

 **edmonton**  
SOCIAL PLANNING COUNCIL  
**BOARD MEETING MINUTES**  
**OCTOBER 26, 2021 (via TEAMS)**

**Attendees:**

**Susan Morrissey**, Executive Director  
**Justine Basilan**, Recording Secretary  
**Peter Schalk**, Board Director, President  
**Katherine Weaver**, Board Director, VP Policy & Governance  
**Chari Bennie**, Board Director  
**Bill Howe**, Board Director, VP Membership & Engagement

**Ashley Baxter**, Board Director  
**Paula Kirman**, Board Director  
**Vanessa Zembal**, Board Director, VP Finance & Audit, Treasurer  
**Rhea Kachroo**, Board Director  
**Denise Kirke**, Board Director

**Regrets:**

**Thomas Grenier**, Board Director

**Guests:**

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**1.0 Welcome**

Meeting called to order by Peter Schalk at 6:04 pm.

**2.0 Bylaw Review: Phase I**

**Presentation on the bylaw review process**

Katherine Weaver presented the bylaw review process.

**Question:** Are there any operations policies that the Board does not undertake?

**Answer:** Operational policies are placed with the procedures and must comply with the Board's policies. Personnel policies are broad, and it would be up to the ED to manage the day-to-day HR policies.

**Phase 1 Draft and Proposed Changes Discussion**

Katherine Weaver walked through each article that required revisions.

**Question:** Are the personal meeting notes taken by each board member considered a "Record?"

**Answer:** No, the minute book is considered the official record of ESPC. The Board should have a policy that ensures their ability to define which records (e.g. personnel files) are confidential and cannot be inspected by members, subject to the provision of the *Privacy Act*.

**Question:** Is there a procedure for when grant applications require Board signatures?

**Answer:** ESPC currently doesn't have a policy for having a designated signature for grant applications. This must be included in future review of the policies.

**ACTION:** ED and EA will provide the Policy & Governance Committee a copy of the latest Objects, stamped as approved by Corporate Registry.

**Approval of the Phase 1 Bylaw Review**

**MOTION:** Moved by Katherine Weaver, seconded by Chari Bennie, to subject the bylaw to the following revisions: ensuring proper numbering; adding the word "official" in Article 1.2.5.2 before "records"; and looking into the *Privacy Act* provisions to revise Article 13 around inspection of books and records.

**MOTION:** CARRIED.

**ACTION:** For the December 14 Board meeting, the agenda should only include essential documents that need approval (e.g. 2022 budget), recognizing that Phase 3 review will be held during the Board meeting.

**Meeting Adjourned:**

**MOTION:** moved by Ashley Baxter, seconded by Denise Kirk, to adjourn the meeting at 7:52 pm.

**MOTION:** CARRIED.

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**Next meetings (2021-2022 Term):**

November 9, 2021	February 8, 2022	May 10, 2022
December 14, 2021	March 8, 2022	AGM (TBD)
January 11, 2022	April 12, 2022	June 14, 2022