



**Edmonton Pride Festival Society**  
**AGENDA and MINUTES**  
**Board of Directors Meeting**  
**July 3, 2018**

**LOCATION:** 10437 83 Ave NW

**TIME:** 6:30 PM - 8:00 PM

**CHAIR(S):** Clayton Hitchcock

Item Number	Item	Presenter	Minutes
1	Call to Order	Chair	Meeting called to order at 6:47pm.
2	Attendance	Secretary	<p><b>EPFS BOARD</b>  Clayton Hitchcock, Dana Marsh, Kay Donaldson, Nicholas Diaz, Susan Oliver, David Friedland (via phone)</p> <p><b>REGRETS</b>  Gregory Toogood</p> <p><b>STAFF</b>  Angela Bennett</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. Dana and Kay move to approve the agenda. Motion passes, all in favour.</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. Minutes from June 21, 2018</li> <li>b. Kay and Dana move to table the June 21, 2018, minutes until the next board meeting. Motion passes, all in favour.</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. No reports.</li> </ol> </li> <li>4. Approval of consent agenda <ol style="list-style-type: none"> <li>a. Kay and Nick move to approve the consent agenda. Motion passes, all in favour.</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. No Old Business.</li> </ol>
7	New Business	Chair	<p>Operational Items:</p> <ol style="list-style-type: none"> <li>1. ACTION - Drive Stream (Nick) <ol style="list-style-type: none"> <li>a. Drive Stream will let Angela and Drew sync their local files and drive files.</li> <li>b. If we want this, Nick needs to book an hour to set it up.</li> <li>c. Angela and Nick will find an hour to set this up for Ang.</li> <li>d. Nick will add Drive Stream to the tech policies when he drafts them.</li> </ol> </li> <li>2. ACTION - K-Days (Drew - Angela to present) <ol style="list-style-type: none"> <li>a. Ang needs board members to sign up to help out.</li> <li>b. We are going to start selling pride socks ASAP.</li> </ol> </li> </ol>

			<ul style="list-style-type: none"> <li>c. We are responsible for selling 5000 socks.</li> <li>d. Angela will determine our sock sale plan, which will potentially be with YEG live.</li> <li>e. Katy will figure out what the K-Days float and entertainment may be.</li> <li>f. Nick adds that we should advertise this to members, in addition to volunteers.</li> </ul> <p>3. DECISION - Golf Tournament (Angela)</p> <ul style="list-style-type: none"> <li>a. Kay and Dana move to not proceed with the golf tournament in 2018. Motion passes, all in favour.</li> </ul> <p>4. ACTION - Reimbursement for parade entries (Angela)</p> <ul style="list-style-type: none"> <li>a. We created a process for entries to get their entry fee paid.</li> <li>b. Some community groups that are in need did not follow the process. Their need was identified in verbal conversations.</li> <li>c. Which groups we reimburse was discussed and amended.</li> <li>d. Susan and Dana move to give \$160.00 to E2S, \$160.00 to Adoption Options, \$160.00 to Edmonton Hung Mon Athletic Club, \$95.00 to No Coast Leather, \$160.00 to ISCWR, \$160.00 to YEG-PAH, and \$95.00 TESA. Motion passes, all in favour.</li> </ul> <p>5. DECISION - 2019 format ~ 2 days or 1? (Angela)</p> <ul style="list-style-type: none"> <li>a. Various arguments are made in favour of Saturday or Sunday for our 2019 parade and beer gardens.</li> <li>b. Board agrees to leave the parade on Saturday, because of out of town travellers and past precedence.</li> <li>c. Looking at partial day programming on Friday and Sunday - Friday at 3:00pm to Sunday at 4:00pm approximately.</li> </ul> <p>6. ACTION - Surveys (Nick)</p> <ul style="list-style-type: none"> <li>a. Surveys are in Operations/_Surveys/2018 Surveys</li> <li>b. Survey workflow with tracking</li> <li>c. Public Survey questions for board approval</li> <li>d. Vendor Survey questions for board approval</li> <li>e. Volunteer Survey questions for board approval</li> <li>f. We need a sponsor specific survey - last year we didn't have one.</li> <li>g. Susan and Kay move to approve the 2018 Public, Vendor, and Volunteer survey questions as amended. Motion passes, all in favour.</li> <li>h. Nick and Ang will connect and prepare the sponsorship survey.</li> </ul> <p>7. ACTION - Northlands Grant - 2 Applications (Clay)</p>
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- a. Board discusses two applications from Ashley and Ashton Gay Pride Parade and Alberta GSA Network, ISMSS.
- b. Susan moves and Dana seconds that \$5000 be awarded to the Alberta GSA Network's Northlands Grant application for travel bursaries for rural Northern Alberta schools if and only if that application is not a duplication of funds earmarked for the altView conference and the Alberta GSA Network provide a report on which specific schools are being supported. Motion passes, all in favour.
- c. David moves and Dana seconds that the application from Ashley and Ashton's Gay Pride Parade be denied due to the fact that it does not meet the Northlands Grant mandate. Motion passes, all in favour.

Governance Items

8. DISCUSSION - Community Engagement Committee (Kay)

- a. Dana nominates Kay as the chair of Community Engagement Committee. No other nominations, Kay becomes chair by acclamation.
- b. We need to define what the role of the Community Engagement Committee is moving forward.
- c. Kay suggests we proceed with adding community members to the committee.
- d. Nick and Kay will prepare an application process for 3-4 committee members with specific criteria that include currently needed skill sets.
- e. Nick and Kay will work on terms of reference.

9. DISCUSSION - Discuss plan for upcoming Community Meeting (CEC)

- a. Post-festival 2018 Strategy drafted by Nick and Kay
- b. Post-festival strategy was discussed, which feeds into the next agenda item.

10. DECISION - Engagement Contract of Victor Tanti (Susan)

- a. Susan moves and Nick seconds to engage in a contract with Victor Tanti as presented. Motion passes, all in favour.

11. DECISION - Report on board nomination application and criteria (Clay/Kay)

- a. Discussion is had about the contents of the board application form.
- b. Form must clarify that information is held in strictest confidentiality, and that if they are elected at the AGM, their information will be submitted on annual filing to the registry.
- c. Clayton and Kay will polish the board nomination application form and send it to the board via email as an information item when it's done.
- d. The Voting Membership form needs its AGM date and term updated (e.g.

			<p>2018-2019),</p> <p>e. Other changes to voting and non-voting membership forms will be revisited later.</p> <p>12. ACTION - Board nominating committee and timeline (Nick)</p> <p>a. See post-festival 2018 strategy document.</p> <p>b. Board nominating committee folder</p> <p>c. 2018 Board Nominating Committee Members</p> <p>d. Timeline</p> <p>i. Board nominating committee will operate from July-September 2018.</p> <p>ii. Board application form will be sent out by late July or early August.</p> <p>iii. Close board applications at the end of August.</p> <p>iv. Conduct board interviews in September.</p> <p>v. Hold our AGM on <b>Tuesday, October 23, 2018</b>, and elect a new board. Therefore, the Voting Membership deadline for the 2018 AGM is October 2, 2018 (21 days prior to the AGM).</p> <p>vi. Hold Board Retreat on <b>November 3-4, 2018</b>.</p> <p>e. Kay moves and Nick seconds to strike the Board Nominating committee and appoint Clayton and Dana to the Board Nominating Committee. Motion passes, all in favour.</p> <p>f. Nick moves and Clayton seconds to approve the board nominating committee timeline as noted, with the AGM on October 23, 2018, and Board Retreat on November 3-4, 2018. Motion passes, all in favour.</p> <p>g. Clayton and Dana will select 3 community members from our stakeholder lists, then run them by the board.</p> <p>13. DECISION - Board Structure (Angela)</p> <p>a. Discussion about whether Edmonton Pride Festival Society should be a governance board or an operational board.</p> <p>b. Nick will fill in the policy manual ASAP for review at the August 7, 2018, board meeting.</p> <p>c. Dana, David, and Susan will be in charge of reviewing job descriptions and board officer roles on an ongoing basis.</p>
8	In-Camera	Chair	
9	Adjournment	Chair	Meeting adjourned at 10:51pm. The next board meeting is on August 7, 2018.