

Inner City Youth Development Association
Meeting Minutes
March 17, 2021

Call to order: 5:16 pm

Roll call:

Nikolai Linden, Joe Cloutier, Alexina Dalgetty, Michael Ho, Cheryl Joyce, Elizabeth Baron, Patrick Twinn, David Anli, Cory Chan

Regrets: Roisin McCabe, Harmail Natt

Approval of Agenda:

Cory Chan moves to approve the Agenda, Patrick Twinn seconds the motion. Motion carried.

Approval of Minutes:

Alexina Dalgetty moves to approve the minutes, Michael Ho seconds the motion. Motion carried.

Pandemic Update:

- a. Policy and procedures review
Joe/Nikolai - Officially drafted ICYDA COVID-19 Pandemic Policy and requires Board Approval of the support of this policy.

Approval that the Pandemic Policy has been documented. E-mail approvals by the end of the March 17, 2021

- b. Alexina's meeting with agency staff
 - Nikolai and Lizzy to work together to come up with Survey question and come back to board for approval
 - Joe and Alexina discussed a method of Alexina join a morning staff meeting about a friendly dialogue about how staff may feel supported
 - a. Highlight of discussion:
 - a. How do we get more recycled laptops?
 - b. Frustration of the situation of not being able to get together as a group, for example can't go to cultural events.
- c. Survey
 - a. Lizzy developed the survey questions
 - b. Nikolai and Lizzy to send out the survey, Nikolai to collect data from staff and present to staff
 - a. Lizzy to analyze the Quantitative Data and compare with Alexina's summary of her meeting.
 - b. Lizzy's last day is the April 21st
 - c. Lizzy to remove the qualitative questions but to add a comments box if anyone completing the survey wanted to provide further feedback.

- c. Survey to be released to the staff by March 19th. Report will be presented during the next board meeting (April 21st)

Discussion on School / Program Report content

1. Inner City High School Report (Joe)

- 142 students registered.
 - 11 are in our Adult Education Program
 - 84 have consistently been attending onsite
 - 14 have been working remotely (10 online and 4 having paper copies delivered)
 - 19 students on track to graduate.
 - Students are thinking more about post-secondary, one of our students has been accepted into the Corrections program at Grant MacEwan for the fall.

- We have not had any case of Covid-19 inside our school thanks to daily screening/temperature checks at the front door, mandatory mask wearing, physical distancing, directional flow of traffic, hand sanitizers throughout the building, regular cleaning of touched surfaces, and cohorts.
- Students have generally followed protocol since September
- This is especially significant because they are people who resist authority
- Of course there are problems but generally speaking we appreciate the way students have managed them selves is commendable
- Teachers, on the other hand, deal with many challenges. They're worried about their students and their behaviors in the pandemic
- they're worried about themselves and what they take to their family.
- They're also challenged in teaching. Because teaching in these conditions can be quite difficult.
- The anxiety of students, monitoring COVID protocols and ensuring that students are masked at all times with the exception of eating, smoking, vaping and who knows what else.

2. ICYDA Operations Report (Nikolai)

- Overall
 - Operations are going well. However, as out in the world, there seems to be a general covid fatigue settling in amongst staff and students. As a result, we are presenting a COVID-19 Pandemic Policy for you to review and approve tonight.

- Youth Engagement Programs
 - General
 - Youth Engagement staff have been very busy, as usual. They continue to take the brunt of delivery supports, while still maintaining on-site supports and documenting their work (anecdotal records, crisis indicator measures and bi-weekly youth update reports).
 - Quantitative Analysis

- Since the beginning of Semester 2A – February 2, 2021.
 - Total time spent providing youth engagement supports: 774 hours
 - Total reports pertaining to youth engagement activities: 1416
 - Presenting Concerns (top ranked)
 - Academic needs
 - Physical distress (e.g., hungry, tired)
 - Emotional or mental health distress
 - Family violence
 - Medical concerns
 - Addictions
 - Housing and family difficulties
 - Supports Provided (top ranked)
 - Remote (off-site) assistance
 - Online assistance
 - Basic needs supports
 - Crisis management
 - Attendance supports
 - Referral supports
 - Cultural supports
 - Response to Intervention
 - Average (1-5, 5 is highest): 3.9
 - Future Direction
 - Professional development and re-certification (e.g., First Aid, ASIST Suicide Intervention, etc.)
 - Technology developments and integration (new dashboard)
 - Summer program activities
- Inclusive Education Program
 - General
 - Again, file development for the year is complete (the 134 files that were approved for funding by Alberta Education), and now the team is focussed on file maintenance (ensuring regular review of key documents in the files such as IPPs).
 - Given the team's constant involvement with student records and related data, they have taken on developmental support of our new M365 Project (i.e., agency dashboards, digitization of paper processes, integration of data systems).
 - The team is also developing the existing program through a series of projects: Suicide Intervention, Assistive Technology and Language Review of Key Documents.

- They are slowly turning their attention towards new file development for the 2021-2022 academic year (student assessment).
 - Future Direction
 - Staff changes/turnover in the team – training
 - File digitization
 - Use and integration of new technology
 - Working with management to ensure sufficient registration in the upcoming year
 - Other Operations
 - Marketing and registration for the 2021-2022 year.
 - Registration starting after spring break for September.
 - Focusing on the retention of previously approved students.
 - Summer Program (6 weeks: July 13-August 20) for Youth Engagement and Inc Ed (predominantly)

Patrick Twinn moves to approve the ICYDA School Report and Operations Report, Cory Chan seconds the motion. Motion carried.

Building Update:

Joe - Elevator has been breaking down consistently, estimate has come down to \$100,000. First approach would be through crowd funding. Still ongoing.

Approvals of Financials

Proposal for introducing a fundraiser portion for discussion item for next month's board meeting (April 21, 2021).

Cory Chan Moves to approve the financials as read, Michael Ho seconds motion. Motion carried.

Foundation Update

- Tabled for next board meeting (April 21)

Board Committee Updates

Subcommittees:

Board Values – Cory

- No New update, more to come on April 21 meeting

Data Project – Lizzy

- Already provided above in

Engagement with Staff/Students – Mike/Harmail/David/Lizzy

No new updates at this point

Bylaw subcommittee –

Preparing the bylaws for the rest of the board for the next board meeting (April 21)

New Business

None

Next Meeting is April 21 @ 5:15pm

Meeting adjourned at 6:34 pm

Inner City Youth Development Association
Meeting Minutes
April 21, 2021

Call to order: 5:20 pm

Roll call:

Nikolai Linden, Joe Cloutier, Alexina Dalgetty, Michael Ho, Cheryl Joyce, Elizabeth Baron, Patrick Twinn, Roisin McCabe, Harmail Natt, and Bill Clark

Regrets: David Anli, Cory Chan

*All attendees consented to recording the session for the purpose of review of board members unable to attend. *

Approval of Agenda:

Harmail Natt moves to approve the Agenda, Alexina Dalgetty seconds the motion. Motion carried.

Approval of Minutes:

Michael Ho moves to approve the minutes, Alexina Dalgetty seconds the motion. Motion carried.

Discussion on School / Program Report:

Inner City High School Report (Nikolai)

Semester 2A (Third Quarter) just finished on April 20. We had 154 students registered for the semester. 14 students are now on track to graduate (we lost about 6 who will hopefully graduate next year instead). We are in the process of gathering more data (e.g., credit tallies for completed courses) and should have them soon. Overall, the attendance and participation were on track with previous years, despite the pandemic.

ICYDA Operations Report (Nikolai)

1. Youth Engagement Programs

- Daily Routines and Operations
 - Delivery Supports: Youth Engagement staff (mostly) delivered 205 (February) and 200 (March) hot lunches to 52 students. These deliveries also included check-ins before hand, provision of informal counselling supports upon arrival (whenever safe), course materials when needed and/or referral supports.
 - In-School Hot Lunch & Snacks Supports: Youth Engagement staff spend a great deal of each morning counting arriving students, and bringing meals and snacks to individual classes.
 - The School Elder (Marjorie) is in four days per week and works in the gym with students doing traditional arts and crafts, and counselling.

- Crisis Supports
- Presenting Concerns from the last semester:
 - Academic challenges
 - Physical distress/basic needs (e.g., hunger, toiletries)
 - Family violence (including relationship violence)
 - Mental health (i.e., emotional distress)
- Dominant Supports from the last semester:
 - Basic needs supports
 - Crisis management
 - Attendance supports
 - Referral supports (housing, addictions)
- Comments: A lot of daily coordination for staff and students who are sick and/or cannot be on-site. Of course, there is also juggling of daily delivery supports, helping students with appointments, etc.

2. Inclusive Education Program

- A new **Suicide Intervention** program was developed that is in closer alignment with Alberta Health Services recommendations. This includes a risk assessment and AHS referral documents along with a more detailed Safety Plan.
- An **Assistive Technology** program is also being developed, following some research and a survey of both staff and students. We hope to present a couple of apps and softwares organized according to category (e.g., organizational, well-being, academic, etc.), for initial use within this next semester, and then more of a formal roll-out in September 2021.
- This year we have used a locally developed **Crisis Indicator Measure** conducted in Youth Engagement Team meetings to measure the initial level of crises for each student, as well as quarterly measures throughout the year. We hope that this will generate some good and informative data moving forward!
- **Increasing student collaboration** on Individualized Program Plans by reviewing some of the language used is targeted for the end of this month. Currently, the language often takes an authoritative tone and language that the students are not apt to accept. Nikolai will work closely with the School Psychologist this semester to try and make some improvements to this.
- **New assessments** will begin this semester and we are attempting to integrate use of a tablet for administration (intake). Moving into the 2021-2022 year, it will be most fortuitous for us to have returning funded students, but assessments completed now can count towards our September count.

3. Other Operations

Information Systems Update

Our current information systems goals include integration of all data and information systems into M365, in order to develop automation of data and systems. In order to accomplish this, we need to connect with (APIs) our own independent database and the

government education website (PASI). Our goal was to create a fully integrated system with individualized dashboard by September 2021. However, after consulting with our own developer (James), the Alberta Government and various Microsoft Partners, it seems as though the date for this project will need to be extended... significantly. As much as M365 purports to be non-developer friendly, many of the functions require support from developers. In the meantime, we are focussed on replacing paper forms with apps (that serve to enter data directly into the system for immediate use) and developing as close to an individualized dashboard as possible by the fall.

Registration for September 2021

In order to ensure that we have a comparable registration next year with our current year, we will need to organize activities geared towards retention of our current students and recruitment of new students. This is particularly important for students that have been coded for funding. Of our 134 students approved for funding this year, only 107 (80%) will be eligible for funding next year as the other 27 students will 'age out' (turn 20 years old). Our retention rate for previously coded students (of age) was 78% this year, and 66% the year prior. So, even if we had 70% of the 107 possible students return next year, which would be 75 students, we would still need to recruit approximately 60 new students to meet our 2021-2022 goal of 135 students approved for funding.

So, some of the efforts that we are looking to make include targeted advertisement (online, LRT stations, etc.), presentations to local agencies and other means to be determined. We hope to possibly work with Patrick and ATB 101 towards this end, shortly.

Patrick Twinn moves to approve the ICYDA School Report and Operations Report, Harmail Natt seconds the motion. Motion carried.

Building Update

- Flooding occurred in the basement after a sewage backup. Has been resolved through plumber services.
- Elevator service has continued to come in consistently due to breakdowns. Crowd-funding page is now live:
- https://www.gofundme.com/f/fundraiser-for-elevator?utm_campaign=p_cf+share-flow-1&utm_medium=email&utm_source=customer

Approvals of Financials

Michael Ho moves to approve the financials as read, Roisin McCabe seconds motion. Motion carried.

Inner City Fundraising (Joe)

- History of fundraising through previous iterations of the school was provided
- Important to consider the reputation and relationships that has been built over the years within the Indigenous community and the City of Edmonton
- Board members can use their networks to do ground level fundraising

- Annual events can be designed to fundraise, but mostly to provide awareness
- Keeping integrity of the organization together are important while attempting to meet proposal targets, which can be highly time consuming with short staff
- Fund Development Program has the following initiatives:
 - o Establish a social media,
 - o Disturb e-news,
 - o Approached other funders,
 - o Revised website,
 - o Proposals underway including Home Depot, Telus, FCSS, and others
- ATB financial may be an opportunity to partner with summer students

Foundation Update

- Tabled for next meeting to discuss the purpose of the Foundation and to determine its future.

Board Committee Updates

Subcommittees:

Board Values – no new updates

Data Project – Elizabeth

- 28 total responses, 18 (68%) provided qualitative comments
- Majority of quantitative questions were in the 4-5 range (high satisfaction)
- Qualitative themes include COVID fatigue, gratitude towards leadership, and course delivery concerns within COVID
- Summary to be generated by Elizabeth to pass along to leadership
- Today is Elizabeth's last day in attending meetings

Engagement with Staff/Students – no new updates

Bylaw subcommittee

- Request that all board member review the bylaws by next meeting to provide any further comments prior to approval

New Business - None

Next Meeting is May 19 @ 5:15pm

Meeting adjourned at 6:52 pm

Inner City Youth Development Association

Meeting Minutes

May 19, 2021

Call to order: 5:20 pm

Roll call:

Nikolai Linden, Joe Cloutier, Michael Ho, Patrick Twinn, Roisin McCabe, David Anli, Cory Chan, Alexina Dalgetty

Regrets:

Harmail Natt, Cheryl Joyce

All attendees consented to recording the session for the purpose of review of board members unable to attend.

Approval of Agenda:

Patrick Twinn moves to approve the revised Agenda, Michael Ho seconds the motion. Motion carried.

Presentation – Jeff Day:

Elevator fundraiser campaign (attached pdf). Gofundme donation was setup for the repair of the elevator. \$90-95,000 estimate for the repair and the target that was set for the Gofundme was \$45,000. Will be focusing on using Twitter, LinkedIn, Instagram, Twitter for social media mechanism. Pattison Outdoor's will be supporting public advertising (campaign will go from May 17-June 23). Reach out to CBC Edmonton, CKUA Radio, and Edmonton Journal for media. CKUA responded.

- GoFundme.ca
 - <https://www.gofundme.com/f/fundraiser-for-elevator>
- Board & Staff (Private Page)
 - <https://innercity.ca/elevator-fundraiser>
- Public Campaign Pages
 - <https://innercity.ca>
 - <https://innercity.ca/going-up>
- New Twitter Account
 - <https://twitter.com/InnerCityHigh>

Approval of Minutes:

Alexina Dalgetty moves to approve the minutes, Roisin McCabe seconds the motion. Motion carried.

Discussion on School / Program Report:

School Program Report

Semester 2A

- Registration was 133 total students (3-year average: 136, range 120-155), which is very good considering the impact of the global pandemic.
- Attendance was 25% (50hrs) for the semester (3-year average: 28%, range 24%-30%). Particularly considering the impact of the pandemic, the attendance for this semester was in-keeping or higher than expected.
- Course credits issued was 181 (3-year average: 232, range 147-320). The third quarter is not a very good measure of total credits as many core courses extend into the final quarter, and then pertain to the final quarter tally instead.
- Overall, the third quarter was very difficult for all staff and students given the length of the pandemic and 'COVID fatigue'.

Semester 2B

- The new semester started April 21.
- As of today, 123 students have registered for the final quarter. However, this time of the year is very slow for on-site attendance, which is only exacerbated by the pandemic.
- 14 students are on track to graduate. Graduation date is set for the last instructional day of the year: June 28, 2021. It will be a small pandemically-safe ceremony.

Inclusive Education Program Report

- Throughout Semester 2A, the Inclusive Education Team focused mostly on data management, delivery support and any other areas of operation that required assistance.
- Assessment has slowly recommenced with the new semester.
- With Breanne leaving for maternity leave (Inclusive Programming Coordinator), they will be hiring and training a new member of the team over the summer, as

well as finalizing, digitizing and uploading key student records to the Alberta Education website.

Youth Engagement Program Report

- Youth engagement staff continue to provide much needed supports to the youth in the form of informal counselling and crisis intervention, delivery supports cultural addictions and legal supports, referral supports and basic needs provisions.
- Youth engagement staff are preparing to run our summer program from July 12 – August 12, 2021.

Other Report

- Staff Covid Survey
- ATB 101
- Data Project Updates
-

ACTION: All Board Members to provide suggestions of any quantitative data that they would like to see from Nikolai

Building Update

- No new updates aside from the funding for the elevator covered earlier in meeting

Approvals of Financials

Cory Chan moves to approve the financials as read, Michael Ho seconds motion. Motion carried.

Inner City Fundraising (Joe)

- As far as fundraising goes Jeff and I the elevator project on the go
- I just submitted a proposal to alberta culture community initiatives program for \$75,000
- \$60,000 are to pay for the wages for the two extra staff members we hired because of covid
- \$15,000 is for administrative capacity development, fine tuning our administration, developing policy, enhancing and integrating internal digital processes
- The application was due on may the 15th which was this past Saturday. we just made it the date of submission and Corey came in on Saturday morning and signed the application.
- The grant is far from a sure thing and there's a ton of work that goes into producing an application like that.

- The School's Annual Operating Plan was also due to Alberta Education by May the 17th. Both were submitted.
- The TELUS grant of \$14,800 is to create a digital display (dashboard) on each floor that displays relevant agency information.
- Next step is to get that moving.

Foundation Update (Joe)

- Charter School discussed
- Read through the Boyle Street Chartered School report
- When starting a charter school a charter has to be put together and has to be reviewed by Alberta Education every 5 years
- Overall limits flexibility for ICYDA and recommendation from Joe and Alexina to not move forward with the Charter School
- Discussion on what to do with the Foundation tabled for June's Board Meeting

ACTION: Michael Ho to look into the implications of closing the Foundation

Board Committee Updates

Subcommittees:

Board Values – no new updates

Data Project – no new updates

Engagement with Staff/Students – no new updates

Bylaw subcommittee

- ACTION: All Board Members to read through and provide comments or approval of the Bylaws by May 26th.
- ACTION: David to send out e-mail reminder to board members about reviewing Bylaw

For June 16, 2021 –

- Board members to focus on the Board Committee initiatives, try to School/Program Report/Building Update/Approval of Financials through e-mail prior to meeting
- AGM date to be discussed in the next meeting.

New Business - None

Next Meeting is June 16 @ 5:15pm

Meeting adjourned at 6:12 pm

Inner City Youth Development Association
Meeting Minutes
June 16, 2021

Call to order: 5:24 pm

Roll call:

Nikolai Linden, Joe Cloutier, Alexina Dalgetty, Michael Ho, Cheryl Joyce, Cory Chan, Roisin McCabe, Jeff Day, and Harmail Natt.

Regrets: David Anli, Patrick Twinn

Approval of Agenda:

Michael Ho moves to approve the Agenda, Roisin McCabe seconds the motion. Motion carried.

Approval of Minutes:

Alexina Dalgetty moves to approve the minutes, Michael Ho seconds the motion. Motion carried.

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe)

- We have been open for the full year through the pandemic. The students and teachers deserve a lot of credit for their work all year. The teachers have had to deal with rolling waves of anxiety, and the fear of taking COVID home to their families.
- The students deserve credit for following COVID protocols and helping to keep everyone safe.
- This year we will have 13 graduates. According to Alberta Health Services regulations we can have 33% of our fire code allowance in the building on graduation day.
- Graduation is June 25th at noon.
- This year will be having teachers sign contracts. We passed our contract to labour lawyer and he revised the contract to fit current regulations.
- Alberta education monitors schools such as ours every three years. This year the monitoring was virtual and took place earlier this morning. The principal call Jennifer, myself, and Roisin met with two Alberta education representatives over zoom.
- The week before we sent in a ton of requested documents ranging from lesson plans, board policy, and our bylaws. They also asked a series of questions, mostly directed at the principal and Roisin. In the end they congratulated us on our programming but only made slight mention of the documents and our Board policy and Board minutes.
- The board policy is out of date and needs revising over the summer. The bylaws are under way and we will work with Jeff to revise parts of our website so that we can post required documentation that can then be accessed by the general public.

- We will be receiving an official letter with the monitoring results and recommendations. I think it's a safe assumption to say that the above will be part of the recommendations which could be translated as strongly suggest.
- Part of the TRC recommendations is that we make an effort to ensure are board follows the recommendations concerning education. In the meeting I discussed our virtual world project and how it helps teachers and students.

ICYDA Operations Report (Nikolai)

1. Youth Engagement Programs
 - a. Quantitative data on programs will be collected and presented at the AGM
 - b. Deliveries have slowed as general population has slowed
 - c. Success at school meetings have begun which includes discussion of the summer programs and preparing for next year
 - d. July 13-August 13 the summer programs will be offered
2. Inclusive Education Program
 - a. Files are wrapping up for the year
 - b. Deadline of mid-Sept to digitize files

Fundraising (Jeff)

- Approximately \$1200 has been raised in 1 month for the elevator fund
 - Paid advertising has been ongoing for 2 weeks
 - 19,000 people have seen the ads
 - Most donations are in the evenings and higher female demographics
- Donations from Telus will contribute to display screens in the school
- Wolfe Cadillac has donated \$400 towards graduation
- Windermere Currents mall has also donated \$400 towards graduation
- Canada Health donations has 5 donations of \$947.93

FINANCIALS:

May 2021 Summary:

- Decrease in cash is due mainly to even payments from Alberta Education throughout the school year offset by increased expenses in 2021.
- Expenses are about \$385,000 above 2019-20 expenses. While salaries and benefits expenses have increased by \$385,000 including \$77,500 total Covid hazard pay and Critical Worker Benefit, spending on youth support programs and transportation has decreased by \$28,000. Other expenses have a net increase of \$28,000.
- Year-to-date property insurance, utilities, and additional maintenance costs are \$22,000 more than the amount previously paid for rent, maintenance, and utilities expenses. ICYDA is responsible for building and grounds maintenance and repairs that the Edmonton Oilers Community Foundation covered in the past.
- Overall, finances are in good shape this year and ICYDA is headed for surplus though not as great as the previous year.

Approvals of Financials:

Cory Chan moves to approve the financials as read, Roisin McCabe seconds motion.
Motion carried.

FOUNDATION UPDATE:

- Special General Meeting called for Foundation board members on June 22, 2021 at 5:00pm. Vote to occur to begin the process of dissolution of the ICYDF.

BOARD SUBCOMMITTEE UPDATES:

Board Values: June 30 deadline set to complete a policy manual for board members.
Engagement with Staff/Students: Engagement opportunities delayed until next year due to COVID.

Bylaws: Meeting to be set to review recommended changes to ensure clear distinction of a policy board rather than a governance board.

Board development: Recruitment to continue through the fall, specifically in building the board with members that have an education or trauma background.

ANNUAL GENERAL MEETING

- **Schedule A** – June 25
- **Schedule B** – July 21 at 5:30pm via Zoom
- **Dates to be posted on the school website**

NEW BUSINESS – None.

Next Meeting is September 15 @ 5:15pm

Meeting adjourned at 6:40 pm

Inner City Youth Development Association
Meeting Minutes
July 21, 2021

Call to order: 5:32 pm

Roll call:

Nikolai Linden, Joe Cloutier, Alexina Dalgetty, Michael Ho, Cheryl Joyce, Cory Chan, Roisin McCabe, David Anli, Patrick Twinn.

Regrets:

Harmail Natt

Approval of Agenda:

Michael Ho moves to approve the Agenda, Roisin McCabe seconds the motion. Motion carried.

Approval of Year End Financial:

The audited annual financial statements were reviewed and approved at the November 18, 2020, board meeting.

Special Resolution - Approval of Bylaw

Additional Bylaw revisions made as per comments from the Society's Act Service of Alberta.

Section	Summary of Change
4.04b	Member resignation format - confirmed in writing
5.12	Voting rights - need to state whether member can vote in person or by proxy
9.02	Fiscal Year end being August 31 - we need to state that the financials are to be reviewed every year
9.07 (new section)	the members may request to review the society's books or records at the associations place of business during regular school hours
9.08 (new section)	board meeting minutes to be posted on the ICYDA website
9.09 (new section)	Keeping of the Society's seal - in custody by the Business Manager. The Executive Director and Business Manager will use the seal.

Resolved as a Special Resolution that the existing Bylaws of the Society be repealed and replaced with the Bylaws attached hereto as Schedule A.

Michael Ho moves to approve the revised Bylaws, Roisin McCabe seconds the motion. Motion carried.

Election of Board Members/ Positions:

<u>Board Position</u>	<u>Board Member</u>
Chair	Michael Ho
Vice Chair	Patrick Twinn
Treasurer	Cory Chan
Secretary	David Anli

Motion approved unanimously by all board members in attendance.

Michael Ho moves to remove Roisin McCabe and add Patrick Twinn as signatory. Roisin seconds the motion. Motion carried.

NEW BUSINESS –

Discussion for in camera

Next Meeting is September 15 @ 5:30pm

Meeting adjourned at 6:07 pm

Inner City Youth Development Association
Meeting Minutes
September 15, 2021

Call to order: 5:19pm

Roll call:

Nikolai Linden, Joe Cloutier, Alexina Dalgetty, Michael Ho, Cheryl Joyce, Cory Chan, Harmail Natt, David Anli, and Patrick Twinn.

Regrets: N/A

Approval of Agenda:

Cory Chan moves to approve the Agenda, Harmail seconds the motion. Motion carried.

Approval of Minutes:

Patrick Twinn moves to approve the minutes, Michael Ho seconds the motion. Motion carried.

Structure of Future Board Meetings:

- Requirement of posting board meeting minutes onto the ICYDA Website. Jeff Day will be posting the meeting minutes onto the website. Can send directly to meeting minutes to Jeff.
- Meeting Minutes should also posted for Subcommittee meetings.
- Information will be sent out Monday prior to the week of the monthly Board Meeting.

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe)

- School report
 - In the opening days of the semester Joe did a brief (1 hour) presentation on Indigenous history, a bit on colonialism, slavery in Canada, residential schools, systemic racism, second life and identity.
 - The teachers seemed to be engaged and take the presentation seriously
 - We seem to be recovering in terms of registration and a more positive “feel in the building”
- In terms of Covid
 - We ask all staff and students to be masked when in the building
 - We greet people at the door with a friendly greeting
 - Ask how they are feeling and also make a determination
 - All are masked and social distance when they can
 - A couple of students are on the Covid watch list and we deliver school work
- Registration numbers are high
 - Right now we have 160 or so students registered
 - Our hope is that all students show up within the window to be counted
 - This year the date is Sept 24

- ACTION: Future Board Meeting to include the presentation that was completed by Joe (same presentation that was completed for the teachers). To be scheduled in November's Board Meeting.

ICYDA Operations Report (Nikolai)

- Inclusive Education
 - Team of four. Yasmine and Kathleen are interim coordinators of the program while Breanne is on maternity leave. Currently working on the student files.
 - Challenge will be to continue working on the files during potential further COVID Restrictions
- Youth Engagement
 - Key contact duties
 - Agency contacts (Community Agencies)
 - Open Houses – one cancelled and one no-show
 - Field Trips and School Activities
 - Outreach Programs
 - Covid adaptations
 - Practicum students
- Other
 - Staff manuals have been updated and distributed
 - Type of manuals
 - Teaching Staff
 - Non-Teaching Staff

Building Update (Joe):

- As I mentioned in a Board email, we have begun the process of applying to the Green and Inclusive Building Program. There's two different streams on the program, one is for projects over 3 million and the other of course is for projects under 3,000,000. The under 3,000,000 accept applications until the money runs out. We hope the election does not interrupt the flow.
- It's a multi year program with the goal of creating net zero buildings across Canada. We are in the application and assessment phase. On September 23 from 9-5 a team will do a technical review of the buildings performance (RET screen).
- Other building analysis
- Traditional Plants in 22 concrete planters around the building
- A lot of information about building performance and efficiency accompany the application
- A Community Consultation plan is being considered and developed
- Building committee and search for an architect

FINANCIALS:

Approvals of Financials:

Cory Chan moves that subject to an annual net income of at least \$40,000 the board approve a retention incentive in lieu of pension in the total amount of \$125,279 which is 5.5% of the eligible employees' gross base annual salary for the year ended August 31, 2021. This will be applied to the 2020-2021 school year. Michael Ho seconds the motion. Motion carried.

CAFT Payment Authorizations Process:

On Hold - Postponed till next meeting

Special Resolution - Approval of Bylaw

Additional Bylaw revisions requested as per comments from the Society's Act Service of Alberta.

To Resolve the following modifications will be made in the Bylaw:

1. Auditing the books of the society must be audited once a year by a Chartered Accountant.
2. Will be utilizing the section 15(1) and 15(2) into ICYDA Bylaws

Revised Bylaws will be circulated to the board members through e-mail by Michael Ho after these changes have been made. Motion to approve the revised Bylaws will be done at that time.

BOARD SUBCOMMITTEE UPDATES:**Board Values:**

- Mandate to review Bylaws is complete, next step is to revisit the mission and value statements

Engagement with Staff/Students:

- Engagement opportunities delayed until next year due to COVID.

Data Project:

- Currently on hold until applications are completed

Board development:

- Cory Chan has proposed a potential new Board Member, further discussion in October's Board Meeting.
- Recommendation to involve the students in the selection of new Board Members

Foundation Update:

- Tabled till October Board Meeting

NEW BUSINESS

- COVID Update (September 15)
 - COVID update was announced by the Alberta Government with additional restrictions. These new restrictions start September 16. Minimal impact on ICYDA.

Next Meeting is October 20@ 5:15pm

Meeting adjourned at 6:26pm

Inner City Youth Development Association
Meeting Minutes
October 17, 2021

Call to order: 5:19pm

Roll call:

Nikolai Linden, Joe Cloutier, Michael Ho, Cheryl Joyce, Cory Chan, Harmail Natt, and Patrick Twinn, Alexina Dalgetty

Regrets: David Anli

Approval of Agenda:

Cory Chan moves to approve the Agenda, Harmail seconds the motion. Motion carried.

Approval of Minutes:

Harmail Natt moves to approve the minutes, Michael Ho seconds the motion. Motion carried.

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

- Pleased with current registration numbers and numbers will likely be close to or exceed last year's registration numbers
- The climate around the school feels as though people are engaged and, knock on wood, seems to be going smoothly
- Mandate in place for school staff and visitors to be vaccinated or show proof of being vaccinated before entering the building.
- Local pharmacy has offered to come on site to provide flu vaccinations and COVID vaccinations (if required)
- On October 13th, we held a pipe ceremony at Elk Island Park in honour of the many graves of children found buried around residential schools
- A Smudge ceremony was also held on Sept 30th at Elk Island Park
- Preparing for a presentation in the River Valley
 - o The hope and plans are that we will have approximately 6 students in the valley with the river in the background and students creating frozen pictures as a group. replacing their body in the shape of feelings or emotions that represent how they felt about the many missing children discovered buried around residential schools
 - o A contemporary dancer will weave in among the children while there's drumming on hand drums and singing. We hope to have a child dancing a traditional dance or whatever their speciality is. Participants will wear orange shirts.
 - o Like all of us, the students are aware of the many bodies being found and definitely feel the impact.
 - o Will also do something of the same performance in the Indigenous Park in the River Valley.

ICYDA Operations Report (Nikolai):

- Inclusive Education
 - Peak time of the year for registration
 - Target: 134+ files. On target now. Last meetings this Friday.
 - Currently, 142 inclusive education files is most likely.
 - 72 returning students
 - 59 files to Marliss
 - 12 came with external sources (e.g., student cumulative records)
 - Count date was changed by Alberta Education this year. It is usually on the last Friday of every September (which would have been September 24th) but was pushed out to September 29th with notice given on October 12th. No clear deadlines this year for monitoring yet but anticipate due date to be in early November

- Youth Engagement
 - Continued development of Key Contact Staff practice, particularly to review guardianship, FNMI info and guardian attendance communication
 - Elk Island Pipe Ceremony (Oct 13) and Truth and Reconciliation smudge (Sep 30)
 - Continued partial COVID practices of delivery and CCR (sick) list
 - All staff vaccinated following Board Policy & Adult visitors screened upon entry
 - Overall, so far, our registration numbers are on par with the last few years

Building Update (Joe):

- Green and Inclusive Building Program application has been started and the remainder of the application will be completed when an architect is brought on board
- Draft application to be posted on SharePoint for the board to review
- Architect interview scheduled for this Friday (October 22nd) at 10am. Another maybe scheduled in the future
- Benefits will include creating a net zero building, supporting sustainability and lowering the building operating costs
- Building Committee to be formed to support future building decision including the creation of a capital reserve fund

FINANCIALS:

Summary of Financials:

- Financial statements are preliminary data for information only. August 2021 year end is not yet audited. Adjustments may be made for August 2021 that impact September 2021 financial statements.
- Increase in revenue is due to a \$400,000 increase in Alberta Education funding for 2021-2022.
- Expenses are about \$20,000 above 2020-21 expenses.

- Insurance invoices other than property insurance for 2021-22 have not yet been received

CAFT Payment Authorizations Process:

- Need to determine who provides final authorization for expenses and if this should be a single individual approving and providing final authorization
- Board agrees that it would be ideal if the board is providing the final authorization of expenses over \$2000
- Cory Chan moves to add Nikolai Linden as a signatory for CAFT authorization payments moving forward. Michael Ho seconds the motion. Motion carried.

BOARD SUBCOMMITTEE UPDATES:

Building Committee:

- New committee to support the building requirements moving forward
- Develop policy to support capital reserve fund

Board Values and Policies:

- Mandate to review Bylaws is complete and they are fully approved, next step is to revisit the mission and value statements
- Should revisit the finance and board development policies

Engagement with Staff/Students:

- Engagement opportunities delayed until next year due to COVID.
- Opportunity for board members to possibly go the River Valley presentation next week. Joe to share details with those interested.
- Potentially more opportunities prior to the Christmas break

Data Project:

- Currently on hold until applications are completed

Board development:

- Cory Chan has proposed a potential new Board Member (Lori Choong). Michael, Joe and Nikolai to provide Lori a tour of the school which is tentatively planned for the week of November 27th.
- ACTION: Joe to share presentation on Indigenous history at the next board meeting (30 mins)

Foundation Update:

- On hold for now
- No new transactions since August. Cory has reviewed the financials and will follow up with approval.
- Foundation AGM to be held after next board meeting

NEW BUSINESS

- No new business

Next Meeting is November 17@ 5:15pm

Meeting adjourned at 6:31pm

Inner City Youth Development Association
Meeting Minutes
November 17, 2021

Call to order: 5:20 pm

Roll call:

Nikolai Linden, Joe Cloutier, Michael Ho, Cheryl Joyce, Cory Chan, Harmail Natt, Patrick Twinn, Alexina Dalgetty, David Anli, Lori Choong

Regrets:

Approval of Agenda:

Alexina moves to approve the Agenda, Harmail seconds the motion. Motion carried.

Approval of Minutes:

Patrick Twinn moves to approve the minutes, Michael Ho seconds the motion. Motion carried.

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

- 112 active students
- Continuous intake, 9 new students in the last couple of weeks
- Generally good feeling in the school
- New students, have to resolve some conflict with a strong emphasis in non-violent methods

ICYDA Operations Report (Nikolai):

- Inclusive Education
 - 142 Files that are submitted this year (134 files submitted last year)
 - 95% of these files are cod 42 (severe emotional behaviour)
 - 5% (severe medical)
 - 70 of the new files
 - 61 have been given to school
 - Strength based approach in working with these students
 - New deadline is Friday @ 4:00pm but right now schedule
- Youth Engagement
 - Students requiring housing, mental health support, addictions difficulties, conflicts (at home or with other students)

Bylaw Amendment – Special Resolution 11.01

Resolved as a Special Resolution that the existing Bylaws be amended by deleting and replacing Section 11.01 with the following wording:

After the organization dissolves and pays all its debts and liabilities, it will distribute or dispose of its remaining property to qualified donees as described in subsection 149.1 (1) of the Income Tax Act.

Cory Chan moves to approve the Bylaw amendment, Michael Ho seconds the motion. .
Motion carried.

FINANCIALS:

Add signatory

Alexina Dalgetty moves to add Nikolai Linden as signatory. Cory Chan Seconds the motion.
Motion carried.

Summary of Financials:

2021 Audited Financial Statements Summary

Revenue and Expenses

- Revenue decreased \$38,000 over 2020.
- Alberta Education revenue shows a slight decrease of \$3,000 in 2021.
- Federal Grants have increased by \$101,000 mainly due to Covid funding of \$90,000.
- The EOCF in-kind donation to cover rent subsidy (\$166,666) and utilities and maintenance (\$53,334) in 2020 does not apply in 2021, nor does the corresponding rent expense.
- Building and van donations have been amortized into revenue at \$77,680.
- All other sources of revenue have a net increase of \$4,500.
- Expenses are about \$6,500 below 2019-20 expenses.
- Salaries and benefits expenses have increased by \$150,000
- Spending on youth support programs and transportation has decreased by \$15,000.
- Capital asset amortization (expense) of \$ 90,663 is partially offset by capital contribution amortization (revenue) \$77,680.
- Other expenses have decreased by a net amount of \$18,000.
- Property insurance, utilities, and grounds maintenance costs are \$15,000 greater than the amount previously paid for rent.
- Excess of revenues over expenditures is \$78,685.
- This below the 2020 excess of \$110,629 but slightly above the five-year average.

Financial Position

- Accounts receivable includes temporary wage subsidy (\$25,000) received in September.
- The decrease in deferred contributions is mainly due to monthly rather than FVPP federal grant funds.
- Capital asset addition is a fence to secure the van.
- Finances are in good shape going into 2022 with retained earnings of close to \$733,000.

Schedules

- Schedule 3 Facility Rent will be renamed to Operating Costs and Audit Fees will be renamed as

- Professional Fees
- Schedule 4 for Family Violence Prevention Project Year 2 will be added but will not change any amounts on the financial statements

October Financial Statement Summary

- Operations ceased on June 22, 2021.
- One Walmart store has advised that a grant application made in February 2021 has been approved. This \$1,000 donation was received in November 2021. ICYDFdn must donate any
- Walmart or other donations it receives this fiscal year to a qualified donee.
- The only known expense for the 2021-22 year is directors' and officers' insurance. All other expenses for operations have ceased.

Approve audited financial statements

Cory Chan moves to approve the 2021 audited financial statements. Harmail Natt seconds the motion. Motion carried.

Budget 2021-22 Highlights

- A surplus of \$40,000 is budgeted. This can be applied to potential future year shortfalls and/or to a capital reserve.
- Alberta Education funding of \$3.2 million is based on actual amount to be received in 2021-22 and includes \$200,000 adjustment for previous year enrolment.
- Salaries and Benefits increased by \$116,000 due to two new employees.
- Insurance increase of 6,300 is based on actual rate increases.
- Computer and Equipment is increased by 20,000 to cover data analytics software and hardware, and other equipment to be determined according to need priorities later in the year.
- Utilities budget is increased by \$18,000 to better reflect costs, especially electricity rate increases.
- Audit and professional fees include \$20,000 for the green building assessment.
- Honorarium is increased by \$15,000 for regular elder school visits.
- Wellness increased by \$13,000 because ICYDF will no longer be paying part of food costs, and food costs are increasing

Approve budget

Patrick Twinn moves to approve the 2021-22 budget. Michael Ho seconds the motion. Motion carried.

CAFT PAYMENT AUTHORIZATION PROCESS:

Issues with releasing CAFT Payments on-time. This should be resolved by now making Nikolai Linden a signatory. Will require training, will shadow Michael Ho.

BOARD SUBCOMMITTEE UPDATES:

Confirm Members and Active Committees:

Building Committee:

- Board Members: Joe, Harmail, David
- New committee to support the building requirements moving forward
- Develop policy to support capital reserve fund
- Next target: Green Application review by Board Members before submission

Board Values and Policies:

- Board Members: Michael, Cory, Harmail, Nikolai
- To combine with the Bylaw Committee
- Mandate to review Bylaws is complete and they are fully approved, next step is to revisit the mission and value statements
- Should revisit the finance and board development policies

Data Project:

- Board Members: Nikolai, Lizzy
- Currently on hold until applications are completed
- Recommendation is to remove this as part of a Board Subcommittee

Engagement with Staff/Students:

- Student Engagement Board Members: Patrick, Alexina, Lizzy
- Staff Engagement Board Members: David, Michael, Harmail, Lizzy, Alexina
- Recommendation is to combine
- Staff/Student Board Members: Michael, Alexina, Patrick

Board Development:

- New Member (Lori Choong) - Tour setup on Monday, November 22nd

Joe's Indigenous History Presentation (Part 1 of 2):

Part 2 to be presented during January's Board Meeting

NEW BUSINESS

- No new business

Next Meeting is January 19, 2022 @ 5:15pm

Meeting adjourned at 7:07pm