

Attendees:

Susan Morrissey, Executive Director
Chloe Heiland-Booth, Recording Secretary
Vanessa Zembal, Board Director, Chair
Katherine Weaver, Board Director, Vice Chair
Chari Bennie, Board Director, Treasurer/Secretary

Bill Howe, Board Director
Denise Kirk, Board Director
Archana Chandry, Board Director

Regrets:

Money Mehta, Board Director
Paula Kirman, Board Director

Guests:

Mohammed Alghamdy, Board Intern
Judy Barry, United Way

1.0 Welcome

Vanessa Zembal is chairing the meeting

The committee of the whole is called to order at 6:07 pm

The board took a minute to reflect on their own land acknowledgment

2.0 United Way Presentation

Judy Barry presented on the United Way and ESPC's campaign

3.0 Consent Agenda & Minutes

MOTION: Moved by Denise Kirk, seconded by Chari Bennie, to accept the minutes for October 11, 2022, with the following changes

CHANGES: Adding the new officer titles and the removal of "e" in Kirk

MOTION: CARRIED.

MOTION: Moved by Katherine Weaver, seconded by Denise Kirk, to accept the agenda for November 8, 2022, as is

MOTION: CARRIED.

4.0 Executive Director's Monthly Operations Report

ED reported on October 2022 operations, explaining the operations report, and sharing updates on projects

Discussion was held on the Edmonton Vital Signs and the Vital Signs from other cities. Susan brought up the launch which can be accessed in person and virtually

QUESTION: Do you need school trustees to get Vital Signs into schools?

ANSWER: Usually trustees don't get into curriculum, but they could be a good advocate.

QUESTION: What is the status of finding an accessible office?

ANSWER: At the bottom of the budget, there is a moving fee associated with moving. We have found a space that is comparable in price and space. We currently have 3 deals that have been signed conditionally, one of which we will accept.

Discussion was held on the op-ed piece that was written on the municipal census. Susan mentioned the feedback received about the published piece in the journal.

Susan provided updates on the Bottle Drive and details on the upcoming Bake Sale

5.0 Committee Reports

5.1 Finance Committee

Chari provided the updates for the Finance Committee

- Q2 2022 Financials for approval
 - **MOTION:** Moved by Chari Bennie, seconded by Katherine Weaver, to approve the Q2 2022 financial statements as presented
 - **QUESTION:** Was there anything unusual about the Q2 financials?

- **ANSWER:** There wasn't anything unusual, there was a surplus but when you look at the third quarter there is a deficit. It is about how we are moving money from the deferred account.
- Discussion was held on the Q2 financial statements
- **MOTION:** CARRIED.
- Q3 Financial Statements for Discussion
 - Discussion was held on the Q3 financial statements and the separation of ALWN from our accounts
 - **QUESTION:** Why do we separate out the project budgets?
 - **ANSWER:** It is required for us to separate it out for recording the staff wages in each project, Carla requires it to be separated out.
 - **QUESTION:** Is there a way to label non project wages?
 - **ANSWER:** Yes, we can work to display it better using a percentage of the project work
 - **ACTION:** Denise will connect with Susan regarding displaying financials to the board
 - **MOTION:** Moved by Chari Bennie, seconded by Denise Kirk, to approve the Q3 2022 financial statements as presented
 - **MOTION:** CARRIED.
- Discussion of Bylaw 8.3 regarding Board involvement in signing of contracts and bank investments
 - Katherine discussed the need to create an interim policy
 - This will be moved to the December 13th meeting, the finance committee will create a draft policy

Bill Howe and Archana Chandry left the meeting at 8:00 pm, the meeting still has quorum
- 2023 DRAFT Budget for discussion
 - A revised budget will be presented at the December meeting
 - Susan led a discussion on the 2023 budget and the differentials between 2022 and 2023
 - **QUESTION:** What is the general revenue?
 - **ANSWER:** It is made up of contributions from United Way donations, casino-recognized revenue, community investment operating grant, FCSS funding, ECF funding.
 - **QUESTION:** If we get all of the project revenue that is inputted and get all the grants we have applied for/continue to have, the rent is comparable as to what we currently have, plus more positives. Do we want to take on the costs of moving or not? Should we pursue signing the deal to move or not?
 - **ANSWER:** Yes, that is the preferred option – conclusion from the board
 - **MOTION:** Moved by Katherine Weaver, seconded by Denise Kirk, for ESPC to move its offices to an accessible location
 - **QUESTION:** Who signs contracts?
 - **ANSWER:** if the board approves the motion on the floor, it provides the ED with direction, the actual decision belongs to the ED. It belongs to the parameters; this would be an operational decision.
 - **MOTION:** CARRIED.
 - **MOTION:** Moved by Katherine Weaver, seconded by Vanessa Zembal, that the board directs the executive director to complete the rental agreement for the premise she described at Compass Place 10050 112 St NW, Edmonton, AB
 - **MOTION:** CARRIED.

5.2 Governance Committee

- Governance report
 - Katherine discussed a few highlights from the report and board member recruitment
 - A board discussion was held on board recruitment

Meeting Adjourned:

MOTION: Moved by Vanessa Zembal, seconded by Denise Kirk for the meeting to be adjourned at 8:52 pm.
MOTION: CARRIED

Next Meetings

December 13, 2022
January 10, 2023
February 14, 2023

March 14, 2023
April 11, 2023
May 9, 2023

AGM (TBD)
June 13, 2023