



BOARD MEETING MINUTES
JANUARY 9, 2024 (ONLINE)
06:00 - 08:00 pm

ATTENDEES

Archana Chaudhry - Board Director

Bill Howe – Board Director

Chari Bennie – Board Director, Treasurer/Secretary

Christopher Batdorf - Board Director

Janell Uden – Research Services and Capacity Building Coordinator

Leticia Rodrigues Ribeiro – Executive Assistant/Minute Taker

Ramona Blacklock - guest

Susan Morrissey - Executive Director

Vanessa Zembal - Board Director, Chair

1.0 Welcome and introductions

Vanessa Zembal is chairing the meeting.

The committee of the whole is called to order at 6:00 pm

Each participant in the meeting introduced themselves.

2.0 Consent Agenda & Minutes

Vanessa requested the addition of Christopher's inclusion on the board of directors to be included in the agenda for this meeting.

QUESTION: Is the approval of a new board member subject to the approval of an Annual General Meeting (AGM)?

SUSAN'S ANSWER: According to our bylaws, if the number of board members falls below the required minimum, the board may appoint interim members to the organization at any time. However, the interim members will be officially appointed at the next Annual General Meeting. So, Christopher and Ramona, if you're interested, you can join the board, but your official terms won't begin until the Annual General Meeting. After that, we'll start counting how many years you have been on the board.

MOTION: Moved by Bill, seconded by Chari Bennie to accept Christopher Batdorf as a new board member. **CARRIED**

MOTION: Moved by Vanessa to approve the minutes from January 9, 2024. CARRIED.

3.0 Executive Director's Monthly Operations Report

- Operations report from December for presentation and questions.

QUESTION: What is the role of the ESPC within the EPE, particularly in the context of the End Poverty Edmonton Group?

SUSAN'S ANSWER: I serve as a representative in the Stewardship Round Table, a guiding group of individuals. Our operational perspective is like that of a Board of Directors. I have held this role for nearly four years. It's a decision-making position, although we don't approve budgets.

QUESTION: And how often do you meet?

QUESTION: Usually I think we're meeting quarterly.

- Susan mentioned that ESPC plans to start publishing the Poverty Profile project every two years. She and the staff have already initiated discussions on integrating aspects of Equity, Diversity, and Inclusion (EDI) into the interpretation of the data collection.

QUESTION: What is campaign 2000?

SUSAN'S ANSWER: It is the national group that examines and advocates to tackle child poverty. In the year 2000, there was a unanimous decision by all levels of government and political parties that we needed to eradicate child poverty. This led to the adoption of the name. We produce an Alberta Child Report Card as part of the work carried out by Campaign 2000.

4.0 Business Arising

- **Monthly Financial Reconciliation Reports to Chari**

Leticia forwarded the bank reconciliations for January to August, and October to December to Chari for review and approval. Chari is handling the processing, which is expected to be completed by the end of January.

ACTION: The reconciliation for September will be shared with Chari once any discrepancies are resolved.

- **ESPC Credit Card update**

Susan has reached out to ATB, and she is currently in the process of scheduling meetings with them either this week or the next. She is considering transferring all the organization's banking services away from BMO due to several issues, but most recently the inability to establish the

Alberta Living Wage Network Bank account. Susan has been attempting to do this for the past six months without success with BMO. Susan will provide the board with a comparison of ATB and Servus Credit Union for information once she has completed her meetings.

5.0 Committee Reports

Finance Committee

QUESTION: Do we have a quarter three financial update yet?

SUSAN'S ANSWER: No, unfortunately, we simply did not have the opportunity to do that, but I should be able to provide you with something. I will tentatively aim to have it ready for the February meeting.

Executive Committee

- **Board recruitment update.**

ACTION: Vanessa is tasked with sending the new application form to Susan for inclusion on the website. The recruitment of new board members will also be announced through social media and e-blast. Current ESPC members will also be informed about this recruitment process.

6.0 General Discussion

- **SHAREPOINT:**

VANESSA'S QUESTION: Could all board members have access to Sharepoint where the board's files on board matters are saved?

SUSAN'S ANSWER: I have shared my calendar with you all and Leticia will give you all access to SharePoint from their personal email address. If any of you have any problems, please let her know.

- **SUSAN'S VACATION**

The date of the next meeting will have to be changed, as Susan will be on vacation. The board members will decide together which date works best for everyone.

- **STRATEGIC PLANNING SESSION**

ACTION: Vanessa will send an e-mail to the board members to check if they will be available on March 16th from about 9:00 to 4:00 for the Strategic Planning session.

- **CASINO EVENT**

Susan confirmed that Vanessa will serve as the chairperson for the casino event scheduled for June 3rd and 4th at the Starlight Casino.

- **In camera: ED Review**

No comments.

7.0 Meeting Adjourned

Motion to adjourn the meeting at 8:00 pm. CARRIED.