



**edmonton**  
SOCIAL PLANNING COUNCIL  
**BOARD MEETING MINUTES**  
**SEPTEMBER 14, 2021 (via TEAMS)**

**Attendees:**

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

**Denise Kirke**, Board Director  
**Ashley Baxter**, Board Director  
**Paula Kirman**, Board Director  
**Thomas Grenier**, Board Director  
**Vanessa Zembal**, Board Director, VP Finance & Audit

**Regrets:**

**Rhea Kachroo**, Board Director

**Guests:**

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**1.0 Welcome**

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

**2.0 Consent Agenda & Minutes**

**MOTION:** moved by Keith Goertzen, seconded by Bill Howe, to accept the agenda and minutes with the following amendments:

June 8, 2021 Minutes:

Item 4.0: Vanessa Zembal is appointed as both Vice President of Finance & Audit Committee and Treasurer of ESPC.

Agenda:

Item 3.0 Election of Policy & Governance Committee Vice President and Item 4.0 Amendment of Signing Authority, moved down to item 6.0 and 7.0, respectively.

Added Item 9.0 Debrief of September 8, 2021 *In-Camera* Meeting.

**MOTION:** CARRIED.

**3.0 Executive Director's Monthly Operations Report**

ED reported on Summer 2021 (June-August) operations.

**Additional note:** Membership logistics are added as a standing item for each monthly operations report.

**Additional note:** Doug Meggison and Bill Howe will be helping with interviewing for the Research Coordinator position.

**Question:** Will there be vaccination requirements for staff returning to the office?

**Answer:** ED has had an ongoing conversation with the staff about possibly returning to the office but highlighted the importance of their health first. ED is attending a panel discussion looking at returning to work and vaccine policies to help inform operations.

**Question:** Can you provide more information on Anti-Racism & Equity Community of Practice? Are there further opportunities for collaboration with the Coalitions Creating Equity with REACH Edmonton?

**Answer:** Multicultural Family Resource Society (MFRS) invited ESPC's project coordinator to help as a capacity builder for a series of workshops to FCSS agencies in the newcomers and Indigenous sector. The workshops allow community organizations to discuss what they're finding in the community and understand the best practices and their applications. ED will introduce Bill Howe to the current project coordinator on a possible collaboration of both groups.

**Additional note:** ESPC secured government loans such as CEBA and CEWS to help cover the 30% decrease in funding from the United Way.

**4.0 Committee Reports**

**4.1 Finance & Audit Committee**

**Committee Report**

Vanessa Zembal presented on the committee's activities.

The committee met during the summer to discuss budget updates and revisions, which included the grants that the ED applied for over the past few months. The committee is still waiting for feedback from the Policy & Governance Committee on the Finance & Audit policies. These include the Surplus Allocation Policy, Investments and Reserves Policy, Partnerships Policy, and Expense Policy. A draft for Partnerships Policy and Expense Policy will be ready for review by October 2021.

### **Revised Budget 2021**

Most of the subsidies from the Government of Canada did not apply to ESPC until May 2021. The revised budget is based on a different revenue source from the initial allocation, such as including CEWS, CEBA, CIOG, project funding, and other operational decisions, significantly reducing the initial budgeted deficit.

**Additional note:** ESPC received the \$60,000 CEBA loan as a safety net for the organization. ESPC will not need to pay back the \$40,000 until December 2022.

**Question:** Are you planning to take out the rest of the \$30,000 from Casino?

**Answer:** The amount is currently untouched. ESPC will start drawing down on that amount once the research coordinator position is filled. The ED also decided to keep it untouched because it is unsure whether ESPC will be able to hold a casino.

**MOTION:** moved by Vanessa Zembal, seconded by Katherine Weaver, to approve the Revised 2021 Budget as presented.

**MOTION:** CARRIED.

### **2nd Quarter Financials**

**ACTION:** Table approval of the Q2 financials to the October 12 Board meeting.

## **4.2 Executive Director Review Committee**

### **Committee Report**

**MOTION:** moved by Katherine Weaver, seconded by Keith Goertzen, to go *in-camera* at 7:01 pm.

**MOTION:** CARRIED.

Meeting moved out of the *in-camera* session at 7:33 pm.

**MOTION:** moved by Katherine Weaver, seconded by Denise Kirk, to approve the following:

1. that the Board accept the Review Committee's September 14, 2021 report;
2. that the Board provide the Executive Director with the following support:
  - a. decide how it will use the ESPC membership to obtain value for the organization and then provide the Executive Director with clear direction regarding membership recruitment practices;
  - b. through the Policy and Governance Committee, provide the Executive Director with a preliminary list of policies which it and other Committees are working on to obtain her perspective on their priorities; and
  - c. through dedicated funding and clear expectations, support her professional development plan;
3. that the Board acknowledges that the Review Committee now includes the new members of the Executive Committee, Peter Schalk and Bill Howe;
4. that the Review Committee continue until June 30, 2022, or such time as it makes its final report to the Board, whichever first occurs; and
5. that, in collaboration with the Executive Director, the Review Committee review and recommend to the Board through a final report, no later than March 31, 2022:
  - a. an ongoing process for Executive Director performance reviews that adapts best practices and is beneficial to the Executive Director, the Board, and the organization;
  - b. a self-evaluation of the Review Committee, in relation to its 2021 performance review tasks;
  - c. changes and updates that are required to the current Executive Director's job description; and
  - d. related areas which the Board should address to fulfill its governance role, effectively implement a review process, and support the Executive Director.

**MOTION:** CARRIED.

## **4.3 Executive Committee**

### **Formation of the committee**

Peter Schalk appointed Bill Howe as the meeting chair at 7:37 pm.

Peter Schalk would like ESPC to formally use the Executive Committee and comply with the current bylaws. When established, the group would then get together to form a Terms of Reference.

The committee will include a "Director-at-large" position as part of its composition.

**ACTION:** The Executive Committee will meet to create a Terms of Reference.

Peter Schalk regained meeting chair from Bill Howe at 7:46 pm

**4.4 Policy & Governance Committee**

**Committee Report**

Katherine Weaver presented on the committee’s activities.

There will be three phases in the Bylaw review in October, November, and December 2021. The committee will present the Bylaw review in January 2022. A special meeting with ESPC’s members will be held in February 2022, with the final Bylaws presented and approved during the AGM in May 2022.

The committee started reviewing current board and committee policies and needing new policies from all committees. Additional work includes reviewing Board templates and Terms of References.

The committee is also planning and developing activities for this year’s Strategic Planning sessions. As well, the committee is committed to develop AGM Support.

**4.5 Membership & Engagement Committee**

**Committee Report**

There are no reports from the committee.

**5.0 Other Business**

**Committee Assignments**

<b>Finance &amp; Audit</b>	<b>Membership &amp; Engagement</b>	<b>Policy &amp; Governance</b>	<b>Executive</b>
Vanessa Zembal, <i>VP &amp; Treasurer</i> Chari Bennie Peter Schalk	Bill Howe, <i>VP</i> Paula Kirman	Katherine Weaver, <i>VP</i> Ashley Baxter Peter Schalk	Peter Schalk, Vanessa Zembal, Bill Howe, Katherine Weaver  Director at large – To be filled in the October 12, 2021 Board meeting

**Undecided:** Denise Kirk, Keith Goertzen, Thomas Grenier, and Rhea Kachroo

**ACTION:** The undecided board members to confirm their committee involvement at the October 12 board meeting.

**6.0 Election of Policy & Governance Committee Vice President**

Keith Goertzen nominated Ashley Baxter and Vanessa Zembal nominated Katherine Weaver for the Policy & Governance Committee Vice President position.

**MOTION:** moved by Keith Goertzen, seconded by Ashley Baxter, to appoint Katherine Weaver as Vice President of the Policy & Governance Committee for the 2021-2022 year.

**MOTION:** CARRIED.

**7.0 Amendment of Signing Authority (as per Bylaw 7.5.1)**

**7.1 Removal of Previous Signing Authority**

**MOTION:** moved by Keith Goertzen, seconded by Vanessa Zembal, to remove Danielle Dolgoy as signing authority.

**MOTION:** CARRIED.

**7.2 Appointment of Signing Authority**

**MOTION:** moved by Keith Goertzen, seconded by Denise Kirk, to add Katherine Weaver as signing authority.

**MOTION:** CARRIED.

**8.0 General Discussion**

ED has sent a card to Danielle Dolgoy as thank you for her time with the Board.

ESPC will be recognizing September 30th as a statutory holiday acknowledging the National Day for Truth and Reconciliation.

**9.0 Debrief of September 8, 2021, In-Camera Meeting**

**MOTION:** moved by Katherine Weaver, seconded by Vanessa Zembal to go in-camera at 8:19 pm.

**MOTION:** CARRIED.

Meeting moved out of the *in-camera* session at 8:52 pm.

**Meeting Adjourned:**

Meeting adjourned at 8:52 pm.

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

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