



## BOARD MEETING MINUTES

JANUARY 12, 2016

ESPC OFFICE, SUITE 37, 9912-106 STREET, EDMONTON

**Attendees** **Anne Stevenson**, President  
**Erin LaRocque**, Board Director, Policy & Brd. Deve. Cttee.  
**Dave Trautman**, Board Director, Fund Deve. Cttee.  
**Gwen Feeny**, Board Director, Internet  
**Madeleine Baldwin**, Board Director, Policy Cttee.  
**Doug Meggison**, Board Director, Finance Cttee. (Chair), Brd. Dev.  
**Candas Jane Dorsey**, Board Director, Advocacy Cttee.  
**Cody Spencer**, Board Director, Policy

**Susan Morrissey**, Executive Director,  
**Stephanie Haar**: Recording Secretary

**Regrets:**

**Guests:**

1) **Welcome/Introduction** – Meeting called to order by Anne Stevenson at 6.00 pm

2) **Consent agenda – approval of agenda and minutes:**

**MOTION:** Moved by Candas Jane Dorsey, seconded by Madeleine Baldwin to approve agenda with additions and the December 8/15 board minutes as presented.

**MOTION:** *CARRIED*

3) **Executive Director's Report:**

- Executive Director reported on activities for December 2015.
- FYI – The building has been sold. ED reported no formal issues identified regarding the change over, but is aware of “rumblings” potential issues regarding owner’s responsibilities.
- Question raised regarding Edmonton not participating in the Federal homeless count. Should ESPC be involved in voicing position regarding this? ED aware of issue and indicated agreement with Homeward Trust position but will continue to monitor.
- ED in process of shortlisting for the Research Officer position
- Letter circulated in which ESPC with other partner agencies of Campaign 2000 sent to Minister of Finance confirming the position that Child Care Benefits will enhance the income of eligible families and will refrain from taxing back or deducting any increases from benefits.

4) **Strategic Planning Session Debrief:**

- Jan. 9/16 session went well.
- A lot of good work was accomplished.
- Board members conducted a PICTR (P-reserving, I-introducing, C-hange, T-hrow Away, R-eplace) exercise during the board meeting. **ACTION:** Stephanie Haar to transcribe notes and send to Anne Stevenson and Susan Morrissey by Wednesday, January 13/16.

5) **Committee Review:**

- a) Advocacy Committee Discussion:
- Discussion of challenges with the current Advocacy Committee structure, namely that Board members are not as closely involved or focused on emerging issues as staff.
  - Noted that staff are better positioned to be on top of issues and be able to respond to them in a timely manner
  - Suggestion to have an “Emerging issues” standing item at board meeting. This would be an opportunity for Susan to update the board on key issues and for the board to provide any contacts/information based on their own networks that could support work on the topic. Board may also flag issues of potential interest
  - Will continue to work collaboratively between Board and Susan Morrissey (through ongoing email and telephone) to bring forward emerging issues.
- b) Committees in general
- Board expressed that they want to ensure that they are making concrete contributions and assisting in building capacity of the organization.
  - It was suggested that Board members skills sets should be identified.

**ACTION:** Policy and Board Development Committee to investigate and report back on tools that could be implemented to determine board member skills and interest.

**MOTION:** Moved by Candace Jane Dorsey, seconded by Dave Trautman, that given the discussion of the Board and a change in mandate, that we disband the Advocacy committee.

**MOTION:** **TABLED**

- c) Terms of Reference
- **ACTION:** Development of Committee Terms of Reference will be held over until the Strategic Plan has been completed.

6) **Board Development:**

- Bridget Stirling and Christine Baron have resigned from the Board effective January 12, 2016. Resignation letters have been received by Anne Stevenson.
- New Board member: Alexandra Seaman has been accepted as a new board member. She will be attending the Feb. 9/16 meeting.
- Board Development committee has now developed a written questionnaire for potential new board members.

**ACTION:** Board Development Committee to create a standard process document for the recruitment of new board members.

- Concern expressed on where Board member paperwork is being held. Was suggested that ESPC should hold board member paperwork at office instead of in committee members. Clarification needed on what information is required to be held on record with the aim of minimizing filing needs.
- Board In-eligible Individuals.
  - This refers to Board of Directors and senior staff who are in the position to control or manage the organization.
  - FYI: Susan Morrissey reviewed CRA’s provisions of in-eligible individuals with board.

7) **Next Meeting agenda items:**

**Meeting Adjourned: 7:55 pm**

**Next Meetings:**  
February 9, 2016  
March 8, 2016  
April 12, 2016  
May 10, 2016