



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

Attendees:

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

Paula Kirman, Board Director
Chari Bennie, Board Director, Treasurer/Secretary

Regrets:

Katherine Weaver, Board Director, Vice Chair
Money Mehta, Board Director

Guests:

Tania Kajner, EDI Consultant
Evelyn Hamdon, EDI Consultant
Mohammed Alghamdy, Student

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1.0 EDI Discussion

– EDI report questions and feedback

- Tania Kajner and Evelyn Hamdon shared a brief overview with the board on the EDI report, the development of the tool and the language found (such as the absence of)
- The board and the EDI consultants held a discussion on the EDI report
- **QUESTION:** In the section of board leadership (5.2), there are 5 possible next steps listed – what is public facing?
- **ANSWER:** It is a fancy way of saying your website, wherever the public is encountering you
- **QUESTION:** Where can I find more information on board recruitment?
- **ANSWER:** University of Alberta has an EDI landing page, you can see the document on board recruitment, having lots of specific recommendations and resources
- **QUESTION:** When it says ESPC, is that board and staff or just the staff?
- **ANSWER:** It is an organizational commitment, different language was used to signal organizational wide work, so staff and board
- **QUESTION:** Understanding the clear delineation between board and operations – to what extent are the board and staff activities appropriate? How do you balance that, since the only access to information is through the board monthly meetings?
- **ANSWER:** One of the reasons the next steps were framed so specifically, is due to the complexity of accountability, it was limited to supporting the development of overall strategies and policies that would be acted through the ED elsewhere. It is in the current governance model, you can set strategic priorities as to what you want the ED to do, you can ask for that and hold them accountable. Performance management can help with some vulnerabilities, such as 360 feedback or accountability for detailed reports on research for example.
- **QUESTION:** Can we use some of the survey data in some of our other reports?
- **ANSWER:** Yes all of the information is yours to use as you see fit
- **QUESTION:** Does an EDI code of conduct fit in here to apply to everyone?
- **ANSWER:** What you really need is a policy, you need other mechanisms in place like strategic plans or action plans in place to have clear accountable expectations. A code of conduct is a signal that can be confusing, it is one piece that needs to be held by many other pieces. You need to add in power dynamics/expectations as well, which can be added to the code of conduct or policy.
- **QUESTION:** In the 5 foundational strategies are they in chronological order?
- **ANSWER:** No, they are not, because some of them you could work on at the same time
- Tania and Evelyn left the meeting at 6:57 pm

2.0 Welcome

Vanessa Zembal is chairing the meeting

The committee of the whole is called to order at 6:58 pm

3.0 Consent Agenda & Minutes

MOTION: Moved by Paula Kirman, seconded by Chari Bennie, to accept the agenda for February 13, 2023, with the following changes

MOTION: CARRIED.

MOTION: Moved by Paula Kirman, seconded by Chari Bennie, to accept the minutes for January 10, 2023, as is

MOTION: CARRIED.

4.0 EDI Discussion

- EDI Policies
 - o The board had a discussion on the report and the potential of the creation of an EDI ad-hoc committee of board, staff and volunteers
 - o Concerns were raised around the limited amount of board members and staff
 - o In the meantime, Susan will committee_inviting board, staff and volunteers to participate, possibly starting in March.
- Dissemination of the EDI report to staff
 - o **MOTION:** Moved by Bill Howe, seconded by Paula Kirman, for Susan to share the EDI report as is to the staff
 - o **MOTION: CARRIED.**

ACTION: Susan is going to circulate her questions to the board, and the board will add any questions they want. Staff will also get the chance to add their questions to the list. Then Susan will send the questions to the consultants for a response.

5.0 Executive Director's Monthly Operations Report

ED reported on January 2023 operations and highlighted the Good Neighbour agreement and the GBV partnered project grant that Susan applied for.

QUESTION: Can we get a copy of the COR report?

ANSWER: Yes, we can send out a copy

ACTION: Susan will share a copy of the COR report to Vanessa, Bill and Chari

ACTION: Susan will provide Vanessa and Bill a copy of the ELIP report

QUESTION: Is there an update on the move?

ANSWER: The move is on February 24th, boxes are there, the mail redirect has been done, the movers are hired, etc. Things are going well with the move. We have the lease for our current office space till February 28th. Susan acknowledged all the work that Chloe had done in advance of the move.

6.0 Committee Reports

6.1 Finance Committee

Chari Bennie provided the updates for the Finance Committee and updates for signing cheques electronically.

- What month did we want Carla to come in and present the audit? March or April?
 - In March, the audit will go to the finance committee
 - Decision that Carla will come in April to present to the board
- Susan is going to share the EFT information provided by Carla to Chari and the finance committee

6.2 Executive Committee

Vanessa Zembal provided the updates for the Executive Committee and the ED self-evaluation

6.3 Governance Committee

- Discussion on Mohammed's project
 - Is hoping to work on the strategic plan and research on similar organizations, looking at what they do and how we are compared to them
 - **QUESTION:** How long are you still with us?
 - **ANSWER:** The graduation would be April 4 and the project should be done by then
 - Mohammed will start the project without Katherine for now and report back to Bill at the beginning of March
 - **ACTION:** Susan will share the comparison information with other similar organizations and the environmental scan that was done, to Mohammed

6.4 Membership Committee

Paula Kirman provided the updates for the Membership Committee and the status of looking at membership removal and appeal. Susan will reach out again to other agencies for suggested policy wording and share it with Paula.

7.0 General Discussion

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- 2023 Vital Signs
 - It is the 10-year anniversary of preparing Vital Signs reports, this year's topic will be revising food security
 - There are many more interesting aspects to explore since the first edition was prepared including the impact of the pandemic and EDI.
 - **QUESTION:** When do you decide the topics?
 - **ANSWER:** We try and decide them as close as we can to the end of the previous year
 - **QUESTION:** Is food sovereignty a part of this food security topic?
 - **ANSWER:** It is a good suggestion; we really build off the advisory committee suggested issues and concerns since they are the experts. Susan will suggest food sovereignty when the committee meets.
- ESPC Employee Holidays
 - Upcoming Staff Vacation
 - Susan – March 1, 30, 31
 - Chloe – March 3, 6 – 10
 - Amanda – February 17, March 3, 24 – 28, April 19
- Nonprofit day discussion
 - Vanessa led a discussion on the event and will share the information out to everyone
 - If anyone wants to attend let Vanessa know

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Meeting Adjourned:

MOTION: Moved by Paula Kirman for the meeting to be adjourned at 8:03 pm.
MOTION: CARRIED

Next Meetings

March 14, 2023
 April 11, 2023

May 9, 2023
 AGM (TBD)

June 13, 2023