



**BOARD MEETING MINUTES  
APRIL 09, 2024 (ONLINE)  
06:04 - 08:22 pm**

**ATTENDEES**

**Archana Chaudhry** - Board Director

**Bill Howe** – Board Director

**Chari Bennie** – Board Director, Treasurer/Secretary

**Leticia Rodrigues Ribeiro** – Executive Assistant/Minute Taker

**Ramona Blacklock** – Board Director

**Susan Morrissey** - Executive Director

**Vanessa Zembal** - Board Director, Chair

**ABSENTEES**

**Christopher Batdorf** - Board Director

**1.0 Welcome and introductions.**

Vanessa called to order at 6:04 pm.

**2.0 Consent Agenda**

**MOTION:** carried by Chari. Seconded by Bill to adopt March 12, 2024, minutes from the board meeting and the agenda. CARRIED.

**ACTIONS:**

- Ramona will take down actions during board meetings, review at the end of the board meeting, email out to the board within 1 week of the meeting.
- Susan will add, as a recurring agenda item, for Ramona to review the actions assigned during the prior board meeting.

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

ACTION: SUSAN

Susan will follow up on the operational report regarding the PUF project (FCSS funded capacity building project) for the establishment of a potential new steering committee and for new funding sources to continue with this work.

**4.0 Business Arising**

- Strategic plans debrief and next steps

ACTIONS:

- Vanessa will email out to the board and Susan the documents from the Strategic Planning meeting from Marissa.
- Bill will complete edits on values, mission, and vision statements, based on the work started during the Strategic planning meeting and upload edited work onto a Google doc for board members and staff to edit.

- AGM update

ACTIONS:

- Susan will send out AGM package to the membership by mail or email for May 7, 2024.
- Susan or Leticia will speak to the new building owner regarding borrowing extra chairs for the AGM.
- Susan will reach out to Yvonne Chiu to speak at this year's AGM, emailing out to the board the results.
- Susan and Vanessa will complete the Annual report by April 26, 2024, including board subcommittee reports/operations content.

- 

ESPC Bank Accounts update

MOTIONS:

1) Moved by Bill Howe, seconded by Ramona Blacklock to initiate the process of cancellation of ESPC existing banking services with Bank of Montreal (BMO). CARRIED

2) Moved by Ramona Blacklock, seconded by Bill Howe to approve the adoption of ATB Financial as our new banking partner with the following banking products: 1 Chequing Account – General ESPC Account; 1 Chequing Account – ESPC Casino Account; 1 Chequing Account - Alberta Living Wage Network, and 1 Savings Account – ESPC. CARRIED

3) Moved by Ramona Blacklock, seconded by Chari Bennie To approve the issuance of ESPC credit cards to the following individuals: Susan Morrissey, Executive Director ESPC, credit limit: \$5,000.00 and Leticia Rodrigues Ribeiro, Executive Assistant, credit limit: \$300.00. CARRIED

4) Moved by Ramona Blacklock, seconded by Chari Bennie To establish that signing authority requires two of the following individuals to sign: Vanessa Zembal, ESPC Chairperson; Bill Howe, ESPC Director; Charlotte Bennie, ESPC Treasurer, and Susan Morrissey, Executive Director. CARRIED

ACTION:

- Susan will add new signing authority to June's agenda.

- Casino Update

ACTION: Susan will adjust the Electronic Funds Transfer (EFT) Request form and Terry Myles' application form and resubmit them.

## **5.0 Committee Reports**

### **Finance Committee**

- 

General Updates

ACTION: The Financial Committee will revisit ED spending limits, possibly increase.

- 2023 Q3 Financial report for review and approval

MOTION: Moved by Chari Bennie, seconded by Ramona Blacklock to approve the financial statements presented. CARRIED.

ACTION: Leticia will add Chari and Vanessa's e-signatures to the approved 2023 Financial statements.

- Q4 2023 financials for review and approval

The board postponed the approval of Q4 2023 until May 2024 because they requested Susan to take the following actions.

ACTIONS:

.

- Susan will report on how the 2023 surplus will be allocated during the May meeting.
- Susan will add budget comparison to the financial statement for Q3 and Q4 reports.

### **Executive Committee**

- 

Alberta Living Wage Network

This topic will be discussed by email.

- 

Bylaw changes process and requirements

This topic will be discussed by email.

### **General Discussion**

- Fundraising Update – Vanessa

ACTION: Susan will add fundraising update onto the May agenda

- In camera: ED Review

This topic was not covered during this meeting.

### **6.0 Meeting Adjourned**

Vanessa adjourned the meeting at 8:22. No seconder required.

### **Next Meeting**

**May 14,2024**