Director, Engagement Cttee. Chair

Guests:

1.0 Welcome – Meeting called to order by Susan Morrissey at 6:00 pm.

2.0 Consent Agenda

MOTION: moved by Susan Morrissey, seconded by Danielle Dolgoy, to accept agenda with amendments:

Dignity Network request to endorse statement on LGBTQ Human Rights added to 7.0 Other Business.

Adding 3.0 Appointment of Board President.

MOTION: CARRIED.

3.0 Appointment of Board President

MOTION: moved by Paula Kirman and seconded by Danielle Dolgoy, to appoint Gwen Feeny as Board President for the new term.

MOTION: CARRIED.

4.0 Business Arising

Board Resignation - Thank you Letters

Gwen Feeny has signed the letters to be sent out by EA.

5.0 Executive Director's Monthly Operations Report

ED presented and reported on June, July, and August Operations.

Question: What is the EFCL project about? What is the status of the current costing of the project?

Answer: The project is about looking at community engagement in terms of affordable housing in communities in light of the City of Edmonton's affordable housing guidelines (16% per neighborhood). Results of the project will be shared with the City of Edmonton. Once the project is finished, EFCL will be disseminating the results. In terms of costing, ESPC went over-budget due to wages. ED will reach out to EFCL to recoup costs of additional requested focus groups.

Question: How should ESPC approach advocating in the future? Should these media exposures be discussed with the Board first?

Answer: ED would prefer having more discussion with the Board and to have a clearer guideline. Contexts and definitions of advocacy should be included in the Strategic Planning.

Question: Other than bringing key messages to public attention, what is the goal of the Keep Alberta Strong letter?

Answer: Increase media attention and awareness for the general public about these policies and benefits and to ensure others are aware of potential risk of defunding.

6.0 Committee Appointments

Board members to self-select committee assignments.

Policy & Governance	Finance & Audit	Engagement Committee
<u>Chair:</u> Ben Whynot Theresa Vladicka Jalene Anderson-Baron Danielle Dolgoy	<u>Chair/Treasure:</u> Vanessa Zembal Peter Schalk Naomi Achus Zahro Hassan	<u>Chair:</u> Dave Trautman Paula Kirman Danielle Dolgoy Nicole Smith

Additional note: Casino Ad-hoc Committee is not official, because usually only one person is in charge of the event. The standard ad-hoc committee is the Recruitment Committee for new Board members for the AGM. Another ad-hoc committee would be for the Executive Director Performance Review held every 2 years, and “other” ad-hoc committees as needed.

ACTION: Committees to appoint their own chairs during their own committee meetings.

7.0 Committee Report

Policy and Governance Committee Report (Ben Whynot).

Ben Whynot reports on Strategic Plan Update.

The committee conducted a comparative assessment of the Council with other social policy organization. Assessment results will be presented at the October Board meeting.

Risk management is a priority and will be included in Strategic Planning discussions.

Finance and Audit Committee

Committee Report

Vanessa Zembal presented the report.

Focus during the summer break was around developing finance policies.

The policy will include budget development and risk management.

Approval of 2019 Q2 Financial Statements

Question: Why are payroll expenses lower than expected?

Answer: Wage expenses for each project are tracked in other areas of the Income Statement (specific to the project).

Be it resolved that the Board of Directors approve the Q2 2019 Financial Statements as they are presented.

MOTION: moved by Vanessa Zembal, seconded by Naomi Achus.

MOTION: CARRIED.

Appointing of Treasurer

ACTION: Appointment of new treasurer deferred to the October Board meeting.

Appointment of signing authority will be deferred for now as there is no immediate need to change.

Engagement Committee (Dave Trautman)

Adoption of Terms of Reference

Ben Whynot reports on behalf of Dave Trautman.

Questions were developed during the committee's June meeting to help develop TOR. There was also interest in developing a database to collect information of ESPC membership.

ACTION: Engagement Committee bring forward its questions to the Board to inform the committee's Terms of Reference.

8.0 Other Business

Research Manual - Data Archiving

Staff developed a Research Manual that includes Data Archiving to be implemented. The manual includes best practices with regards to how ESPC will deal with raw data and personal information. This practice will also act as insurance in the case that the Council will be challenged with regards to results from ESPC publications. This manual will allow for a risk management.

Dignity Network on LGBTQ Human Rights

ED has met with Doug Kerr, and various LGBTQ organizations have advocated for LGBTQ security and improvement in policy. Not many signatories from Alberta - the ED was approached to sign on as an endorser.

ACTION: ED to decline ESPC endorsing because it does not align with the Council's mandate and scope to serve the individuals and communities of Edmonton.

ED Further Comments

ESPC staff and volunteers will help out at the Homeless Connect event. ESPC is also a clothing depot for the event. There is a high demand for men's clothing. Anyone wishing to donate can bring clothes to the office in September.

The ESPC United Way Bake Sale will be on November 27, 2019. ED asks the Board to contribute to the Bake Sale, to bake for or buy from the sale.

On September 14, 2019 is the Daughter's Day event at the Edmonton City Hall. ED is a panel judge for the Daughter of the Year Award, and Paula Kirman will be doing a presentation. New staff, Brett Lambert, will be tabling for the event.

Meeting adjourned: 7:43 pm.

Next meetings:

October 8, 2019	February 11, 2020
November 12, 2019	March 10, 2020
December 10, 2019	April 14, 2020
January 14, 2020	May 12, 2020