

ATTENDEES

Bill Howe – Board Director

Chari Bennie – Board Director, Treasurer/Secretary

Leticia Rodrigues Ribeiro – Executive Assistant/Minute Taker

Sydney Sheloff – Strategic Research Coordinator

Susan Morrissey - Executive Director

Vanessa Zembal - Board Director, Chair

REGRETS

Archana Chaudhry - Board Director

1.0 Welcome

Vanessa called the meeting to order at 5:30 pm, but for technical reasons, the meeting started at around 6:00 pm

2.0 Consent Agenda & Minutes.

MOTION: moved by Vanessa to accept the minutes meeting for October 10, 2023, as is. CARRIED.

MOTION: moved by Vanessa to include an update about the credit card and the living wage bank account. CARRIED.

3.0 Executive Director's Monthly Operations Report

QUESTION: How did the Vital Signs launch unfold?

SUSAN'S ANSWER: We had approximately the same number of participants, whether it was online or in person. However, we had fewer people in person compared to previous years. The media coverage was excellent. This year, I handled the event myself, but the Edmonton Journal still featured it and conducted an interview with me and my co-chair at the Community Foundation. They also wrote a separate article, which is now available on our website. We received good feedback.

ACTION: Susan will share more information about this topic with Bill.

QUESTION: What led Leticia to send letters to members and non-members?

SUSAN'S ANSWER: Leticia has been learning various aspects of her position, including membership management in the database. During this process, she discovered that some renewal letters were not sent out due to a time gap between Chloe finishing her role and Leticia starting hers.

- **General discussion**

Following Sydney's presentation on the *Living Wage*, she and Susan addressed inquiries pertaining to the subject.

QUESTION: What other leveraging do we have available to us to make use of this data?

SYDNEY'S ANSWER: There are two big advocacy levers. The main goal of the network is to find certified employers and give them the tools that they need to become living wage employers and encourage more employers to pay their employees a living wage. However, a certain point to put all that onus on employers is not fair because sometimes they are not able to pay the living wage to all employees for instance in Canmore where the LW is almost \$40.00. The other lever is policy advocacy and putting in those advocated for. The living wage becomes kind of hard proof of the impacts that governments decisions about benefits have on families.

QUESTION: Is anyone on that network looking at what other research can we get? I mean, putting side-by-side strings of data about how the living wage is correlated to other topics like the overall unemployment insurance, homelessness, and use of the Food Bank?

SYDNEY'S ANSWER: It might be a little hard to do any kind of time-based correlational data just because the Living Wage methodology has changed a bit since we joined a network. So we can't necessarily say that changes over time are 100% due. However, considering that the living wage calculation takes into account the cost of transportation too, in cities where there is not a robust transit system, such as Stony Plain, the living wage is quite a bit higher.

SUSAN'S COMMENT: Even though the Food Bank doesn't get money from the government, it is possible to make a connection between food insecurity and people's wages. Currently, the Food Bank is feeding beyond 37,000 people a month.

4.0 Business Arising

- **Vacation Payable Policy Wording**

Leticia inquired with Alberta Labour Standards regarding vacation policies. The response, which Susan articulated to the board members, is as follows: *"Employers must give employees their annual vacation in one unbroken period no later than 12 months after an employee becomes entitled to it. If an employee requests in writing, the employer may provide vacation in two or more periods, so long as each vacation period is at least one day long. If an employer and an employee are unable to agree on a mutually satisfactory date to start the employee's annual vacation, the employer must give the employee at least 2 weeks' written notice of the date on which the employee's annual vacation is to start, and the employee MUST take the vacation at that time. Any vacation entitlements provided by the Employment Standards Code are never subject to a "use it or lose it" policy. As noted above, it is the employer's responsibility to ensure the employee receives both their vacation pay and vacation time within the year*

after it was earned. In the event the employee does not receive their vacation pay and time within the year after which it was earned, the employer must arrange for the employee to do so as soon as is reasonable."

Susan and Vanessa agreed to consider the last days of each year as vacation days taken. Currently, employees are paid for these days because the office is closed.

- **Monthly Financial Reconciliation Reports to Chari**

Regarding the credit card, ESPC, being a nonprofit organization, does not meet the criteria for a business. Nevertheless, Susan will undertake further inquiries with ATB Financial to ascertain whether credit unions may prove more amenable to facilitating the acquisition of a suitable card.

5.0 Committee Reports

- **2024 Operating Budget**

Susan presented three budgets to all the board members. The first budget was for the year 2024, while the other two were for the year 2023. One of the budgets for 2023 had already been approved, while the other had undergone some changes. Susan highlighted that certain costs had been reduced, such as the cost of renting printers, which had seen a 40% reduction from last year to this year.

In addition, she commented that perhaps the cost of renting Compass Place will increase because this building will have another owner as of December 15 this year, when all current leases become null and void and all tenants will have to renegotiate a new lease.

QUESTION: What is the typical expense for a casino?

SUSAN'S ANSWER: Normally, the casino expenses are covered by the proceeds. As a consequence, it doesn't cost us anything.

QUESTION: Why is the estimated budget for the donations and fundraising received set at \$8,000?

SUSAN'S ANSWER: Yes, because that's we might do some sort of a fundraising kind of activity event fundraising.

- **Board recruitment update**

This topic will be discussed at the January meeting.

6.0 General Discussion

- **December ESPC social**

This matter will be discussed between Vanessa, Susan and Leticia by e-mail.

- **In camera: ED Review**

This matter will be discussed at the next meeting.

7.0 Meeting Adjourned

Motion to adjourn the meeting at 8:26 pm. CARRIED.