



## BOARD MEETING MINUTES

SEPTEMBER 13, 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  
**Alexandra Seaman**, Board Director  
**Maxwell Harrison**, Board Director  
**Ashley Salvador**, Board Director  
**Peter Schalk**, Board Director  
**Ben Whynot**, Board Director  
**Gwen Feeny**, Board Director,

**Susan Morrissey**, Executive Director  
**Stephanie Haar**: Recording Secretary

**Regrets:** **Cody Spencer**, Board Director

### **Guests:**

1) **Welcome/Introduction** – Meeting called to order by Erin LaRocque at 6:04 pm

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

**MOTION:** Moved by Candas Jane Dorsey, seconded by Alexandra Seaman to approve agenda with additions and the June 14/2016 board minutes as presented.

**MOTION:** **CARRIED**

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

Executive Director reported on activities for June, July and August 2016.

Announced that Jihan Sharifi, Research Officer has resigned from her position as of September 9, 2016. Susan Morrissey discussed plans going forward to hire new staff.

4) **Finance Committee:**

a) **Presentation of 2<sup>nd</sup> Quarter Financials:**

- Reviewed 2<sup>nd</sup> Quarter financials and answered questions from board.

**MOTION:** Moved by Doug Meggison, seconded by Peter Schalk, to approve the 2<sup>nd</sup> Quarter 2016 financials as presented with thanks to Susan and Stephanie for the new simplified format.

**MOTION:** **CARRIED**

b) **Casino Date and Chairperson:**

- Letter received from Alberta Gaming moving our Casino from the 3<sup>rd</sup> Quarter (July, August, September) to the 2<sup>nd</sup> Quarter (April, May, June) in 2017, unless appealed by September 15/16.
- Discussion regarding the implications of this were made. Points were:
  - Does moving it to the 2<sup>nd</sup> quarter effect the final payout?

- This move will definitely allow for the organizers to possibly get more volunteers as it does not fall during the summer vacation months.
- Also allows for the Chairperson to be able to organize the casino better as they are more likely to be in town.
- How can we spend the 2015 Casino monies in the shorten time period?
- Investigate what we can spend the Casino monies on.
- **ACTION:** Susan Morrissey to investigate the answers to the questions above.

**MOTION:** Moved by Alexandra Seaman, seconded by Doug Meggison, to authorize Susan Morrissey to use her discretion with respect to moving the Casino to the 2<sup>nd</sup> Quarter.

**MOTION:** *CARRIED*

**MOTION:** Moved by Candas Jane Dorsey, seconded by Alexandra Seaman, to appoint Doug Meggison Chair for the upcoming Casino and Dave Trautman to act as Co-Chair.

**MOTION:** *CARRIED*

c) **Resignation of Board Member & Signing Authority:**

- Madeliene Baldwin has resigned from the board effective immediately.
- As Madeliene had signing authority, it was discussed whether another person should be added to the signing authority list.

**MOTION:** Moved by Dave Trautman, seconded by Candas Jane Dorsey, to add Erin LaRocque to the Edmonton Social Planning Council's signing authority and have Madeliene Baldwin deleted.

**MOTION:** *CARRIED*

- **ACTION:** Susan Morrissey to begin procedure to have Madeliene Baldwin taken off the signing authority and have Erin LaRocque added.

5) **Committee Appointment Discussion:**

- Reviewed committee duties briefly and then appointed members to the following committees:

Policy Committee:

- Dave Trautman
- Ashley Salvador
- Cody Spencer

Finance Committee

- Doug Meggison
- Maxwell Harrison
- Gwen Feeny

Board Development Committee

- Alexandra Seaman
- Peter Schalk
- Doug Meggison

Fund Development Committee

- Erin LaRocque

- Ben Whynot
- Candace Jane Dorsey
- **ACTION:** Board Development Committee is to consider adding Membership to their Terms of Reference
- **ACTION:** All Committees to meet and determine their chairs and report back at the November Board meeting.
- **ACTION:** Susan Morrissey will forward to everyone, any information she has with respect to board committees previously worked on.

6) **Other:**

a) **“Chew on This” Campaign (Canada without Poverty):**

- Canada Without Poverty is launching a “Chew on This” Poverty awareness campaign scheduled for Monday, October 17/16. This campaign will include giving out grab bags in the lunch hour with apples on the street.
- QUESTION: Is anyone interested in coordinating this campaign (with assistance from staff)? ANSWER: No one stepped forward.
- **ACTION:** It was suggested that we canvas membership to see if anyone would like to participate in this event once we determine if we are going to participate in this National awareness campaign.

b) **ESPC Office Lease:**

- Susan Morrissey updated Board members on the issues regarding the ESPC Office and the possibility of moving early.
- ISSUES:
  - We are now paying for our own janitorial services without seeing a drop in our Common Area management (CAM) costs to date.
  - Office building is owned by a person who is now under investigation of fraud. All his assets (including the ESPC office building) have been frozen according to reports by media.
  - Concern regarding the amount of services we are receiving outlined in our lease and what we are actually receiving. ie. maintenance within our office of lighting fixtures, etc.
- QUESTIONS:
  - Does our business (work) depend on our location? NO
  - Are we at risk of not being able to access our building? NO not at this time. It is business as usual so far as we know.
  - Is the landlord in breach of the lease because of lack of service provided? We are seeking legal advice regarding this from our Lawyer.
  - **ACTION:** Susan will report back any findings to the Board.

7) **Check In/What’s on your Mind:**

TABLED to October meeting for further discussion.

**Meeting Adjourned: 8:10 pm**

**Next Meetings:**

October 11/16

November 8/16

December 13/16