



BOARD MEETING MINUTES

SEPTEMBER 11, 2018

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

Attendees Gwen Feeny, Board President, Finance Cttee. Susan Morrissey, Executive Director
Dave Trautman, Board Director, Policy Cttee. (Chair) Justine Basilan, Recording Secretary
Ben Whynot, Board Director, Fund Deve. (Lead),
Membership/Board Dev. Cttee.
Peter Schalk, Board Director, Membership/Board. Dev
Cttee.
Vanessa Zembal, Board Director
Candas Jane Dorsey, Policy Cttee. Member
Calypse Agborsangaya, Policy Cttee. Member
Zahro Hassan, Board Director
Melissa Scott, Board Director

Regrets: Theresa Vladicka, Board Director

Guests: Carla Walker - Peterson Walker LLP

1.0 Welcome – Meeting called to order by Gwen Feeny at 6:01 pm.

2.0 Consent Agenda

MOTION: moved by Gwen Feeny, seconded by Dave Trautman to accept agenda.

MOTION: CARRIED

3.0 Financial Operations Report (Carla Walker - Peterson Walker LLP)

Financial Operations Report presented by Carla Walker and answered questions from the board.

ACTION: Admin staff duties needs to be more connected to allow better oversight from the Executive Director.

ACTION: Carla Walker suggests to create a Policy Manual based on the Financial Operations Report.

Question: How many projects are employees expected to do?

Answer: Projects tend to vary; some are by contract, some are done internally, and some are ongoing. The projects can influence further work that we may get. The goal is to balance the number of contracts we take on to ensure ongoing/internal work is also completed.

Additional notes: The one-time projects are important to have as not all our operating expenses are covered by U-Way, ECF, CIOG, and Casino. However, projects are only one-time specific limiting overall sustainability year over year. Compensations are gathered from donations, memberships, and other project grants.

Question: What's acceptable for non-profits to hold on books for surplus?

Answer: The rule of thumb is around 6 months' worth of operating expenses. Reserve Funds should be saved for specific projects or staff development. The board is in charge of the direction of the reserve funds.

4.0 Committee Report

Ben Whynot presented and discussed details of the Draft Fund Development Implementation Plan.

MOTION: moved by Ben Whynot, seconded by Gwen Feeney, be it resolved that the Board supports using the items proposed in the draft Implementation Plan for Year One (2018-2019) as the basis for the Council’s application for funding to the Edmonton Community Foundation due by October 5, 2018.

MOTION: CARRIED

MOTION: moved by Ben Whynot, seconded by Melissa Scott, be it resolved that the Board supports in-principle the standing committee realignment proposed on the draft Implementation Plan and directs committee appointments to proceed on the basis of the realigned structure, with revised Terms of Reference and Work Plans submitted to the Board by the October meeting.

MOTION: CARRIED

MOTION: moved by Ben Whynot, seconded by Gwen Feeny, be it resolved that, as per the Committee’s Terms of Reference, the Board grants an extension to the Implementation and Planning Committee to submit its Final Report by the October 2, 2018 submission deadline for the October Board meeting.

MOTION: CARRIED

5.0 Board Committee Assignments

Board members to self-select committee assignments.

MOTION: moved by Peter Schalk, seconded by Dave Trautman, to nominate and appoint Calypse Agborsangaya as Treasurer for the Finance Committee.

MOTION: CARRIED

Policy & Governance Committee	Engagement Committee	Finance & Audit Committee
Chair: Ben Whynot Melissa Scott (Primary) Peter Schalk (Secondary) Vanessa Zembal?	Chair: Dave Trautman Candas Dorsey Zahro Hassan Melissa Scott (Secondary) Ben Whynot	Chair: Vanessa Zembal Treasurer: Calypse Agborsangaya Ben Whynot Peter Schalk (Primary)

Committees to meet and determine who will be their chairperson.

6.0 Business Arising

Dave Trautman presents the Restricted Fund Guidelines (circulated September 8, 2018)

ACTION: Dave Trautman to clarify that this refers to the Surplus Funds and not the yearly operational budget.

Question: Calypse raised question on funding vs estimated expenditure.

ACTION: Dave Trautman to make clarifications on the Staff Development Fund with regards to funding and estimate expenditure.

ESPC Banking services tabled to future meeting.

7.0 Executive Director's Monthly Operations Report (Susan Morrissey)

Executive Director reported on activities from June until August 2018.

Additional notes: Will be receiving financial compensation for the first time from End Poverty Edmonton for the Poverty Profile update. ESPC was never compensated in the past because it was gift-in-kind community work for mayor's task force.

Additional notes: ESPC report was highlighted in EPE One Year Progress Report for its work and commitment to the project.

Additional notes: Star Edmonton News reports increase of minimum wage effective in October and citing ESPCs work with Living Wage.

Additional notes: Human Resources – ED reports on Stephanie Haar leaving organization. Justine Basilan introduced as replacement and overseen by ED. Dave Trautman thanked for his support.

8.0 Other Business

Second Quarterly Financials presented and reviewed.

Additional notes: ED clarified that investment to be purchased for last year's Reserve Fund contribution.

Additional notes: Penalty items were due to late payments which is usually due to not getting the second signatures on time.

Additional notes: Projects do not have budget number beside them because they were funded this year and thus not anticipated when the budget was approved in December 2017. Loss of net income shown on YTD income statement due to money coming in at different times, but ED is expecting a surplus.

MOTION: moved by Candas Jane Dorsey, seconded by Calypse Agborsangaya, to approve second Quarter Financial 2018 as presented.

MOTION: CARRIED

Meeting adjourned: 8:16 pm

Next meetings:

October 9, 2018

November 13, 2018

December 11, 2018