



Finance Committee Meeting Minutes

March 7, 2025

Teams Meeting 9:00 AM – 10:00 AM

In Attendance: Christine Moore, Steve Burford, Brandon Makowecki, Clarissa Robinson, DeAnn Hunter, Chandon Griffin

1. Welcome/Land Acknowledgement

Christine called the meeting to order.

2. Approval of Agenda

Approved by consensus.

3. Approval of Minutes – February 21, 2025

Approved by consensus.

4. Budget 2025-2026 – Revised

DeAnn provided opening remarks regarding the current economic, political, and social environments. There is a lot of uncertainty within the various levels of government, which is leading to increased uncertainty throughout the sector. The revised budget represents a conservative approach in an uncertain time.

Revisions to the budget include:

(as requested by the Committee at its February 21st meeting)

- Maintain CEO professional development budget to match contractual obligation (\$15k)
- Cost of Living Adjustment set at 2% + 1% merit
- Increased vacancy rate to 4% (in other words, the total budget is 4% less than the actual costs for the year if all roles are filled for the full year)
- Summary of acronyms provided in the Summary by Program

(other updates based on updated information)

- SHIFT contract not renewed, so removed from budget
- CBSA contract (through JHSC) removed due to level of uncertainty
- New Partner Check program through Counselling Alberta removed due to level of uncertainty
- Reduced funding from CFS to 5 months due to indication of open call over the summer (with confirmation that existing contracts will be extended for 5 months)
- Budget balanced by using remaining ERI funds

In response to a question by the Committee, management agreed to provide 5-6 key risks/metrics, and that monthly updates be provided via e-mail. One of metrics to be included

will be the vacancy rate. Management will come back to the Committee at its next meeting with recommended risks/metrics in relation to the budget and the agency's financial health.

The Committee commended management for their prudent approach to this year's budget given the uncertainty and the need to balance it with the agency's growth.

That the Finance Committee recommend that the Board approve the 2025/26 Budget as presented. **(Steve/Brandon/Carried)**

5. **Adjournment**

The meeting was adjourned at 9:47 am