



Edmonton Pride Festival Society

AGENDA and MINUTES

Board of Directors Meeting

November 19, 2018

LOCATION: 10437 83 Ave NW

TIME: 6:30 PM - 8:30 PM

CHAIR(S): Clayton Hitchcock / Susan Oliver

MINUTES TAKEN BY: Dana Marsh

MINUTES APPROVED: December 10, 2018

Item Number	Item	Presenter	Minutes
1	Call to Order	Chair	Meeting called to order at 6:37pm
2	Attendance	Secretary	<p>EPFS BOARD Ashvin Singh, Boyd Whiskeyjack, Clayton Hitchcock, Dana Marsh, David Friedland, Gregory Toogood (via telephone), Kay Donaldson, Scott Steele, Susan Oliver</p> <p>REGRETS n/a</p> <p>STAFF none</p>
3	Agenda	Chair	<p>1. Additions to the Agenda</p> <p>2. Approval of the Agenda</p> <p style="padding-left: 40px;">a. <i>David moves to approve the agenda as amended. Ashvin seconds. Motion passes unanimously.</i></p>
4	Consent Agenda	Chair	<p>1. Approval of the Minutes from prior Board Meetings:</p> <p style="padding-left: 40px;">a. Minutes from September 11, 2018</p> <p style="padding-left: 40px;">b. Minutes from October 14, 2018</p> <p style="padding-left: 40px;">c. Minutes from October 23, 2018</p> <p style="padding-left: 40px;">d. Minutes from November 1, 2018</p> <p>2. Reminders:</p>

- a. Submission of each director's monthly volunteer hours.
- b. Committee memberships
- c. Board motion tracker

3. Reports

a. Email motion from Sep 18, 2018:

- i. *Gregory moves that EPFS move forward with the Grey Cup party under the newly proposed terms. David seconds. Motion passes with 4 in favour, 2 against, and one abstention.*

b. Email motion from Oct 16, 2018:

- i. *Clay moves that we approve the financial statements provided by BDO with the changes suggested by Kay and Susan. Dana seconds. Motion passes 7 in favour, 0 against.*

c. Email motion from Oct 22, 2018:

- i. *Susan moves that we approve the Code of Conduct as distributed effective Oct 23, 2018. Nick seconds. Motion passes 7 in favour, 0 against.*

d. Email motion from Oct 22, 2018:

- i. *Susan moves that we approve the Terms of Reference for the Governance and Policy Committee as distributed. Nick seconds. Motion passes 7 in favour, 0 against.*

e. Email motion from Oct 22, 2018:

- i. *Dana moves that we accept the marketing proposal submitted by Bottom Line. Susan seconds. Motion passes 7 in favour, 0 against.*

f. Update on theme selection (Clay)

- i. *Top three themes chosen at orientation and summary explanations drafted and agreed on by board. Being put to a poll of community through social media. Dates TBD but final choice will be made before the end of November so that it can be sent to graphic designer for logo.*

4. Approval of Consent Agenda

- a. *Minutes from October 14 and October 23 will be amended to fix incorrect language around a motion and are approved as amended.*
- b. *Ashvin moves to approve the consent agenda. David seconds. Vote passes unanimously.*

5	Vision & Mission Statements	Chair	<p style="text-align: center;">LAND ACKNOWLEDGEMENT</p> <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><i>A world proud of its LGBTQ2S+ communities.</i></p> <p style="text-align: center;">MISSION</p> <p><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	<p>1. PARKING LOT / ACTION ITEMS</p> <p>a. n/a</p> <p>2. Community Engagement Update (Kay)</p> <p>a. Four EPFS board members are on the committee. EPFS Co-Chairs are ex-officio members but will not be voting members of the committee.</p> <p>b. Kay has met with the community members who signed up at the AGM, and there are 7-9 people who will be joining the committee in some capacity.</p> <p>c. Once the kick-off meeting occurs, the timeline will be looked at to see if additional revisions will be needed.</p> <p>3. Update on Police Act Process (Kay)</p> <p>a. The next meeting will occur on Nov 26. Kay will share the content for each meeting, and board members are welcome to submit their feedback.</p> <p>b. ACTION: Kay to share content from previous meetings.</p>
7	New Business	Chair	<p><u>Operational Items:</u></p> <p>1. 1:1 and Board Position Transitions Update (Clay)</p> <p>a. Feedback on new board member orientation, what they feel they still need to be successful. Update on positional transitions for officers and committee chairs.</p> <p>i. Secretary transition is complete.</p> <p>ii. Comms transition will occur on Friday.</p>

			<p>2. Communication Plan Update (Kay)</p> <ul style="list-style-type: none"> a. Existing communication plan document is being updated to include information on our social media contract and to reflect the shift from a Communications Committee to a Communications Officer. b. ACTION: Kay to email Board when these updates are complete. <p>3. Status of Bottom Line contract (Clay)</p> <ul style="list-style-type: none"> a. Bottom Line has been brought on board and will work with Clay and Susan to source a graphic designer prior to December 1st. b. ACTION: Clay to confirm that Bottom Line has the credentials to access our social media. <p>4. Discussion of workload management following ED departure (Susan)</p> <ul style="list-style-type: none"> a. Discussion on how to ensure an equitable distribution of duties that were the ED's responsibility while we search for a replacement. b. ACTION: Kay to prepare social media announcement about Angela's departure. David will draft a letter to stakeholders. <p>5. Staffing Update (Susan)</p> <ul style="list-style-type: none"> a. Proposal to bring in an interim employee to keep up with sponsorship needs while we rebuild staffing and go about hiring permanent staff. b. Kay moves that Susan explores hiring an interim employee and reports back to the Board by end of November 29. Scott seconds. Vote passes 8 in favour, 1 opposed. c. ACTION: Susan to report back to the Board on potential interim employees. <p>6. Angela's report from November 18 (Clay)</p> <p><u>Governance Items</u></p> <p>7. Change of Community Engagement Chair to Officer Position (Susan)</p> <ul style="list-style-type: none"> a. Due to ongoing commitment to Community Engagement year round, the chair position of the Community Engagement Committee should be made into the position of Community Engagement Officer. b. Ashvin moves that we create the position of Community Engagement Officer and appoint our existing Community
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			<p><i>Engagement Chair to the position. Clayton seconds. Motion passes with 2 abstentions.</i></p> <p>c. <i>ACTION: Kay to recommend updates to Community Engagement Committee Terms of Reference</i></p> <p>d. <i>ACTION: Kay to update Officer Description document for this new position, which will then come to the Board for approval.</i></p> <p>8. Determine date for anti-oppression training (Susan)</p> <p>a. <i>APiRG to do. Planning for January.</i></p> <p>b. <i>ACTION: Susan to confirm date.</i></p> <p>9. Determine date for strategy session (Susan)</p> <p>a. <i>Will follow Anti-Oppression training on same day in January.</i></p> <p>10. Conflict of Interest Guideline (Clay)</p> <p>a. <i>Discussion of when to declare a conflict and how real or perceived will be handled.</i></p> <p>11. Co-Chair Election Decision (Clay)</p> <p>a. <i>Further discussion of concerns brought forward after the election of co-chairs during the first board meeting after the 2018 AGM.</i></p>
8	In-Camera	Chair	<p>In-camera at 9:00pm. Out of in-camera at 9:12pm. In-camera at 9:44pm. Out of in-camera at 9:54pm.</p>
9	Adjournment	Chair	<p>Meeting adjourned at 9:54pm.</p>