



**edmonton**  
SOCIAL PLANNING COUNCIL  
**BOARD MEETING MINUTES**  
**FEBRUARY 15, 2022 (via TEAMS)**

**Attendees:**

**Susan Morrissey**, Executive Director  
**Chloe Heiland-Booth**, Recording Secretary  
**Peter Schalk**, Board Director, President  
**Katherine Weaver**, Board Director, VP Policy & Governance  
**Chari Bennie**, Board Director`

**Paula Kirman**, Board Director  
**Vanessa Zembal**, Board Director, VP Finance & Audit, Treasurer  
**Bill Howe**, Board Director, VP Membership & Engagement  
**Denise Kirke**, Board Director  
**Ashley Baxter**, Board Director

**Regrets:**

**Thomas Grenier**, Board Director

**Guests:**

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**1.0 Welcome**

Peter Schalk is chairing the meeting

The meeting is called to order at 6:07 pm

**2.0 Consent Agenda & Minutes**

**MOTION:** moved by Katherine Weaver, seconded by Vanessa Zembal, to accept the agenda as is and the amended minutes for January 11, 2022, and January 25, 2022

**CHANGES:**

Jan 11th:

Motion to move in-camera moved by Chari and seconded by Thomas

Moved out of the camera at 20:38. Motion to adjourn by Paula and seconded by Chari at 20:39

Jan 25th:

Motion to move in-camera by Denise and seconded by Bill.

Moved out of the camera at 20:38.

Motion to adjourn by Katherine and seconded by Bill at 20:42.

**MOTION:** CARRIED.

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

ED reported on January 2022 operations, sharing updates on projects

Alberta Living Wage Network was discussed, how it is evolving, and ESPC's role in it

**QUESTION:** ALWN is a start-up we got going, and now we want to roll it into its own organization? Is it an organization in itself?

**ANSWER:** ESPC wanted to get a living wage network started up, realizing it should be done, going through our networks, receiving some networks to support this, ESPC assumed the role as financial agent, it wasn't us specifically that started it but a community grassroots group, ALWN is not incorporated, the optics are ESPC

**QUESTION:** Employers are coming to ESPC asking for their endorsement?

**ANSWER:** No, employers that want to be considered as ALW employers, must put in an application, and talk to the ALWN coordinator, he verifies this information, there is a contract that the employer must sign to guarantee they are an ALW employer, and they want ESPC to sign this contract as well, the agreement is supposed to be between the network and the municipality/town

**QUESTION:** How is ESPC doing a poverty profile of Edmonton? Does ESPC provide research to the ALWN? How do we do that research?

**ANSWER:** The poverty profile is a snapshot of what poverty looks like in Edmonton. Please have a look at previous year reports on our website.

Our role on ALWM is to provide guidance and direction to the coordinator to elevate awareness about living wage and the Network, act as the banker and consult on the yearly living wage calculation assumptions.

Vital Signs topic is chosen by SM working with the ECF team. ESPC's role in Vital Signs/Topics is research and SM also co-chairs the advisory committee and overseeing the entire project.

Concern expressed by ED regarding the ESPC role as it relates to ALWN as it is evolving.

**ACTION:** ED will prepare a briefing note to share with the Board, discussing what role ESPC will play and liability concerns, the ED will work with P&G, Executive, and Finance committee

#### 4.0 Committee Reports

##### 4.1 Finance & Audit Committee

There is nothing to report from this committee

##### 4.2 Executive Committee

The meeting chair from Peter Schalk to Katherine Weaver at 6:40 pm

Peter Schalk reported on the executive committee's report

##### **Executive Committee Work Plan for Approval**

Discussion on where there needs to be formal approval

**MOTION:** moved by Peter Schalk, seconded by Denise Kirk, that the board approves the work plan as circulated at 6:45 pm

**MOTION:** CARRIED.

##### **Complaint and Conflict Resolution Policy for Approval**

Peter presents the policy and procedures, explaining what it is and what needs to be approved

**MOTION:** moved by Peter Schalk, seconded by Bill Howe, that the board approves the complaint and conflict resolution policy as circulated at 6:49 pm

**MOTION:** CARRIED.

**NOTE:** Adding a common template to this policy

**ACTION:** Circulate this policy to each staff member

##### **Striking the Personnel Committee**

A discussion was held on initially establishing a personnel committee and keeping this committee's work limited

**MOTION:** moved by Peter Schalk, seconded by Ashley Baxter, that the Board establish the standing Personnel Committee comprised of Ashley Baxter and Katherine Weaver\*.

\*Katherine is only on this committee temporarily

**MOTION:** CARRIED.

The HR matter regarding a letter of complaint by a former employee has been concluded and is now considered close. Letters will be going out next week to all parties involved.

##### 4.3 Policy & Governance Committee

The meeting chair from Katherine Weaver to Peter Schalk at 7:03 pm

The meeting chair back from Peter Schalk to Katherine Weaver at 7:04 pm

Katherine discussed the Special Meeting, some updates, and what would need to happen if the meeting cannot be held

Chloe listed off those who have RSVP'd for the event

**ACTION:** The board reaching out to any members that may know to attend the Special General Meeting, CB will provide a member list to the Board

Discussion on workshops and prework for strategic planning

##### 4.4 Membership & Engagement Committee

The meeting chair from Katherine Weaver to Peter Schalk at 7:20 pm

Bill discussed the search of EDI consultants and the decision of what is wanted for a proposal on/the logic model, looking at criteria for an audit, long term check-ins, and EDI training

Board discussion on EDI options

**ACTION:** Executive committee to meet and create a request for proposal on the scope of work for the EDI, the committee will reach out to prospective people, they will review what they receive and will come back to the board about the recommended EDI contractor.

## 5.0 New Business

### **AGM Planning and Board Recruitment**

Peter discussed the process of board recruitment, typically around this time of year we start the board recruitment process

Discussion on the Award of Merit

Discussion on Board and Committee recruitment

Ashley Baxter will be the lead on the recruitment process, Chari Bennie, Vanessa Zembal, and Denise Kirk\* will assist

\*Denise will be in and out, helping when she can

**MOTION:** Moved by Katherine Weaver, seconded by Vanessa Zembal to have the recruitment committee comprised of Ashley Baxter, Chari Bennie, Vanessa Zembal, and Denise Kirk

**MOTION:** CARRIED

### **Meeting Adjourned:**

**MOTION:** Moved by Bill Howe, seconded by Denise Kirk for the meeting to be adjourned at 8:05 pm.

**MOTION:** CARRIED

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

February 22, 2022

April 12, 2022

AGM (TBD)

March 8, 2022

May 10, 2022

June 14, 2022