



Edmonton Pride Festival Society
AGENDA and MINUTES
Board of Directors Meeting
October 14, 2018

LOCATION: 10437 83 Ave NW
TIME: 10:00 AM - 3:00 PM
CHAIR(S): Clayton Hitchcock & Susan Oliver
MINUTES TAKEN BY: Nicholas Diaz

Item Number	Item	Presenter	Minutes
1	Call to Order	Chair	Meeting called to order at 11:38AM
2	Attendance	Secretary	EPFS BOARD Clayton Hitchcock, Dana Marsh, Kay Donaldson, Nicholas Diaz, Susan Oliver, Gregory Toogood REGRETS David Friedland STAFF Angela Bennett GUESTS

			Colin Brecht - BDO Clayton McCrea - BDO
3	Agenda	Chair	<ol style="list-style-type: none"> 1. Additions to the Agenda 2. Approval of the Agenda <ol style="list-style-type: none"> a. <i>Motion to approve Agenda made by Gregory, seconded by Susan. All in favour, motion passes.</i>
4	Consent Agenda	Chair	<ol style="list-style-type: none"> 1. Reminders: <ol style="list-style-type: none"> a. Submission of each director's monthly volunteer hours. b. Committee memberships c. Board motion tracker 2017-2018 d. Board action item tracker 2017-2018 e. Parking Lot 2. Reports <ol style="list-style-type: none"> a. Email motion from August 20, 2018. <ol style="list-style-type: none"> i. Kay moves that we accept the Community Engagement Committee Terms of Reference as they are currently drafted. Dana seconds. Motion passes 6 in favour, 0 against. b. Email motion from September 20, 2018. <ol style="list-style-type: none"> i. Dana moves that the Board of Directors accept the slate as recommended by the nominating committee for the 2018 Board of Directors election, to be voted on by EPFS membership at the 2018 AGM. Gregory seconds. Motion passes 5 in favour, 0 against. Susan Oliver abstains. c. Email motion from October 2, 2018. <ol style="list-style-type: none"> i. Nick moves that the board recommend these bylaw amendments to the general membership. Kay seconds. Motion passes 6 in favour, 0 against. d. Nomination Committee Process e. InterPride reports from Dana and Kay f. Updated Grey Cup Event Plan 3. Approval of consent agenda <ol style="list-style-type: none"> a. Motion to approve Consent Agenda made by Dana, seconded by Nick. All in favour, motion passes.
5	Vision & Mission Statements	Chair	LAND ACKNOWLEDGEMENT

			<p><i>We acknowledge that we are gathered here on Treaty 6 territory, the traditional meeting grounds and home for First Nations and Metis people.</i></p> <p style="text-align: center;">VISION</p> <p style="text-align: center;"><i>A world proud of its LGBTQ2S+ communities.</i></p> <p style="text-align: center;">MISSION</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"> 1. Approval of the Minutes from prior Board Meetings: <ol style="list-style-type: none"> a. Minutes from September 11, 2018 have been tabled and will need to be approved at a later date.
7	New Business	Chair	<p><u>Operational Items:</u></p> <ol style="list-style-type: none"> 1. 2018 Draft Financial Statements Approval (BDO) <ol style="list-style-type: none"> a. Kay has made suggested edits, and Susan has some detail she wants added. b. BDO provided a very quick turn around given this is our first year with them. c. If we continue with BDO next year, it will be a quicker turnaround given their familiarity with our records. d. Once requested changes come in, we will vote via email motion. 2. 2019 Draft Budget Approval (Susan & Angela) <ol style="list-style-type: none"> a. Susan proposes that we approve our draft budget, and then finalize and improve estimates between now and end of January. b. Last year, Ang got \$20,000 over budget on corporate fundraising. c. iNTERSECTIONS line is a matching grant (lines 43411, 49650, 66640), so Ang will have to raise an additional \$20,000 for this amount. d. Nick: 49410 (Pride Parade entry fees) should eventually be made into a board policy e. Clayton: Advertising revenue - was this from the partnership with Vue Weekly? Discussion was had about the paper versus digital pride guide. f. Nick: 65100 - transaction fees are going up, because more people are paying digitally. Dana is sending Ang information the non-profit rate for Paypal. g. Nick: 65112 - the Graphic Design line has gone up significantly. This line will need to be revisited when the budget is revisited.

			<ul style="list-style-type: none"> h. Dana: Highlighted the \$7000 we are spending on Marcato and Wrike. Kay recommends that if we continue to invest in Marcato, we need to get more people into the software. Nick recommends using the permissions to address security of sensitive information. Clayton highlights that our new administrative position can be a good contact point for Marcato functionality. i. Dana: 60400 - for community engagement, are we earmarking funds for a potential consultant need? Susan answers yes. j. Clayton proposes that we take down the community grant application process, as we are not awarding a large enough amount to the community to justify a complicated process. k. Nick: Pride pass income will go up, from my perspective, if we better advertise the private beer garden and viewing area. l. Nick: what is our GIC buffer at? Susan responds that it is at \$40,000. m. Nick: The Pride Awards can be more profitable at a smaller venue and a cozier vibe. Susan recommends we get the team lead in sooner. Ang says the board needs to clearly articulate a vision for the event so that we can convey that to sponsors sooner than later. n. Dana moves to approve the draft budget to be finalized in late January. Gregory seconds. All in favour, motion passes. <p>3. Executive Director Job Description Approval (Susan)</p> <ul style="list-style-type: none"> a. Gregory moves to approve the Executive Director Job Description as presented. Clayton seconds. All in favour, motion passes. <p>4. Executive Director/Board Authority Checklist (Susan)</p> <ul style="list-style-type: none"> a. Susan introduces a spreadsheet that clearly articulates duties for the board and Angela. b. Board members will make a copy and fill in their own thoughts, as an exercise to get feedback and develop a single version <p>5. Media Partner for 2019 - review proposals/ discuss who we want to partner with for 2019 and beyond</p> <ul style="list-style-type: none"> a. The partnership agreement should be clear that we can select our hosts for the Pride Awards and PITP events. b. Our media partner should be using consistent and respectful terminology for our community, and be open to feedback, specifically regarding the acronym c. Entertainment (e.g. DJs) should prioritize LGBTQ2S+ performers. d. Clayton moves that we move forward with Bell Media's proposal. Gregory seconds.
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			<p>Motion passes with one abstention.</p> <p>6. Marketing proposals</p> <p>a. Board to review proposals submitted by Angela today and vote on Friday.</p> <p><u>Governance Items</u></p> <p>7. <u>Board Officer Role Descriptions</u> Approval (Susan)</p> <p>a. Dana moves to accept the officer descriptions as written. Clayton seconds. Motion passes unanimously.</p> <p>8. AGM Planning (Clayton)</p> <p>a. Nick will run the vote for new Board members.</p> <p>b. We will do the vote on the slate first.</p> <p>c. For nominations from the floor, we have two different scenarios. The first scenario, if we have fewer nominations from the floor than vacancies, we will do a secret ballot for each nomination. The second scenario, if we have more nominations than vacancies, we will need to take a recess to prepare a ballot.</p> <p>9. Community Engagement (Kay)</p> <p>a. Had a discussion about our next steps, and how the AGM will go with respect to community engagement conversations.</p>
8	In-Camera	Chair	In-camera at 2:36PM Out of in-camera at 2:58PM
9	Adjournment	Chair	Meeting adjourned at 3:00PM

