

Attendees:

Susan Morrissey, Executive Director
Justine Basilan, Recording Secretary
Vanessa Zembal, Board Director, Finance & Audit Chair
Peter Schalk, Board Director, Treasurer
Katherine Weaver, Board Director
Chari Bennie, Board Director

Bill Howe, Board Director
Keith Goertzen, Board Director
Denise Kirke, Board Director
Ashley Baxter, Board Director

Regrets:

Danielle Dolgoy, Board Director, Policy & Governance Chair
Paula Kirman, Board Director
Rhea Kachroo, Board Director
Thomas Grenier, Board Director

Guests:

1.0 Welcome

Meeting called to order by Susan Morrissey (ED) at 6:08 pm. Round of introductions to welcome the new Board members.

2.0 Consent Agenda & Minutes

MOTION: moved by Katherine Weaver, seconded by Peter Schalk, to accept the agenda and minutes with the following amendments:

Agenda changes:

- 4.0 Election of three Vice Presidents replaced 4.0 Appointment of Treasurer.
- 6.0 Executive Director's Monthly Operations Report and 7.0 Committee Reports swapped.
- 6.5 Board recruitment Ad-hoc committee moved to item 6.1.

MOTION: CARRIED.

3.0 Appointment of President

Katherine Weaver nominated Peter Schalk as ESPC's Board President.

MOTION: moved by Bill Howe, seconded by Katherine Weaver, to appoint Peter Schalk as Board President for the 2021-2022 year.

MOTION: CARRIED.

4.0 Election of three Vice Presidents

The Vice Presidents will be Chairperson for their respective committees.

Policy & Governance Committee: moved by Katherine Weaver, seconded by Bill Howe to nominate Danielle Dolgoy as Vice President of the Policy & Governance Committee.

Finance & Audit Committee: moved by Chari Bennie, seconded by Katherine Weaver to nominate Vanessa Zembal as Vice President of the Finance & Audit Committee and Treasurer.

Membership & Engagement Committee: moved by Katherine Weaver, seconded by Keith Goertzen, to nominate Bill Howe as Vice President of the Membership & Engagement Committee.

MOTION: moved by Katherine Weaver, seconded by Chari Bennie, to appoint Danielle Dolgoy, Vanessa Zembal, and Bill Howe as Board Vice Presidents for the Policy & Governance Committee, Finance & Audit Committee, and the Membership & Engagement Committee, respectively, for the 2021-2022 year.

MOTION: CARRIED.

5.0 Appointment of Signing Authority

5.1 Removal of Previous Signing Authority

MOTION: moved by Vanessa Zembal, seconded by Bill Howe, to remove Dave Trautman and Nicole Smith as signing authorities.

MOTION: CARRIED.

5.2 Appointment of Signing Authority

MOTION: moved by Keith Goertzen, seconded by Chari Bennie, to add Peter Schalk as signing authority.

MOTION: CARRIED.

6.0 Committee Reports

6.1 Board Recruitment Ad-Hoc Committee

Peter Schalk appointed Vanessa Zembal as the meeting Chair so he can deliver the committee report.

Committee Report

The committee has scheduled to hold the orientation the week of June 14th.

EA will send the Board binder to the new members before the orientation and prepare physical copies to Board members who request for one.

Peter Schalk regained meeting Chair from Vanessa Zembal.

6.2 Finance & Audit Committee

Q1 Financial Statements for Approval

Vanessa Zembal introduced the Q1 Financial Statements for approval.

For any additional questions, the Board members are to contact ED directly.

Additional note: ESPC currently has a total of \$307,173.17 in cash. However, about \$25,000 belongs to the Alberta Living Wage Network as their fiscal agent.

Additional note: The restricted operating reserve is earmarked towards the organization's operations. As per the accountant's advice, the reserves can be used to cover two to three months of operating expense in case of a funding shortfall.

MOTION: moved by Vanessa Zembal, seconded by Ashley Baxter, to accept the first-quarter financial statements as presented.

MOTION: CARRIED.

United Way 2021-2023 Funding Cycle Decision

Vanessa Zembal reported on the United Way funding decision.

There was an approximate 25% reduction in financial support in comparison to the previous funding from United Way. ED reviewed the numerous actions she has already started to implement including consulting with ESPC's accountant (Carla Walker), who provided advice and guidance on the next steps and cost-saving options. The committee will also work closely with ED to guide the next steps. ED will continue to develop a plan to address the shortfall including looking into reducing expenses.

Peter Schalk appointed Bill Howe as the meeting Chair for the remainder of the meeting.

MOTION: moved by Keith Goertzen, seconded by Katherine Weaver, to maintain operations spending until the revised budget is presented at the board meeting on September 14, 2021.

MOTION: CARRIED.

6.3 Policy & Governance Committee

By-law and Policy Review Updates

Katherine Weaver updated on committee activities and provided background information for the new Board members in attendance.

The By-law and Policy Review update was to provide Phase 1 of the By-law amendments for feedback. However, the committee decided not to provide the updates for the current meeting because the new Board members have not been oriented to the Board.

6.4 Membership & Engagement Committee

Committee Report

Bill Howe updated on committee activities. The committee did not meet in May.

The group will be working with ED to decide on the next steps regarding the engagement portion of the committee's responsibilities.

**6.5 Executive Director Review Committee
Committee Report**

The committee will be meeting with ED to finalize the review and provide a report at the next board meeting on September 14, 2021.

7.0 Executive Director's Monthly Operations Report

ED reported on May 2021 operations.

8.0 Other Business

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9.0 General Discussion

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Meeting Adjourned:

Meeting adjourned at 8:01 pm.

Next meetings (2021-2022 Term):

September 14, 2021
October 12, 2021
November 9, 2021
December 14, 2021

January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022

May 10, 2022
AGM (TBD)
June 14, 2022