



**Edmonton Pride Festival Society**  
**AGENDA and MINUTES**  
**Board of Directors Meeting**  
**May 8, 2017**

**LOCATION:** Pride Festival Office (16745 111 Ave)

**TIME:** 6:30 PM - 8:30 PM

**CHAIR(S):** Alyssa Demers

Item Number	Item	Presenter	Minutes
1	Call to Order	Chair	Meeting called to order at 6:51pm
2	Attendance	Secretary	<p><b>EPFS BOARD</b>  Alyssa Demers, Clayton Hitchcock, Dana Marsh, David Friedland, Kay Donaldson, Gregory Toogood, Nicholas Diaz (remotely), Susan Oliver</p> <p><b>REGRETS</b></p> <p><b>EMPLOYEES</b>  Angela Bennett, Drew Bennett</p> <p><b>GUESTS</b>  No guests</p>

3	Agenda	Chair	<ol style="list-style-type: none"> <li>1. Additions to the Agenda</li> <li>2. Approval of the Agenda <ol style="list-style-type: none"> <li>a. David moves to approve the agenda. Kay seconds. Motion passes unanimously.</li> </ol> </li> </ol>
4	Consent Agenda	Chair	<ol style="list-style-type: none"> <li>1. Approval of the Minutes from prior Board Meetings: <ol style="list-style-type: none"> <li>a. April 10, 2018 - tabled until next meeting</li> </ol> </li> <li>2. Reminders: <ol style="list-style-type: none"> <li>a. Submission of each director's monthly volunteer hours.</li> <li>b. Committee memberships</li> <li>c. Board motion tracker 2017-2018</li> <li>d. Board action item tracker 2017-2018</li> <li>e. Parking Lot</li> </ol> </li> <li>3. Reports <ol style="list-style-type: none"> <li>a. Beer Fest (Kay)</li> <li>b. Totally Outright YEG Panel (Nick)</li> </ol> </li> <li>4. Approval of consent agenda <ol style="list-style-type: none"> <li>a. Susan moves to approve the consent agenda. David seconds. Motion passes unanimously.</li> </ol> </li> </ol>
5	Vision & Mission Statements	Chair	<p style="text-align: center;"><b>VISION</b></p> <p style="text-align: center;"><i>A world proud of its LGBTQ2S+ communities.</i></p> <p style="text-align: center;"><b>MISSION</b></p> <p style="text-align: center;"><i>The Edmonton Pride Festival Society unifies, educates, and celebrates the gender and sexual diversity within our Capital region through a sustainable annual festival and year-round community outreach.</i></p>
6	Old Business	Chair	<ol style="list-style-type: none"> <li>1. Grand Marshal Contingent Update (Clay/Alyssa) -In CEC Report <ol style="list-style-type: none"> <li>a. Most people invited have responded and most have accepted the invitation to be a Grand Marshal. Many also recommended other folks to invite as Grand Marshalls.</li> <li>b. Clay will send out the new names tonight and if there are any concerns, please let him know within 48 hours, after which time he will reach out and invite the additional names.</li> <li>c. Discussion around commemorating victims of the murders in Toronto and Orlando. One suggestion was to have folks in the parade wear black arm-bands and carry</li> </ol> </li> </ol>

			<ul style="list-style-type: none"> <li>signs with those names.</li> <li>d. There is concern about listing the names, but we will look into a placard for the group for Toronto, and the names of the Orlando victims.</li> <li>e. Clay to talk with Angela about getting placards made.</li> </ul> <ol style="list-style-type: none"> <li>2. Motion to approve Communication Plan (Kay) <ul style="list-style-type: none"> <li>a. We need a policy to draw the distinction between letters of reference (for grants, sponsors, feedback), and letters of support or endorsement that may be binding for the society. (assigned to Nick)</li> <li>b. Nick proposes that the comms plan flow out of a policy saying that we will have one, and review it annually. Changes in scope should go to the board, while small changes should be able to be handled day-today. (Nick)</li> <li>c. Comms plan should be stored in 02-Board of Directors/Policies &amp; Procedures/Communications Plan</li> <li>d. Kay will clarify verbiage around advertisements.</li> <li>e. David moves to approve the communications strategy with noted amendments. Nick seconds. Motion passes unanimously.</li> </ul> </li> <li>3. CTV Documentary update (Clay) -In CEC Report</li> <li>4. Policy RE: who can request legal advice (as per Angela's April Report) <ul style="list-style-type: none"> <li>a. We need a policy to define who can use legal services in case advice is needed on short notice because additional services are not pro bono (e.g. reviewing lease agreements).</li> <li>b. 2 of Chair(s), Treasurer, and Executive Director should have this ability.</li> <li>c. If a request is happening, it should be emailed to the board for information, and added to the next board meeting agenda for information purposes.</li> <li>d. Policy &amp; Governance committee to draft this policy.</li> </ul> </li> <li>5. Sign off on retainer letter <ul style="list-style-type: none"> <li>a. This will be tabled until the above policy is in place.</li> </ul> </li> <li>6. Sign off on 2018 audit <ul style="list-style-type: none"> <li>a. BDO is auditing us for the current fiscal year. We have yet to receive the letter of engagement.</li> </ul> </li> </ol>
7	New Business	Chair	<ol style="list-style-type: none"> <li>1. Update on Drew's Board Report <ul style="list-style-type: none"> <li>a. Draft of production schedule has been posted and this is continuously being reviewed and updated.</li> <li>b. Katy will start volunteer scheduling. Orientations will happen week of May 21.</li> <li>c. There is a volunteer fair happening May 21 and we are looking for other places where we can push for volunteers.</li> <li>d. Drew to circle back with Bryce to determine details of flag-raising ceremony.</li> </ul> </li> </ol>

			<ol style="list-style-type: none"> <li>2. Dana to give update on status of Queer Women and Trans Fest       <ol style="list-style-type: none"> <li>a. Item moved to number 6 (community grant).</li> </ol> </li> <li>3. Community Engagement Committee Report (Clay)       <ol style="list-style-type: none"> <li>a. EPS survey - we will help to disperse and promote</li> </ol> </li> <li>4. Angela would like to request Board Motion related to postponing the iNTERSECTIONS conference.(Just to make sure that it is on record about the reporting)       <ol style="list-style-type: none"> <li>a. Dana moves to postpone the iNTERSECTIONS until June 2019. Clayton seconds the motion. Motion passes unanimously.</li> </ol> </li> <li>5. Communications Update (verbal report)</li> <li>6. Community Grant Applications (Alyssa/Clay)       <ol style="list-style-type: none"> <li>a. Jasper Pride did not apply for the community grant.</li> <li>b. We have committed to giving HIV Edmonton \$1000.</li> <li>c. Clay moves to allocate \$1000 from the Community Grant to QWTF and \$1000 to RARICA. Susan seconds that motion. Motion passes with 3 abstentions (Nick, Alyssa, and Dana)</li> <li>d. Clay to contact QueerFlex and RARICA.</li> <li>e. Dana to contact QWTF and confirm logistics.</li> <li>f. The community grant will now be closed until our next fiscal year.</li> </ol> </li> <li>7. Google Apps Policy (Nick)       <ol style="list-style-type: none"> <li>a. Google Apps Policy</li> <li>b. Google Admin Procedure</li> <li>c. Google Drive Procedure</li> <li>d. Kay moves to accept the Google Apps Policy, the Google Admin Procedure, and Google Drive Procedure as board policy. Clayton seconds. Motion passes unanimously.</li> <li>e. Designated board members shall be Alyssa, Dana, and Nick.</li> </ol> </li> <li>8. Policy Creation Timelines       <ol style="list-style-type: none"> <li>a. In August 2017, a policy structure was presented. Nick will bring this structure for consideration at our next board meeting.</li> <li>b. Susan is working on the cash room procedure.</li> <li>c. Nick will prep the group membership housekeeping line for the google policies for the next board meeting.</li> </ol> </li> <li>9. Future Meeting Dates       <ol style="list-style-type: none"> <li>a. May 22nd- Entry Captain Meeting @ 7pm - TELUS 83 Ave and 104 St</li> <li>b. May 23rd- General Volunteer Orientation @ 7pm - Rec Room West Ed</li> <li>c. May 24th - Parade Marshall Orientation @ 7pm - Rec Room West Ed</li> <li>d. Worker Bee May 30 (4-7 pm)</li> <li>e. Site Walk Through May 29 @ 7pm</li> </ol> </li> </ol>
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			f. Follow up reports due June 21 g. Wrap Up Meeting June 27
8	In-Camera	Chair	
9	Adjournment	Chair	Meeting adjourned at 9.22pm