



edmonton
SOCIAL PLANNING COUNCIL
BOARD MEETING MINUTES
APRIL 11, 2023 (via Zoom)

Attendees:

Susan Morrissey, Executive Director
Chloe Heiland-Booth, Recording Secretary
Vanessa Zembal, Board Director, Chair
Bill Howe, Board Director
Paula Kirman, Board Director

Chari Bennie, Board Director, Treasurer/Secretary
Archana Chandry, Board Director

Regrets:

Katherine Weaver, Board Director, Vice Chair

Guests:

1.0 Welcome

Vanessa Zembal is chairing the meeting

The committee of the whole is called to order at 6:08pm

2.0 Consent Agenda & Minutes

MOTION: Moved by Paula Kirman, seconded by Bill How, to accept the agenda for April 11, 2023, as is

MOTION: CARRIED.

MOTION: Moved by Bill Howe, seconded by Paula Kirman, to accept the minutes for March 14, 2023, as is

MOTION: CARRIED.

3.0 Presentation of the 2022 Audited Financial Statements by Carla Walker

Carla Walker presents and discusses the 2022 Audited Financial Statements

A board discussion was held with Carla regarding the Audit

QUESTION: What are the prepaid expenses?

ANSWER: There is a rent deposit, insurance and a little bit of memberships and maintenance.

QUESTION: Why are prepaid expenses considered an asset?

ANSWER: Because we have received the money back as cash basically, and the other expenses are matching expenses to when they are being used. They are an asset because we haven't used them yet.

Discussion was held on staff vacation time and ESPC vacation policy

ACTION: The Finance Committee will look at staff vacation time and come up with some ideas for future organization policy related to carry over of vacation days from year to year.

Action: Susan to prepare a report which details current staff carry over vacation per year for the next meeting.

QUESTION: What are the memberships and dues in expenses?

ANSWER: Those are ESPC memberships we have with other organizations

QUESTION: Why is there a \$10,000 difference between admin charges?

ANSWER: There is consulting in there which is the Vital Signs consulting, we did not want to mix it with the EDI consulting

QUESTION: How is the Vital Signs consulting not related to the project?

ANSWER: It is related to Vital Signs, but it was separate money we received, it is not a part of the grant we received to do the Vital Signs work. This is a fee for service.

ACTION: The Vital Signs consulting will be added to the project expenses as its own project

QUESTION: Under the Alberta Living Wage, when it says coordinator, what is this for?

ANSWER: This is what we collected on behalf of ALWN and what we paid out. The increase is due to an increase in the number of hours worked and some expenses the coordinator pays out of pocket. ESPC is the fiscal manager and pays the bills on behalf of the ALWN.

MOTION: Moved by Chari Bennie, seconded by Archana Chandry, the board approves the 2022 Financial Audit as presented, with the following change: pulling out the ECF project expense from administration into a separate project expense
MOTION: CARRIED.

Carla Walker left the meeting at 7:13pm

4.0 Executive Director's Monthly Operations Report

ED provided a verbal update on March 2023 operations and highlighting upcoming projects, events, financial report submissions and upcoming revenue.

QUESTION: Can the work of the two students be shared with the board?

ANSWER: We will be putting their work on our website and shared on social media as well

QUESTION: Does that mean we do not need to apply for funding with the United Way this year?

ANSWER: That means they have the United Ways board has decided to give all currently funded agencies one more year of funding, under the current investment strategy. Next year we will be applying under the new investment strategy.

5.0 Committee Reports

6.1 Finance Committee

Chari Bennie provided the updates for the Finance Committee

6.2 Executive Committee

Vanessa Zembal provided the updates for the Executive Committee

6.3 Governance Committee

Vanessa Zembal and Bill Howe provided the updates for the Governance Committee, discussing Mohammed's work surrounding board recruitment.

6.3 Membership Committee

Paula Kirman provided the updates for the Membership Committee

- ESPC Membership Policy
 - **MOTION:** Moved by Paula Kirman, seconded by Bill Howe, the board approves the interim ESPC membership policy as presented
 - **MOTION:** CARRIED.

6.0 General Discussion

- Board Recruitment
 - Discussion on the advertisement of board recruitment: LinkedIn, Indeed, social media, posters in the library, university student groups, newsletter, ECVO
- AGM Planning
 - Discussion was held on the potential of moving the AGM to September
 - **ACTION:** Susan will see if we can move the AGM to September and will notify Vanessa of the outcome

7.0 In-Camera Discussion

Susan and Chloe left the meeting

The board went in camera at 7:48pm

MOTION: Moved by Chari Bennie, seconded by Paula Kirman, the Board asks Susan (the Executive Director) to revise the 2023 budget including a line labeled "incidental expenses" with \$10,000 allocated to this line item. Incidental expenses include the soon-to-be expensed HR initiative.

MOTION: CARRIED.

Meeting Adjourned:

MOTION: Moved by Paula Kirman for the meeting to be adjourned at 8:49 pm.
MOTION: CARRIED

Next Meetings

May 9, 2023

AGM (TBD)

June 13, 2023