

ATTENDEES
<b>Archana Chaudhry</b> - Board Director
<b>Bill Howe</b> - Board Director
<b>Chari Bennie</b> – Board Director, Treasurer/Secretary
<b>Janell Uden</b> – Research Services and Capacity Building Coordinator.
<b>Susanne Urbina</b> – Capacity Support Assistant
<b>Leticia Rodrigues Ribeiro</b> - Executive Assistant/Minute Taker
<b>Noelle Jaipaul</b> - Guest
<b>Susan Morrissey</b> - Executive Director
<b>Susanne Urbina</b> – Capacity Support Assistant
<b>Vanessa Zembal</b> - Board Director, Chair

### 1.0 Welcome

Vanessa called the meeting to order at 6:00 pm.

### 2.0 Consent Agenda & Minutes.

MOTION: moved by Archana and seconded by Bill to accept the agenda the minutes for September 11, 2023 with the following amendment: Susan will investigate and report back on getting a company credit card for E.S.P.C. at the November meeting.

### Meet the New Staff

Janell, Susanne, and the Board Members introduced themselves.

### 3.0 Executive Director's Monthly Operations Report.

Susan provided a verbal update on the monthly operation plan with the following highlighted forms:

- **United Way campaign**

Susan informed the board members that the staff has decided to host a bake sale for the United Way Campaign this year. The bake sale will tentatively take place on November 23 in the boardroom of the Compass Place. She invited the board members to make financial donations to this campaign, baking for E.S.P.C. and/or bringing as many of your staff as they want to come.

- **Zoning bylaw review**

Susan said that Brett Lambert, the Research Officer from E.S.P.C., will write an opinion editorial for possible inclusion in the Edmonton Journal. According to Susan, this article will show the positive and negative perspectives on the rezoning bylaw debate.

- **Community Matters newsletter**

Vanessa's question: What will the next topic be for Community Matters?

Susan's answer: Social safety net is going to be the December topic. Janell is responsible for overseeing and coordinating submissions both from staff, volunteers and agencies.

- **Living Wage**

Bill was interested in talking to Sydney Shelof, the Strategic Research Coordinator from E.S.P.C., about the methodology that is being used in the Living Wage project.

ACTION: Susan will invite her to attend the next board meeting and also send the ALWN Progress Report to the board for information.

- **General updates**

Archana suggested to Susan that she should begin sharing her new initiatives and other reports and projects with the board members at a specific time each month instead of verbally adding at the meeting. This will allow for a more accurate record of activities discussed.

Bill expressed that it would be helpful to know about upcoming events, like the United Way campaign, so that he doesn't miss out on opportunities to participate in other activities.

ACTION: Susan will adjust her monthly operations reporting.

#### **4.0 Business Arising**

- **Vacation Payable Policy Wording**

After reading aloud the current vacation policy and the draft wording, Susan commented that she has found on a number of legal sites in Alberta that employers in Canada can decide when the employees take their vacation time, but they cannot make staff forfeit vacation already earned. According to Archana's opinion, employers have the right to mandate that their employees take holidays. However, if the workers choose not to take them, the employer cannot pay them in lieu of the holidays. Additionally, she disagrees with automatically allowing employees to carry over one week of vacation time from one calendar year to the next.

ACTION: Archana will contact a professional HR representative to inquire about the topic and provide Susan with an update. This topic will be revisited at the next board meeting.

- **Requested Letter of Resignation from Katherine Weaver**

Vanessa emailed Katherine to confirm her resignation but questioned if this needs a formal motion in the minutes.

Susan mentioned that the minutes, which serve as the official record of what happens at board meetings, indicate that Katherine is no longer participating in the board meetings.

ACTION: After reading clause 4.14 of the bylaw, Vanessa decided to call a Special Meeting to remove Katherine from the board. This meeting will likely take place before the November board meeting.

- **Monthly Financial Reconciliation Reports**

There are some past monthly bank reconciliations that have not been co-signed off by the Treasurer. Our auditor has indicated in the past that good practice to have the second set of eyes sign off. As the auditor did not find any discrepancies on the bank reconciliation from the previous years when she completed the year end audit, Susan suggested that Chari sign and comment on the financial statements starting in 2023 before the annual audit. Vanessa agreed with her proposal.

ACTION: As a follow-up, Susan will send an email to Carla to seek her opinion on whether E.S.P.C. should catch up the financial statements from the last years

### **Board applications forwarded to the Executive Committee**

Vanessa has confirmed that Susan forwarded two board applications to her.

ACTION: Vanessa will send Susan the newest Board Member application form for the website.

## **5.0 Committee Reports**

### Finance Committee

- **General Updates**

After clarifying the balance sheet section by section for Q2 balance sheet as at 06/30/2023, Susan answered questions regarding current assets.

*Vanessa's question: Are we still paying the moving costs?*

Susan's answer: No, we weren't paying them, but there were delays in receiving and paying bills. Q3 report will provide the full cost of the move.

MOTION: moved by Vanessa for Susan to break out the cost of the move in the next financial balances. CARRIED

*Archana's question: What are penalty costs of \$295.75?*

Susan's answer: That's basically when we haven't been able to pay the MasterCard on time because there is a delay in getting the second signature.

Next, Archanna suggested that Susan send an email to the group, warning them about the approaching deadline for cheque signatures and the possible penalties for not complying.

*Archana's question: Can you convert any Air Miles earned on the purchased into cash to pay these kinds of penalties?* It could help to pay down any late fee penalties.

ACTION: Susan will investigate the use of air miles.

*Archana's question: Do we have PayPal service?*

Susan's answer: We have PayPal.

*Vanessa's question: What is the due date for the credit card?*

Susan's answer: October due date was Oct. 23.

*Vanessa's question: Where did the endowment contribution of \$1000 come from?*

Susan's answer: This amount was donated by someone who wishes to maintain anonymous.

*Archana's question: Why do we have an expense line for photocopies?*

Susan's answer: ESPC leases our multifunction printer (emails, scanning capabilities) In our lease agreement the cost of maintenance and toner is included. We are required to pay for print costs. Every time we renewed the lease, we were able to negotiate a better rate which allows us to have high-quality equipment to do our own in-house printing of documents.

ACTION: Susan will ask Leticia to conduct a cost analysis to determine if E.S.P.C. should end the lease and purchase a printer.

- **Q2 - 2023 Financials Review/Approval**

MOTION: To approve the Q2-2023 financials.

CARRIED

Archana requested that Susan breakdown every financial line item for the Q3 financials to ensure the allocations are correct.

- **Executive Committee (General Updates and Board recruitment update)**

ACTION: Vanessa will share with Susan the newest application form that should be uploaded on the E.S.P.C. website.

- **Board recruitment update**

MOTION: Bill and Vanessa to appoint Noelle Jaipaul to the board.

CARRIED

ACTION: Vanessa will invite her to join the board.

No Further Business.

## **6.0 Meeting Adjourned**

MOTION: to adjourn the meeting by Vanessa Z. at 08:43 pm.