



## BOARD MEETING MINUTES

SEPTEMBER 20, 2017

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

**Attendees** **Doug Meggison**, Board Director, Finance Cttee.,  
Membership/Board Dev.  
**Dave Trautman**, Board Director, Policy Cttee. (Chair)

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

**Ben Whynot**, Board Director, Fund Deve. (Lead),  
Membership/Board Dev.  
**Gwen Feeny**, Board President, Finance Cttee.  
**Candas Jane Dorsey**, Board Director, Policy Cttee.  
**Calypse Agborsangaya**, Board Director, Policy Cttee.  
**Peter Schalk**, Board Director, Membership/Brd. Deve. Cttee

**Regrets:** **Alexandra Seaman**, Board Director, Membership/Brd. Deve.  
Cttee., **Maxwell Harrison**, Board Director, Finance Cttee.

### Guests:

- 1) **Welcome/Introduction** – Meeting called to order by Gwen Feeny at 6:05 pm
- 2) **Consent agenda – approval of agenda and minutes:**

**MOTION:** Moved by Dave Trautman, seconded by Ben Whynot to approve agenda with additions and approve the June 13/2017 board minutes as presented.

**MOTION:** **CARRIED**

- 3) **Business Arising:**

a) **Signing Authority:**

- Gwen Feeny has been added and the process will be completed as of September 21, 2017

b) **Executive Director Review:**

- Requested that a 3<sup>rd</sup> person come onto the review panel. (Dave Trautman and Gwen Feeny already members.
- Calypse Agborsangaya agreed to complete the panel.

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

Executive Director reported on activities from the summer and answered questions. In addition she reported on the following:

a) **Candidate Questionnaire:**

- ESPC distributed a 1 question questionnaire to all Edmonton municipal candidates on September 19, 2017 and the deadline for submissions is September 26, 2017

- The responses will be drafted into a report and posted onto our website on the week of October 2, 2017.
- The Question was: “Can you please identify what the City of Edmonton’s top priorities should be to reduce poverty in our community?”

b) Think Tank Engagement:

- Susan Morrissey suggested to contact former board members, members, staff, stakeholders, etc. to have a discussion about the Edmonton Social Planning Council and possibly re-engage former members.
- It was suggested that it would be nice to have some current board members in attendance as well.
- It was agreed that this is a good idea but also to include a possible membership campaign at the same time.
- **ACTION:** Susan Morrissey and Ben Whynot to bring a more formal process back to the Board at the October meeting.

c) United Way Shortfall:

- United Way advised of their potential campaign shortfall. Susan Morrissey attended a meeting to discuss broad options by all funded agencies to address potential decrease in funding.
- **ACTION:** Susan Morrissey to attend another meeting to follow up in September and will update board. .

5) **Yearly Operations Plan:**

- Yearly Operations Plan was presented for information purposes.

6) **Committee Reports:**

a) Finance Committee:

i) Quarterly Financials:

- The 2<sup>nd</sup> Quarter Financials were presented and reviewed.

**MOTION:** Moved by Doug Meggison, seconded by Candace Jane Dorsey, to approve the 2<sup>nd</sup> Quarter 2017 Financials as presented.

**MOTION: CARRIED**

b) Membership/Board Development Committee:

i) ESPC Membership:

- Committee is in the process of reviewing and revising the membership letter.

ii) Board Development:

- Discussion regarding whether the board should recruit new board member mid term.
- The consensus is that we will refrain from appointing new members to the board in between AGMs except in cases where the current board number has dropped below 8 or the current board members feel that current board complement is inadequate to meet the workload needs. We will endeavor to engage anyone

interested in joining the board in between AGMs through joining committees, participating in events or other volunteer opportunities and by keeping in touch through the Board Development committee,

c) Policy Committee:

- Board reviewed the “Board Volunteer Hours Procedure” presented.

**MOTION:** Moved by Dave Trautman, seconded by Candas Jane Dorsey, to approve the Board Volunteer Hours procedure with amendments (charge at \$25.00/hour).

**MOTION:** *CARRIED*

d) Fund Development Committee:

- ESPC has been approved for an additional 3 years support for the Research Associate position from ECF at \$40,000 per year.
- Also ECF has granted ESPC a Sustainability Grant for Fund Development strategy.
- October 28, 2017 Board Strategy session has been planned to discuss the Sustainability grant details.
- Peter Schalk agreed to be part of the RFP evaluation panel with By Whynot and Susan Morrissey.

e) Committee Assignments 2017/18:

Finance Committee:

Doug Meggison (Chair)

Gwen Feeny

Maxwell Harrison

Policy Committee:

Dave Trautman (Chair)

Calypse Agborsangaya

Candas Jane Dorsey

Membership/Board Development Committee:

Doug Meggison

Peter Schalk

Alexandra Seaman

Ben Whynot

Fund Development Committee:

Ben Whynot (Lead)

7) **Other Business:**

a) United Way Employee Campaign:

- ESPC UW Employee campaign has begun.
- Inviting Board Members to participate on behalf of ESPC.
- Holding 1 day Bake sale and inviting board members to donate baking to the event.
- **ACTION:** Susan Morrissey will bring pledge forms to the October/November meeting.



b) Chew on This – Poverty Awareness Event:

- Due to limited time constraints, decided to limit ESPC participation in Chew On This awareness event to offering some volunteers to help if another organization is participating.
- **ACTION:** Susan Morrissey to inquire and forward to Board members.
- Decided to have Seasonal Celebration in November with possible hot chocolate/cookie event on ESPC front street.
- **ACTION:** Susan Morrissey and Stephanie Haar to coordinate.

**Meeting Adjourned: 8:14 pm**

**Next Meetings:**

October 10, 2017

November 14, 2017

December 12, 2017