Community. Safety. Agency.

BOARD OF DIRECTORS
MINUTES
March 25, 2025
5:00 pm
Transition Place
401, 10010 – 105 St.

In attendance: Steve Burford, Sarah Fox-Junker, Brandon Makowecki, Christine Moore, Marissa Tordoff, Dan Yereniuk
Regrets: Kim Collister, Erika Rebus, Stefan Rutkowski, Melissa Santoro, Andre Tinio
Management: DeAnn Hunter, Clarissa Robinson

	1	**Call to Order (Marissa)** **1.1** Welcome & Land Acknowledgement The Board meeting was called to order at 5:03 p.m.
	2.	**Board Education (5:06 – Trish)** **2.1** Youth Housing First Trish Anderson, Team Lead for Youth Housing First shared with the Board a presentation about the YHF program, including their expansion, landlord mentorship program, and mock apartment. The goal of the program is to reduce youth experience with houselessness and the program includes three phases focusing on increased self-agency, life skills, and independence through each phase. Nine youth were housed in the three months prior. A copy of the presentation was uploaded to the Board portal.
	3.	**Consent Agenda (Marissa)** **3.1** Board Agenda **3.2** Board Minutes – January 28, 2025 (attached) **3.3** Finance Committee Minutes – February 21, 2025 (attached) **3.4** Audit Committee Minutes – March 5, 2025 (attached) **3.5** Finance Committee Minutes – March 7, 2025 (attached) **3.6** Governance Committee Minutes – March 12, 2025 (attached) The consent agenda was approved as presented.

	4. Governance Committee Report (Sara) **4.1** Board Development Day Update (verbal) DeAnn confirmed that the Board retreat will be held at Zebra – a community partner with a link through our prevention of violence work; 10:30 to 4:30 (thereabouts) focused on prevention of violence and will have three speakers/three focuses – research side of family violence, EPS response and experience with family violence, and lived experience perspective of family violence. enCompass will also present our opportunity for growth in this area. **4.2** Skills Matrix (discussion) The Committee had a fulsome discussion on the completed matrix/ There was almost full participation by the Board (one short). It was agreed that at least one person should be 'competent' in each category. Areas that may require higher competency/skills includes: policing/corrections, marketing, and IT. The Board agreed with the Committee that there is value reviewing the rating scale as there is only a small divide between 'fully competent' and 'capable of teaching.' The Committee will focus on recruitment in these areas.
	5. Audit Committee Report (Christine) **5.1** Audit Strategy for Year-End March 31, 2025 (information) The audit strategy is similar to last year and there are no concerns from the Committee at this time with the approach. Erica and Christine make-up the Audit Committee at this time. **5.2** Audit Committee Membership With Greg's passing, Marissa has agreed to participate on the Audit Committee and would like a Board member to consider this committee for the 2025-26 year.
	6. Finance Committee Report (Christine) **6.1** Operational Budget 2025-26 (approval) Christine presented the 2025-26 operational budget for approval, highlighting a growth-focused yet conservative and scalable plan aligned with the agency's strategic goals. Key points include a focus on long-term capacity, diversifying funding sources with bolder initiatives like the family violence hub, and managing operational

costs through data-driven decisions. The budget addresses the loss of a major tenant’s revenue, prioritizes employee wellness with modest compensation increases, and seeks efficiencies through technology. Additional revenue is expected after March, with potential budget adjustments in the fall. The future funding reserve stands at $247,208. Charitable Properties will cover a waterline upgrade, freeing up ERI funds for other uses.

To approve the 2025-26 Budget as presented.

Christine/Steve
Carried Unanimously

7. CEO Report (DeAnn)

DeAnn presented the CEO report. The Board preferred the new format in slide presentation style.

7.1 Draft Transition Place Renewal Business Case (discussion)

DeAnn reviewed the business case that was included on the Board portal as part of the meeting package, as well as the summary slide from the CEO Report.

CMHA-Edmonton has verbally indicated that they will not be renewing their lease in August 2025. It was disappointing with the lack of communication from CMHA-Edmonton throughout the last 18 months but enCompass has a plan.

After a thorough discussion by the Board, it was agreed that management will proceed to pursue a community hub on the main floor (including Laidley space). The community hub could include enCompass only and/or other community partner(s). enCompass community services have grown and we are out of space on the main floor; we also need more client and employee-friendly spaces.

enCompass will also continue finalize its space needs, determine space remaining for tenants, and search for and secure new tenants.

It was noted that CMHA-Edmonton and Laidley rent would be a revenue loss of $320,000. enCompass is working on a sustainability plan.

The Board was fully supportive of main floor development and in response to a question on capital sources of funding, it was clarified that enCompass will use a recent grant received from the GoA to begin some of the work, as well as determine how Charitable Properties may be able to donate to Transition Place. DeAnn will also

	be seeking out sources of funding through local foundations. Christine offered to send DeAnn a tax lawyer recommendation.
	8. New Business This item was covered under 7.1.
	9. In Camera (Marissa) **9.1** CEO Evaluation Preparation This item was deferred given five Board members were absent. Marissa will work on a meeting with the Board in early April.
	10. Adjournment The meeting was adjourned at 6:45 p.m.