



edmonton
SOCIAL PLANNING COUNCIL
BOARD MEETING MINUTES
JANUARY 10, 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
Katherine Weaver, Board Director, Vice Chair

Regrets:

Money Mehta, Board Director

Guests:

1.0 Welcome

Vanessa Zembal is chairing the meeting

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

Vanessa Zembal read the ESPC land acknowledgment

2.0 Consent Agenda & Minutes

MOTION: Moved by Paula Kirman, seconded by Bill Howe, to accept the minutes for December 13, 2022, as is

MOTION: CARRIED.

MOTION: Moved by Chari Bennie, seconded by Katherine Weaver, to accept the agenda for January 10, 2023, with the following changes

CHANGES: Addition of the discussion on ESPC payroll changes and removal of the board recruitment updates

MOTION: CARRIED.

3.0 Executive Director's Monthly Operations Report

ED reported on December 2022 operations and the circulation of the EDI draft report to the board

QUESTION: Can you explain more about ELIP and what is going on? What is ESPC's involvement?

ANSWER: The link is provided in the operations report explaining what ELIP is, in December Susan attended one of their events put on by Multicultural Health Brokers and at the meeting, two reports were released (the links to these reports will be shared with Bill once Susan receives them). We are usually more advisory in capacity but if the opportunity arises to get involved, we do.

ED discussed the updates on the lease and office space move. We will take possession of the new office space on February 24th.

A board discussion was held on the EDI report and the process going forward

QUESTION: Can we add a discussion of the EDI report to the February agenda?

ANSWER: Yes, it will be added to the agenda, if we need any clarification from Tanya and Evelyn, we can do that. Susan will advise the consultants that the board is reviewing the report and feedback and questions will come in February.

QUESTION: Will ESPC be charged extra by the consultants to have them answer board feedback and questions?

ANSWER: From our understanding, no there would not be any extra fees

ACTION: Board will choose how to disseminate the EDI report with staff

4.0 Committee Reports

4.1 Finance Committee

Chari Bennie provided the updates for the Finance Committee.

- Signing Authority Policy draft
 - No feedback on the policy was received after the last meeting

- If no more feedback is received, the policy will be forwarded to the governance committee for review
- **QUESTION:** Is this still in draft form or is it approved?
- **ANSWER:** It is going to the governance committee and then will come back to the board to get approved

4.2 Executive Committee

Vanessa Zembal provided the updates for the Executive Committee.

The chair was passed from Vanessa Zembal to Katherine Weaver at 6:47 pm

- 2022-23 Terms of Reference
 - A couple of small edits were made in terms of organizing and wording
- Committee Work Plan
 - A meeting with the executive committee will be held soon
 - **MOTION:** Motioned by Vanessa Zembal, seconded by Paula Kirman for the board of directors to approve the 2022-23 terms of reference and committee work plan as presented
 - **MOTION: CARRIED.**

The chair was passed from Katherine Weaver to Vanessa Zembal at 6:49 pm

4.3 Governance Committee

Katherine Weaver provided the updates for the Governance Committee and the planned work ahead

- Governance Committee members
 - Katherine discussed the need for member recruitment in the Governance Committee.
- Discussion was held on what should be handled first, policy or strategic planning
- **ACTION:** Katherine will send out the previous work done on the background surrounding policy
- **MOTION:** Motioned by Katherine Weaver, seconded by Bill Howe that the governance committee is authorized to work with administration to promote committee recruitment
- **MOTION: CARRIED.**

4.4 Membership Committee

Paula Kirman provided the updates for the Membership Committee and the main task for drafting a policy for the board

A board discussion was held on Mohammed's project and involvement with the committees

5.0 General Discussion

- ESPC Payroll Changes
 - Susan updated the board on the payroll changes that are currently happening
 - **QUESTION:** Why are they certified cheques and not bank drafts?
 - **ANSWER:** It might be a bank draft, the bank explained this process is as good as cash
 - Discussion was held on the bylaw wording around board signatures (article 8.1, 8.2 and 8.3) and the potential issues surrounding 8.3
 - **QUESTION:** When are we getting the certified cheques?
 - **ANSWER:** The directive was on Monday and there is a meeting tomorrow at noon for the certified cheques to be picked up
 - Board discussed concerns with surrounding limited signatures with the EFT process
 - **MOTION:** Motioned by Katherine Weaver, seconded by Chari Bennie, that the board authorizes anyone of the current board authorities on cheques to sign authorized cheques for this upcoming payroll
 - **MOTION: CARRIED.**
 - **ACTION:** Addition to the staff letter that if the certified cheque gets held, it could be a banking issue of the staff, not the Edmonton Social Planning Council
 - Bill has left the meeting at 7:56pm
- February Board Meeting
 - The February board meeting will be held on February 13th rather than the 14th

Meeting Adjourned:

Meeting adjourned at 8:03 pm.

Next Meetings

February 13, 2023

March 14, 2023

April 11, 2023

May 9, 2023

AGM (TBD)

June 13, 2023