Edmonton John Howard Society

Board of Directors Meeting

MINUTES – March 26, 2024

In Attendance: Clarissa Robinson (minute-taker), DeAnn Hunter (staff), Alanna Manchak (staff), Jim Klingle, Marissa Tordoff, Kim Collister, Greg Erikson, Andre Tinio, Sarah Fox-Junker, Dan Yereniuk
Regrets: Erika Rebus, Christine Moore, Steve Burford

1	**Call to Order (Jim)** 1.1 Welcome & Land Acknowledgment Jim began the meeting with a land acknowledgement and called the meeting to order at 5:05pm.
2	**Consent Agenda** All items were approved by consensus: 2.1 Approval of agenda 2.2 Approval of minutes – Jan 30, 2024
3	**Governance Committee Report (Marissa)** The Governance Committee minutes were accepted as presented. Discussion ensued on board recruitment and it was agreed that Marissa and Jim would meet with the two candidates identified from the public recruitment. Board members will also ask their networks for potential board members. The board was supportive of the Governance Committee's approach to a renewed policy governance manual, which is for the Committee to put in place a new policy manual that is focused on governance and the board's role. The Committee will come back to the Board later this year with a revised manual for approval. A discussion ensued on the CEO evaluation. DeAnn agreed to revise the summary of accomplishments document for distribution to the Board. The process was confirmed that the Governance Committee gathers results from the survey and the Board Chair reviews with the CEO. The Board Retreat will include a dinner on Friday evening and an all-day session at EPL on Saturday. Saturday will include a half day on DEI and a half day on strategic thinking with Stack'd (e.g. purpose and values, KPI/outcomes measurement, etc.)
4	**Finance Committee Report (Christine)** The minutes of March 15, 2024 were accepted as presented. Clarissa reviewed the draft budget in Christine's absence. The Compensation Philosophy will be brought back at a later meeting. That the Board **MOVE** to approve the 2024-25 budget as presented. **Greg/Andre** **Carried Unanimously**
5	**Audit Committee Report (Christine)**

The minutes of the March 12, 2024 were accepted as presented. In Christine's absence, Clarissa provided an update on the Audit RFP, the preliminary audit and plan provided by Grant Thornton and reviewed the revised Terms of Reference.

That the Board **MOVE** to approve the revised Audit Committee Terms of Reference.
Greg/Sara
Carried Unanimously

6 CEO Report (DeAnn)

The CEO Report was presented and accepted as information with the following items specifically discussed:

- COLA increase for all employees effective April 1, 2024 (excluding the CEO)
  - This aligns with the draft compensation philosophy whereby the agency is moving to a standardized model for compensation increases including COLA and merit.
- Merit increases will be reviewed over the summer with remaining budgeted funds
- Town Halls are occurring with employees to share updates and receive feedback
- Vision Creative has started their brand discovery work. External consultations are completed and employee consultations will be completed April 5, 2024

In response to a question on grant success rate, DeAnn estimated that the agency is successful on grant applications more than half the time.

New Business

7.1 Board Officers 2024-25

Jim reviewed the AGM requirements, including officers of the board. After discussion it was agreed that the following individuals will let their name stand for officers of EJHS:

- Marissa (Chair)
- Dan (Vice Chair)
- Christine (Treasurer)
- Past Chair (Greg)
- Member at large (to be determined after Jim completes his discussions with board members)

Jim is completing his final term and will be retiring in June. With Marissa moving into the Board Chair role, a Governance Committee chair will need to be determined.

7.2 Board Committees

Jim discussed the importance of all board members being a member of at least one committee. Times of day were also discussed and the board agreed that noon or evening meetings were preferred. DeAnn will work with her EA to schedule meetings for the year.

After a discussion about the Executive Committee's role, the board agreed that this committee is no longer required as a standing committee of the board. The board has evolved in its practices and does not need a committee to review the board agenda. The board agreed that board expertise will be brought forward as needed and as issues arise. This change will be reflected in the new board policy manual and DeAnn will send cancellations for future committee meetings.

7.3 Disbandment of Ad Hoc Committee

That the Board **MOVE** to disband the JHSA Review Ad Hoc Committee.
Sara/Marissa
Carried Unanimously

	7.4 Judiciary Concern Update DeAnn reviewed the briefing with the board. The board was supportive of the 90-day approach to continue monitoring and then determine best next step, including an exit strategy if that is deemed in the best interest of clients, employees and EJHS. At the board's request, DeAnn will seek legal advice about exiting the contract that appears to be silent on how EJHS may exit. **7.5 Government Relations Plan Update** DeAnn continues to work with Alberta Counsel. EJHS is experiencing some funding changes by the GoA (reduction in admin fees) and is reaching out to ECVO and others to see if this may be a community sector trend. EJHS continues to monitor. Overall, funding is solid including increases in most GoA contracts.
8	**Casino – June 17 & 18, 2024** Alanna reviewed the information required from the Board, including support to fill roles that cannot be filled by employees.
9	**Adjournment** Motion to adjourn 6:21pm

Upcoming Dates:

May 24 & 25 – Board Retreat

June 4 – Board meeting