



edmonton
SOCIAL PLANNING COUNCIL
BOARD MEETING MINUTES
JUNE 13, 2023 (via Zoom)

Attendees:

Susan Morrissey, Executive Director &
Recording Secretary

Vanessa Zembal, Board Director, Chair
Chari Bennie, Board Director, Treasurer/Secretary

Regrets:

Katherine Weaver, Board Director, Vice Chair

Bill Howe, Board Director

Archana Chandry, Board Director

Chloe Heiland-Booth

1.0 Welcome

Vanessa called the meeting to order at 6:05 pm

2.0 Consent Agenda & Minutes

MOTION: Moved by Chari Bennie, seconded by Vanessa Zembal, to accept the agenda for June 13, 2023, with the following change: no reports from the Governance Committee and no reports from the Membership Committee; additional item under Finance Committee to approve opening of the Alberta Living Wage Network Bank Account.

MOTION: *CARRIED.*

MOTION: Moved by Vanesa Zembal, seconded by Chari Bennie, to accept the minutes for May 9, 2023, as is

MOTION: *CARRIED.*

2.0 Executive Director's Monthly Operations Report

ED provided a verbal update on April 2023 operations with the following highlighted items:

Lunch and Learn

Upcoming Lunch and Learn on What Happens when Someone Reports a Hate Crime.

ECF Funding Request

Request from Edmonton Community Foundation that Susan prepares a replacement grant proposal for the current Foundation Directed Investment grant of \$40,000 that ESPC has been receiving for many years. Susan to re-work and submit the previous sustainability grant that ECF in 2019 with added plans for incorporating membership, fee for service and the endowment into the sustainability funding plan. ECF has said they may not continue to fund the current Research Associate position in place of a sustainability grant proposal but said if they decide not to continue funding the position, then they would phase it out to ensure we can provide the staff with appropriate notice should we be unable to continue to pay the position.

ACTION: Susan to provide board members with the previous Sustainability Grant Application for information.

ACTION: Susan to provide an update at the Sept. board meeting.

Vacation Payable

Susan reported progress towards reducing the excess vacation payable incurred by herself and one other staff. Susan also recommended that the current wording regarding accrued vacation be changed by the HR Committee to reflect that staff will lose any unused yearly vacation beyond the allowable 5 day carry forward.

MOTION: Vanessa/Chari – Susan to bring back updated wording for the vacation payable policy to the HR Committee.

ACTION: Susan to draft changes for the HR Committee to review in Sept.

ACTION: Susan to provide Vanessa with her updated plan to use of the balance of this outstanding vacation owed by July 7, 2023.

EDI Audit – Operational Changes

Susan reported that she has started to document any operational changes she has implemented related to the EDI Audit including the change in language on all future job postings to reflect a welcoming, supportive, and equitable work environment.

ACTION: Susan to provide an updated report on this progress at the Sept. board meeting.

Membership Information on Monthly Operation Report

Vanessa expressed concern over the current Membership information (chart) attached to the monthly operations report. She felt it was somewhat confusing and perhaps could be improved to provide a better reflection of membership.

ACTION: Susan will have the Executive Assistant revise the chart for the Sept. board meeting.

3.0 Committee Reports

Finance Committee

Chari provided a brief update on the committee's activities.

Financial Reports for Approval

Susan provided an update on the quarter reports included in the meeting package. Chari thanked Susan for the additional notes on the reports as they provided further clarity. It was decided to defer further review and approval to the Sept. board meeting.

ACTION: Q4 – 2022 and Q1 – 2023 financials will be circulated again and presented for review and approval at the Sept. meeting.

Amending the 2023 Budget

There was discussion regarding updating the 2023 budget as requested by a motion of the Executive Committee. Susan indicated that the adjusted budget including a line item for incidentals of \$10,000.00 will result in a deficit budget.

ACTION: Susan will amend the budget and send it to the board.

Alberta Living Wage Bank Account

Susan indicated that a motion was needed by the bank to establish the Alberta Living Wage Network Bank Account.

MOTION: Chari Bennie/Vanessa Zembal that ESPC to establish a separate chequing bank account for the Alberta Living Wage Network. CARRIED

Credit Card/Late Fees

Vanessa requested Susan to please send an email to her when the month's credit card statement and payment cheques are ready for someone to come into the office for the second signature. The hope is that this will reduce/eliminate future late fee penalties.

4.0 **General Discussion**

Chari noted that the updated Bylaws need to be given to board members.

ACTION: Susan to ensure board members receive updated Bylaws.

Vanessa said she would send Katherine Weaver an email to ask her to provide a letter of resignation from the board.

ACTION: Vanessa to request letter of resignation from Katherine Weaver.

Meeting Adjourned at 8:00 PM

Next Meetings

September 12, 2023