



Board Meeting Minutes

Tuesday, May 19, 2020

Location: Zoom Video Meeting Time: 5:30 pm - 7:30 pm

Attending Committee Members:

Jason Clarke- President, Andrew Otway, Jim Wachowich, Grace Kallal, Josh Ramsbottom, Paul Harris, Tim Marriott, Stephen Lau, Clayton Tiedemann, Ryan Young, Alle DeMelo

With Regrets: Michael Lohner Michael Paul Angela Ferguson

Guest Speaker: Max Frank, VP Operations & Enterprise Development, Fort Edmonton Management Company

Staff: Janet Tryhuba - Executive Director, Anne Brown - Executive Assistant, Jody Hrabiwchuk - Marketing and Communications Coordinator

1) Welcome all and to Max Frank and Call to Order - Jason 5:35 pm

2) Motion to Approve the Agenda

Motioned: Paul Harris

Seconded: Andrew Otway

Carried

3) Motion to Approve April 28, 2020 Meeting Minutes

Motioned: Clayton Tiedemann

Seconded: Andrew Otway Motion

Carried

4) Treaty Six Acknowledgement - Jason

5) Park Project Update - Max Frank

- All events have been cancelled to the end of September
- At present all projects are on schedule for timely completion, with weather cooperating
- Utility construction has been very involved and has 250+ workers on site
- Driving and parking access to the park will change considerably; admin building will be behind gates, and accessible by passing a new guard house with 2 way road access.
- IPE progress is about 75%, and when open the plan is to be a year round operation. The team is working on developing programming for that space. The trails and outside landscaping high priority due to weather/time constrictions
- Front entrance, interior work on the plaza is going well.

- Midway cabinet of curiosity nearing finish, ferris wheel up but not working yet. Area will have food truck run by F&B
- The Train is in the new barn, and will start maintenance on it as soon as building deficiencies are completed by Clark Builders. The train track rebuild is on hold until the utility project is completed.
- The City has also contracted Stantec and Clarke to oversee their Lifecycle Management project for the park. This consists of identifying existing buildings that need repair and painting. Dining car also to get repaired.
- Will share photos and drone footage with Janet to share with the board.

6) Capital Campaign - Clayton Tiedemann

- Thank you to Clayton as new co- chair of committee
- Revised strategy of Capital Campaign due to Covid 19 which has made significant changes to fundraising plans
- Capital Campaign reconvening in June to review and plan a new approach.
- Asking for full participation from the board, and also asking for ideas of a co chair that is skilled at managing soliciting for gifts.

7) Light the Midway Campaign - Ryan Young

- The committee has met 3 times and plan to meet once a week, would like additional members to join this committee
- Target is \$1M and the strategy is to sell 20,000 bulbs for \$50 per bulb
- Planning to connect with community groups (eg Rotary group) to team up for a fun activity to raise target amount of bulbs sold
- Jason and Janet met up with Councillor Aaron Paquette, he was very enthused about the project.
- Thanks to Jody for her hard work on this project

8) Chief Factor's Breakfast Report - Clayton Tiedemann

- Next meeting is June 5 where we will discuss the November date.
- Concern is will we be able to have large gatherings at that time or will we need to cancel for this year?

9) Fall Gala Report - Grace Kallal

- Next meeting is May 29
- Leaning towards an online auction only and figuring out logistics of the same

10) Governance Committee Report - Andrew Otway

- Working with Janet on a weekly basis on policy & procedure development
- Code of Conduct draft policy was shared with members to review and adopt at next meeting
- Finance policy developed, sharing the draft with Paul.
- In the process of developing a privacy and cyber security policy

- As board and foundation we all act in good faith but we need these documents to ensure we are keeping up to date with best practices.
- AGM - June 16, 2020 by Zoom. Reminder to all members to pay their membership fee.

11) Presidents Report - Jason

- This week to meet with Darren, Cameron, Don Cummings, Tim Cartmell and Janet to discuss Hotel Selkirk plan
- Plan is to listen, and the expectation is to “get the ball rolling.” Also take a firm position about what we want to purpose, the most important thing this Hotel project must be done.
- Concern is getting a definition for the project. Also it is difficult to raise money once the other projects are done and the park opens.
- Currently working with Janet to bring structure to the foundation Strategic plan that was started at last year's retreat Fundraising, Sustainability, Relationship Building, Public Image are the 4 Strategic Priorities..This is a framework will now go a committee comprised of the chairs of all sub-committees, and any board members with an interest in participating. It will then be reviewed and revised as time goes on. Jason asked for any input from the board
- Would like a committee struck. Alle DeMelo volunteered to participate.
- Questions still to be determined by the committee: 2020 retreat date; What is the timeline for this plan? How are we going to implement this plan?

10) Executive Directors Report - Janet

- Grant Proposals - Community Initiative Project Based Grant application has been submitted, but the program is paused at present. Corporate funders 6 proposals were sent out. 4 letters of inquiry sent.
- New fundraising strategies 50/50 raffle \$10,000 draw launch date May 22, 2020, Skip the Depot, recyclable bottle pickup, and May is Leave a Legacy Month. These messages will be part of the communication plans for the next few weeks.
- The pledged ECECAF donation is still awaiting council approval in June. Councillor Aaron Paquette was happy to champion this.
- We have been named co-beneficiaries in an estate bequest, and Jim and Michael P. will support the work as the Foundation accepted the role as Executor. The anticipated settlement will be approximately \$30,000.00 for FEF.
- Jody has been reiterating positive messages on social media, we have seen great growth in our followers. She has been a great addition to the team. Please ask her any questions if you want help with navigating social media. Also please share photos/stories with her.

Meeting adjourned at 7:23pm

Next Meeting: AGM Zoom Meeting June16, 2020 5:30 pm.



Board Meeting

May 29, 2020

Motion: To approve changes to banking authorization to add the Fort Edmonton Foundation Bookkeeper (Shelley Martin) as an authorized signatory for the purposes of creating etransfers and bill payments. These transactions that do not require board member approval will follow these limits set out here:

	Allowable amount to transfer without board authorization
Staff Expenses	250.00
Accounts Payable - non standard	2,500.00
Accounts Payable - monthly/standard	
SJM Consulting	1,000.00
Urban Creative	8,000.00

Motioned: Paul Harris

Seconded: Grace Kallal

Approved