

**Attendees:**

**Susan Morrissey**, Executive Director  
**Chloe Heiland-Booth**, Recording Secretary  
**Vanessa Zembal**, Board Director, Chair  
**Bill Howe**, Board Director  
**Denise Kirk**, Board Director  
**Archana Chandry**, Board Director

**Paula Kirman**, Board Director  
**Chari Bennie**, Board Director, Treasurer/Secretary  
**Money Mehta**, Board Director

**Regrets:**

**Katherine Weaver**, Board Director, Vice Chair

**Guests:**

**Mohammed Alghamdy**, Board Intern

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**1.0 Welcome**

Vanessa Zembal is chairing the meeting

The committee of the whole is called to order at 6:04 pm

Vanessa Zembal read the ESPC land acknowledgment

**2.0 Consent Agenda & Minutes**

**MOTION:** Moved by Denise Kirk, seconded by Bill Howe, to accept the agenda for December 13, 2022, with the following changes and to accept the minutes for November 8, 2022, as is

**CHANGES:** Quarter 3 financial statements can be removed from the agenda

**MOTION:** CARRIED.

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

ED reported on November 2022 operations, explaining the operations report and financial updates, and sharing updates on the casino proceeds and projects.

**QUESTION:** Can you send the finance committee an investment report?

**ANSWER:** Yes, that will be sent out once the report is received

ED discussed the updates on the lease and office space move.

**QUESTION:** Where are we moving to and why?

**ANSWER:** Our lease is up on our current premises at the end of February; we have been working with a broker and looking at office spaces. We are looking at something comparable to what we are being offered for another 5 years. Another reason is because of the desire to move to a more accessible location. With this lease, we are getting eight months of free rent, three underground parking stalls, there is an elevator in the building, and the space is smaller, but there is a common boardroom right next door.

A board discussion was held on the operations report.

**QUESTION:** Can you please add the roles of the staff to the operations report?

**ANSWER:** Underneath the framework, we will add staff positions and names

**QUESTION:** What was the Christmas Bureau event?

**ANSWER:** It was a Lunch & Learn event they did with us

**QUESTION:** What is the custom data that was ordered from Campaign 2000 for the Child Poverty Report?

**ANSWER:** They have the budget to purchase custom data from specific regions; it is the data that is reflective of Alberta. It is on track for a February 14<sup>th</sup> release date (tentative). It does not include mapping of the area, but MAPS Alberta has done some mapping.

**QUESTION:** How do you get associated with these projects, and how do they start?

**ANSWER:** It works both ways, some organizations come to us, and other times we reach out to work with them.

**4.0 Committee Reports**

#### 4.1 Finance Committee

Chari Bennie provided the updates for the Finance Committee.

- Signing Authority Policy draft
  - Chari discussed the new policy that was created regarding signing authorities; this is a starting point for the board to provide some feedback on this policy
  - Once feedback is received, it will go to the Governance Committee for refinement
  - A discussion was held on the policy, with some feedback received
  - **QUESTION:** Do you need board signatures for the new lease?
  - **ANSWER:** The board directed the ED to complete the office move to Compass Place; it could be a good idea to have a board member with signing authority sign it as well
  - **QUESTION:** Is the \$5000 threshold per year?
  - **ANSWER:** It is per unbudgeted item
  - **ACTION:** Board will respond to the finance committee with feedback on this policy before the January board meeting, and there will be a final discussion at the January 10<sup>th</sup> board meeting
  - Discussion was held on strategic planning and its place with policy
- 2023 Budget for discussion and approval
  - ED presented the 2023 budget for approval and discussed the changes that were made since it was last presented
  - **QUESTION:** Why would the budget be shrunk down for this copy?
  - **ANSWER:** The finance committee reviewed it line by line already, so it was shrunk for the sake of time
  - **QUESTION:** What were the payroll increases over the past 3 years?
  - **ANSWER:** There was an increase of 3% last year, but not the 2 years previous. It is not always a 3% increase, but if you look at something less than 3%, it increases benefits but not money in their pockets
  - **QUESTION:** So, if we offer a 3% increase to staff, will we be sitting in the negative?
  - **ANSWER:** That is correct based on the income staying the same
  - **QUESTION:** Are we looking at a decrease in funding this year?
  - **ANSWER:** If you look at our general revenue, some assumptions were made on doing some fundraising for ESPC. We need to come up with some more project funding, that would cover some of the lost money.
  - **QUESTION:** Are you looking to hire any additional staffing?
  - **ANSWER:** No, this does not factor in more staffing
  - **QUESTION:** Do we have to make the decision with the salaries with the budget now? Can we defer the salary increase to another time?
  - **ANSWER:** No, we do not have to decide right now, there are lots of options regarding the increase
  - **QUESTION:** The moving costs, hookups, and upgrades – what are the upgrades?
  - **ANSWER:** This is an estimate; we are in the process of figuring out quotes – this does not include furniture; the only upgrade right now would be the phone
  - **MOTION:** Moved by Chari Bennie, seconded by Paula Kirman, to approve the 2023 working budget as presented
  - **MOTION:** CARRIED.

Bill Howe left the meeting at 8:08 pm

#### 4.2 Executive Committee

The Executive Committee documents will be tabled till the January 10<sup>th</sup> meeting

#### 4.3 EDI Committee

- EDI Draft Report
  - Susan and Bill have the EDI report draft; they will meet in the new year and meet with the consultants. Following that, it will be presented to the board.
  - **QUESTION:** Is there a timing deadline for the consultants?
  - **ANSWER:** No, there is not – we get the time to ask questions and ask for more information

**5.0 General Discussion**

- Board recruitment
  - We are currently looking for more board members; the recruitment will commence again in the new year
  - Look at adding incentive to being a board member

**Meeting Adjourned:**

***MOTION:*** Moved by Paula Kirman for the meeting to be adjourned at 8:35 pm.

***MOTION:*** CARRIED

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**Next Meetings**

January 10, 2023	April 11, 2023	June 13, 2023
February 14, 2023	May 9, 2023	
March 14, 2023	AGM (TBD)	