



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

ATTENDEES

Bill Howe – Board Director

Christopher Batdorf - Board Director

Leticia Rodrigues Ribeiro – Executive Assistant/Minute Taker

Ramona Blacklock – Board Director

Vanessa Zembal - Board Director, Chair

ABSENTEES

Archana Chaudhry - Board Director

Chari Bennie – Board Director, Treasurer/Secretary

Susan Morrissey - Executive Director

1.0 Welcome and introductions.

Vanessa called to order at 6:06 pm.

2.0. Presentation

Sydney Sheloff, the ESPC Strategic Research Coordinator, made a presentation about the Good Neighbor Report.

3.0 Consent Agenda

MOTION: carried by Ramona. Seconded by Christoher to adopt April 9, 2024, minutes from the board meeting and the agenda. CARRIED.

4.0 Executive Director’s Monthly Operations Report

PUF Project Follow up

Since Susan did not attend this meeting, the operational report follow-up was tabled until the next meeting, when she and the board members will discuss 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.

5.0 Business Arising

ACTIONS:

- Ramona will COLA policy for the HR Policy & Procedures
- Bill will complete edits on values, mission, and vision statements, based off of the work started during the Strategic planning meeting. Upload edited work onto a google doc for board members and staff to edit.

6.0 Committee Reports

Finance Committee

• General Updates

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

- 2023 Surplus – Decision point for board

ACTION: Vanessa will email Lili regarding allocating the surplus according to the Surplus policy

- Q 3 & Q4 2023 financials for review and approval

MOTION: carried by Christoher. Seconded by Ramona to approve Q3 & Q4.

Action: The Financial Committee will complete Q1 statements prior to June board meeting so they can be mailed out with the June meeting package.

Executive Committee

- Alberta Living Wage Network

Christopher and Vanessa commented that Susan could speak to Franco regarding ESPC presence on the Living Wage website.

ACTION: Vanessa will review Living Wage expenses to judge significance.

- Bylaw amendment discussion

The directors discussed this matter by e-mail this week.

- AGM final preparation

Leticia said that she announced the AGM on Instagram, Facebook, LinkedIn, eblast. Also, she sent the package information to all the ESPC members.

ACTION: Leticia will order food from Save on Foods for the Annual General Meeting.

Governance Committee

ACTIONS:

- Vanessa will check in with staff and Leticia by end of day Wednesday May 23.
- Leticia will contact Paul regarding setting up board emails.
- Vanessa will email Christopher the Governance Committee policies.
- Leticia will add Personnel committee to the agenda updates as a recurring item.
- Ramona & Leticia will complete the HR policy & Procedure initial edits for presentation to the board at the June meeting.

General Discussion

- **Fundraising Update**

ACTION: Vanessa will add fundraising update onto the June agenda From April meeting.

- In camera: ED Review

This subject was not covered during the meeting.

7.0 Meeting Adjourned

Vanessa adjourned the meeting at 8:06. No seconder required.

Next Meeting

June 11,2024