



edmonton
SOCIAL PLANNING COUNCIL
BOARD MEETING MINUTES
NOVEMBER 9, 2021 (via TEAMS)

Attendees:

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

Ashley Baxter, Board Director
 Paula Kirman, Board Director
 Rhea Kachroo, Board Director
 Denise Kirke, Board Director
 Thomas Grenier, Board Director

Regrets:

Guests:

1.0 Welcome

MOTION: moved by Bill Howe, seconded by Thomas Grenier, to appoint Katherine Weaver as the meeting chair at 06:12 pm.

MOTION: CARRIED.

2.0 Consent Agenda & Minutes

MOTION: moved by Ashley Baxter, seconded by Rhea Kachroo, to accept the agenda as presented.

MOTION: CARRIED.

MOTION: moved by Ashley Baxter, seconded by Bill Howe, to accept the October 12, 2021, minutes as presented.

MOTION: CARRIED.

MOTION: moved by Denise Kirk, seconded by Chari Bennie, to accept the October 26, 2021, minutes as presented.

MOTION: CARRIED.

3.0 Executive Director's Monthly Operations Report

Peter Schalk regained meeting chair from Katherine Weaver at 06:16 pm.

ED reported on October 2021 operations.

Additional note: A new administrative assistant was hired to start on November 10, 2021.

4.0 Committee Assignments

Finance & Audit	Membership & Engagement	Policy & Governance	Executive
Vanessa Zembal, VP & Treasurer Chari Bennie Peter Schalk Thomas Grenier	Bill Howe, VP Paula Kirman Rhea Kachroo Denise Kirk	Katherine Weaver, VP Ashley Baxter Denise Kirk Peter Schalk* Thomas Grenier	Peter Schalk, President Vanessa Zembal, VP F&A Bill Howe, VP M&E Katherine Weaver, VP P&G Denise Kirk, Director at large

* Peter is only on the Policy and Governance Committee until the bylaws are completed

ACTION: Bill Howe will confirm Rhea Kachroo's involvement with the Membership & Engagement Committee.

5.0 Committee Reports

5.1 Executive Committee

Committee Report

Peter Schalk appointed Katherine Weaver as the meeting chair at 06:37 pm. Peter Schalk reported on the committee's activities.

There was significant discussion on whether or not the strategic planning should involve only one standing committee, or a coalition of representatives from each committee.

Work Plan for Approval

MOTION: moved by Peter Schalk, and seconded by Paula Kirman, that the Board of Directors approve the Work Plan for the Executive Committee as amended:

1. Updating the dates to reflect the year, 2022
2. Additional item under Strategic Planning
 - Provide recommendation to board on establishment of an ad hoc or standing committee

- Review existing committee workloads and commitments to determine if feasible or plan for additional committee member recruitment

MOTION: CARRIED.

Peter Schalk regained meeting chair from Katherine Weaver at 06:56 pm.

5.2 Policy & Governance Committee

Committee Report

Katherine Weaver reported on the committee's activities.

The AGM Support has been removed from the committee's workplan and transferred to the Executive Committee.

Question: With the transference of the AGM support to the Executive Committee, what is going to happen to the Award of Merit, as it's closely related to the annual event?

Answer: The Award of Merit will go under the Programs and Services Policy.

Work Plan for Approval

MOTION: moved by Katherine Weaver, seconded by Denise Kirk, that the Board of Directors approve the 2021-2023 Workplan for the Policy and Governance Committee as circulated; subject to further decision on strategic planning.

MOTION: CARRIED.

Policy Review Role and Process Approval

MOTION: moved by Katherine Weaver, seconded by Ashely Baxter, that the Board of Directors approve the Policy Review Role and Process document as circulated.

MOTION: CARRIED.

Question: Is there a template for the policies themselves?

Answer: The organization already has a template, but the committee has developed a template format that is more detailed.

Policy Priority List

The Committee prepared a Policy Priority list with the understanding of who is responsible for drafting each policy and a timeline/priority ranking.

5.3 Membership & Engagement Committee

Committee Report

Bill Howe reported on the committee's activities and provided a brief overview of the Terms of Reference.

Terms of Reference for Approval

ACTION: The TOR will be approved electronically before the December 14, 2021, Board meeting.

5.4 Finance & Audit Committee

Terms of Reference for Approval

MOTION: moved by Vanessa Zembal, seconded by Katherine Weaver, that the Board of Directors approve the 2021 Terms of Reference for the Finance and Audit Committee as it is presented.

MOTION: CARRIED.

Work Plan for Approval

MOTION: moved by Vanessa Zembal, seconded by Denise Kirk, that the Board of Directors approve the 2021-2022 Work Plan for the Finance and Audit Committee as circulated.

MOTION: CARRIED.

2022 Budget for Review

ED reported on the 2022 draft budget.

ACTION: Approval for December 14, 2021, Board meeting.

Q3 Financials for Approval

ACTION: Deferred to the December 14, 2021, Board meeting.

Investment & Reserves Policy and Surplus Policy for Approval

ACTION: Deferred to the December 14, 2021, Board meeting.

6.0 Other Business

6.1 United Way 2021 Campaign Reminder

ED reminded the Board to contribute to ESPC's annual campaign for 2021. All the money fundraised will go to the United Way.

7.0 General Discussion

MOTION: move in-camera 08:07 (will need notes)

Meeting Adjourned:

Meeting adjourned at 8:20 pm.

Next meetings (2021-2022 Term):

December 14, 2021

March 8, 2022

AGM (TBD)

January 11, 2022

April 12, 2022

June 14, 2022

February 8, 2022

May 10, 2022