



**BOARD MEETING MINUTES
MARCH 12, 2024 (ONLINE)
06:00 - 08:20 pm**

ATTENDEES

Archana Chaudhry - Board Director

Bill Howe – Board Director

Carla Walker – guest

Chari Bennie – Board Director, Treasurer/Secretary

Christopher Batdorf - Board Director

Leticia Rodrigues Ribeiro – Executive Assistant/Minute Taker

Ramona Blacklock - guest

Susan Morrissey - Executive Director

Vanessa Zembal - Board Director, Chair

ABSENTEES

Ramona Blacklock - Board Director

Carla Walker, representing Peterson Walker LPP, Chartered Professional Accountants, made a presentation of the financial statements for the year 2023, seeking approval from the board.

The financial statements were not approved by the board members because the file presented by Susan lacked accurate information. Also, Carla will include the deferred note reference #4 on the statement of financial position and correcting the name for Muttart Foundation in note 4 on financial statements, as requested by Vanessa. Following this, Leticia will ensure that the correct Financial Statements file, incorporating Carla's modifications, is forwarded to the board members tomorrow morning.

1.0 Welcome and introductions

Vanessa called to order at 6:51 pm.

2.0 Consent Agenda

Vanessa requested to include on the agenda a discussion about organizing another meeting regarding The Alberta Living Wage Network.

Susan requested to include the United Way application on the agenda, as she needs to obtain a second signature on a form. Also, considering the upcoming deadline on March 21st, at Vanessa requested, the Executive Director will send a draft of three proposals to the board members on March 15th, who will provide their feedback by the 18th.

MOTION: carried by Bill. Seconded by Archana to adopt February 06, 2024, minutes from the board meeting and the updated agenda. CARRIED.

3.0 Executive Director's Monthly Operations Report (Susan Morrissey)

Archana's question: Could you please include the exact dates that ESPC activities go on in the upcoming Operations Report?

Susan's answer: Of course, I will start doing that.

Archana's QUESTION: Are there any outcomes from your meetings with End Poverty Edmonton (EPE)?

Susan's answer: I'll just follow up on my participation in the restructuring of EPE. We haven't had a meeting since then, and the next one isn't until mid-March.

Archana's question: Are we hiring a bookkeeper?

Susan's answer: What you might have heard is that I've had a discussion with the Alberta Living Wage Network. They will subcontract our bookkeeper specifically for their financials and books and continue to utilize Simply Accounting as we remain the financial agent. However, this work will not be conducted during ESPC hours.

Archana's question: Could you provide further details about *State of Immigration and Settlement (SIS) Year Two Report to City of Edmonton*? Does ESPC participate in this annually?

The draft for the third-year report is currently in progress, involving the entire committee, and we are awaiting a date for a presentation to the City Council. I am uncertain about my participation in this presentation, as it is a decision left to the committee. Whether I am part of the delegation for the upcoming year will depend on the content of the yearly report. For example, we presented as part of the delegation in the first year, but not in the second year. Currently, we are finalizing this year's report with the writers. Whether I will be part of the delegation next year will be determined soon, and I will inform you all if I am selected. If I have the details beforehand, I will certainly share them with you.

Vanessa's question: Is there any way for us to receive links to the activities that the staff is involved in the media, such as Sydney's interview for CBC?

Susan's answer: Leticia has recently updated the website with the links to our most recent press engagements.

Christopher's question: It would be feasible to consider storing operational EDS or presentations in a shared Dropbox folder, allowing the board members to review them before they are made public?

Susan's answer: I want to clarify that there might be instances where we are unable to send the reports or operational plans to you beforehand, as we often do not know the exact day they will be posted. However, we will ensure that all other relevant materials are shared with you all.

4.0 Business Arising

- Strategic Planning Documents to Vanessa

Vanessa said that she has communicated all about the Strategic Planning Documents via e-mail.

Susan thanked Vanessa for her leadership in the strategic planning process, acknowledging that everything Vanessa has shared has been exemplary and fantastic, including the [ESPC's Pre-Strategic Planning Foundational Statements Feedback](#) and the [Mural Online Collaboration](#). Vanessa mentioned that Bill has also made contributions to the process. Therefore, Susan extended her congratulations to both Vanessa and Bill.

- Casino Update

Susan mentioned that while many positions have been filled, the challenge lies in finding individuals to fill key positions for the evening shifts on both nights. She also suggested seeking assistance from casino angels through the advisor, but she prefers to do so closer to the end, as backup options are also needed. Therefore, in order to ensure that ESPC has the appropriate number of positions filled, she requested that directors reach out to Leticia or Susanne if they knew anyone willing to volunteer for the Casino.

ACTION: Leticia will provide Susanne with the membership contact list, and Susanne will extend invitations to the members for the Casino Fundraiser.

- **Board Recruitment updates.**

- Application on website

Vanessa's question: Has the task of publicizing the board recruitment been completed?

Leticia's answer: This task is completed once I promoted the board recruitment on LinkedIn and social media like Facebook and Instagram.

Board attending Volunteer Meetings

Vanessa's question: Could you provide some general information about the Volunteer Meetings, since I haven't received any invitation to them?

Susan's answer: Suzanne doesn't hold meetings with the volunteers frequently, but she is aware that she needs to invite all members of the board in advance.

- Confidentiality agreement signed and returned to the office.

Vanessa reminded the other board members to send the Confidentiality Agreement to Leticia, which had been provided in the information packet distributed for the February meeting.

- Board Binder revisions – Leticia/Susan and Vanessa

Vanessa mentioned that both she and Leticia successfully navigated some challenges regarding SharePoint, enabling her to gain access to, for instance, the board binder folder. However, upon checking, she noticed no updates in this folder. Susan then replied that the board hadn't been reviewed for at least the past two weeks.

ACTION: The review of the board binder and the creation / setup of ESPC email accounts for board members will be completed by mid-May.

5.0 Committee Reports

- **Finance Committee**
- General Updates

ACTION: Susan will present the Q4 2023 financials and financial statements for review and approval at the April meeting.

- 2023 Q3 Financial report for review and approval

This topic will be discussed at April's meeting.

- AGLC yearly Financial Report deadline

Susan said that she needed to establish a date for Vanessa and Chari sign off the AGLC Financial Report. She will ask Lili if she is able to complete this report and send it to the board members by March 15th.

- **Executive Committee**
- General Updates

Vanessa decided to discuss the Alberta Living Wage Network at the next board meeting.

Susan requested to include a credit card update on the agenda for the upcoming board meeting.

- AGM planning: Date, time, location confirmed.

The AGM will take place on May 28th, 2024.

Leticia commented that she reached out to the Food Bank to inquire about the availability of using their Annex for the AGM. They approved our use of this space if we provided a Certificate of Insurance. She has already contacted our insurance company and am awaiting their response.

- Board reports for annual report deadline.

Susan will send Vanessa a poll to determine a meeting day, aiming to schedule a session where potential changes to the content of the Annual Report could be discussed by them.

- Guest Speaker

Susan's question: Would you all like to contact potential guest speakers or take the responsibility to be a speaker as an opportunity for engagement and to be involved in the AGM a little bit further?

Vanessa's answer: I will resend an email to somebody who could come up with a guest speaker.

Bill's answer: I think we can throw some names forward.

Governance Committee (Vacant)

- General Updates

No comments.

Membership Committee (Vacant)

- General Update

No comments.

General Discussion

- In camera: ED Review

No comments.

7.0 Meeting Adjourned

Vanessa adjourned the meeting at 8:20. No seconder required.

Next Meetings

April 6, 2024

May 14, 2024