

Inner City Youth Development Association
Meeting Minutes
January 18, 2023

Call to order: 4:53pm

Roll call: Joe Cloutier, Nikolai Linden, Michael Ho, Cheryl Joyce, David Anli, Patrick Twinn, Lori Choong, Charlene Hay, Jay Gilday, and Cory Chan

Regrets: Alexina Dalgetty

Approval of Agenda:

Charlene Hay moves to approve the agenda, Michael Ho seconds the motion. All in favor, none opposed. Motion carried.

Approval of Minutes:

Jay Gilday moves to approve the November minutes, Michael Ho seconds the motion. All in favor, none opposed. Motion carried.

BOARD DEVELOPMENT:

- Harmail Natt has resigned from the board. The board recognizes and thanks Harmail for all the work he has contributed to the organization.

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

School Report

- Surprising number of new students registered, outnumbered senior students which prompted conflict in the school and promoted the use of alcohol within the students.
- Suspended those students who were disruptive to both other students and to the teachers.
- Strengthened eligibility criteria for 19 year olds to continue at school (as they become role models at the school).
- Sexual abuse has been reported from after school events, this was reported to the authorities (police) and is being investigated.
- Cory Chan raised concerns due to the recent incidents related staff and students and requested associated policies be updated. The Policy Review Committee will be reviewing the policy on workplace violence, workplace harassment, and abuse.
- This February will be the 30th anniversary of Inner City High School

ICYDA Operations Report (Nikolai):

Youth Engagement Report

- End of November and into December was a very tough period for youth engagement staff. As Joe mentioned, addictions (particularly drinking) and concurrent violence outside of school were on the rise. This drinking also trickled into the school. These issues resulted in student conflicts that youth engagement and administration had to resolve throughout the course of the month. This outside violence also led to legal difficulties, which kept our court worker very busy. Depression was also on the rise in this period, resulting in a slight increase in review or development of suicide safety plans. Nonetheless, the Christmas celebration and winter holidays appeared to be a success for both students and staff as we've seen a more positive return in January so far.

Inclusive Education Report

- All 147 submitted files have been approved! However, this submission process was the most difficult that we have experienced to date. As you may recall, we had significant staff transitions on the Inclusive Education team moving into this year and a couple of our new staff did not work out. Intakes and file management were not up to par. So, we had to lay off two psychological assistants in December. Also, 105 of the 147 student files submitted were for new students, which is a significant departure for the half/half new/returning students submission that we are used to. The load of new students also proved to be too much for our school psychologist who had to repeatedly get deadline extensions for Alberta Education. As a result, we will be looking for ways to restructure our inclusive education

FINANCIALS:

- Meeting with the auditors completed on November 17, 2022. Board members approved the audited financial statements via email on November 22, 2022 by a majority vote.

December 2022 Financial Summary

- Revenues to the end of December are \$48,000 less in 2022-23 than in 2021-22.
 - Decreased revenue is due mainly to decrease in Edmonton Oilers Community Foundation and federal Family Violence Prevention Program funding partially offset by National Indian Brotherhood funding and an increase in Alberta Education funding.
 - Over the course of the 2022-23-year Alberta Education revenue is expected to match the 2021-22 amount.

- Expenses to the end of December are about \$117,000 more in 2022-23 than in 2021-22.
 - To date, salaries and benefits are \$77,000 more in 2022-23 than 2021-22. ICYDA had three more active employee in December 2022 compared to December 2021.
 - Other expense increases year-to-date in December 2022 include \$8,000 in computer and cell phone purchases, \$9,500 utilities increase, and \$6,600 food cost increase.
 - Twenty-five more students were assessed in the current year compared to 2022 resulting in a \$25,000 increase in student assessment costs.
- Although revenues have decreased and expenses have increased compared to the previous year, the financial position is adequate with positive net income year-to-date.

Patrick Twinn moves to approve the December 2022 financial statements. Charlene Hay seconds the motion. All in favor. None opposed. Motion carried.

Michael Ho moves to authorize \$600,000 to be invested in a Servus Credit Union GIC at 2.75% for 90 days commencing on January 20, 2023. Cory Chan seconds the motion. All in favor. None opposed. Motion carried.

APPROVAL OF ANNUAL EDUCATION RESULTS REPORT (AERR)

- Charlene Hay moves to approve the AERR as presented. Patrick Twinn seconds. All in favor, none opposed. Motion carried.

REVIEW OF 3-YEAR STRATEGIC PLAN

- Will be tabling this as an agenda item for February's Board meeting.

BOARD SUBCOMMITTEE UPDATES:

- Building Committee (Joe, Patrick, David)
 - Board members voted via email to approve a signed resolution by David to add Joe, Nikolai, Patrick, Cory, and Michael as signing authorities for the GICB (Green and Inclusive Community Buildings) initiative. A majority vote approved the resolution on January 11, 2023.
- Policy Committee (Joe, Michael, Cory, Lori, Nikolai)
 - Policy Committee to review the potential development of a “Staff Safety” policy.

NEW BUSINESS

- Proposal for next Board Meeting to be conducted in person. Nikolai and Joe to work on logistics of how to setup the next meeting at the school.

Next Meeting is February 15, 2023 @ 5:15pm

Meeting adjourned at 6:13pm

Inner City Youth Development Association
Meeting Minutes
February 15, 2023

Call to order: 5:30pm

Roll call: Joe Cloutier, Nikolai Linden, Michael Ho, Cheryl Joyce, and Lori Choong

Regrets: Patrick Twinn, Cory Chan, David Anli, Charlene Hay, Jay Gilday, and Alexina Dalgetty

Quorum could not be established at the start of the meeting. The meeting proceeded without the ability to pass any motions.

Approval of Agenda:

Approval of agenda could not be completed due to inability to establish quorum for this meeting.

Approval of Minutes:

Approval of the January minutes could not be completed due to inability to establish quorum for this meeting. This will be tabled for the March meeting.

SCHOOL/PROGRAM REPORT:

**Inner City High School Report (Joe):
School Report**

- We have 130 students registered
- Students are active and we have many sports going on for example, volleyball, basketball, floor hockey
- We have a ski trip planned for March 9th 42 students have registered. All students taking part in the ski trip have to attend two safety sessions before they go and they received lessons at the ski hill. After the lessons they're giving a bracelet that determines which lifts they can go up.
- I made a presentation before Christmas that included a hip hop song about missing and murdered women and girls. Song was written and recorded by one of our students and I presented it at several international education Web-based conferences.
- For the past few months a few students and staff have been making a video to go along with the the hip hop song. The staging of the video is nearing completion. it was filmed in a church on the Fort Edmonton grounds and other locations.
- Our over 20 students are governed by a new set of criteria and closely monitored, as I discussed in our last meeting.
- As of today, and this can change as time goes on, 14 students are on track to graduate. With students will have a full diploma and two will have certificates of achievement. the full diploma, as you are likely aware, makes it possible to attend a college or university rather than be tracked into a lower level career.

ICYDA Operations Report (Nikolai):

Youth Engagement Report

- Currently two practicum students from MacEwan University Social Work Program and Norquest Child & Youth Care Program.
- After-School Outreach program is expanding to work with Spirit North (a national Indigenous charitable organization for youth) to increase range of outdoor activities (e.g., outdoor skiing).
- In addition to Armand Siliverquill who is currently working to complete his Social Work diploma through MacEwan University, Tanys McGilvery is upgrading from her Diploma towards a Degree in Social Work through Blue Quills University and will be completing some of her practicum through ICYDA.
- The team is working to accommodate challenges/changes to the Edmonton Foodbank.

Inclusive Education Report

- Restructuring, which will include the following:
 - Changes to assessment by digitizing paper processes and developing automated documents
 - Inviting our School Psychologist to work with the rest of the team on SharePoint
 - Retaining Kathleen Holmstrom and contracting Yasmine Boulos (both graduate students in School Psychology with a history leading the Inclusive Education team) to provide direct support for report writing to our school psychologist.
 - Focus on continued training for our newest members of the team (e.g., counselling techniques, probing support).
 - Hiring one more psychologist assistant in the spring
- Rolling out an Assistive Technology Plan with our new Assistive Technologist (Kristine Baker)
- Inputting agency data

FINANCIALS:

January 2023 Financial Summary

- Revenues to the end of January are \$55,000 less in 2022-23 than in 2021-22.
 - Decreased revenue is due mainly to decrease in Edmonton Oilers Community Foundation and federal Family Violence Prevention Program funding partially offset by National Indian Brotherhood funding and an increase in Alberta Education funding.
 - Over the course of the 2022-23-year Alberta Education revenue is expected to match the 2021-22 amount.

- Expenses to the end of January are about \$133,000 more in 2022-23 than in 2021-22.
 - To date, salaries and benefits are \$92,000 more in 2022-23 than 2021-22. ICYDA had one more active employee in January 2023 compared to January 2022.
 - Other expense increases year-to-date in January 2023 include \$9,400 equipment increase for computer, cell phone and flag purchases, \$13,200 utilities increase, and \$7,600 food cost increase.
 - Twenty-five more students were assessed in the current year compared to 2022 resulting in a \$25,000 increase in student assessment costs.
- Although revenues have decreased and expenses have increased compared to the previous year, the financial position is adequate with positive net income year-to-date.

January 2023 financial statements could not be approved in this meeting due to quorum not being established. Michael Ho will request approval through email to the board.

Two board members are needed to sign the FCSS Program Schedule for the 2022 calendar year financial report submission. Michael Ho to request volunteers via email to the board and Cheryl Joyce to collect signatures via electronic signature.

REVIEW OF 3-YEAR STRATEGIC PLAN

- Tabled until next meeting due to absence of several board members.

BOARD SUBCOMMITTEE UPDATES:

- Building Committee (Joe, Patrick, David)
 - Funding agreement is being prepared according to recent communications to Joe today via email.
- Policy Committee (Joe, Michael, Cory, Lori, Nikolai)
 - Policy Sub-committee met on February 9, 2023 (see meeting minutes) to review Policies 7040 and 7050. All members agreed to action on development of a form that allows for documentation of informal complaints and action plans developed.
 - Nikolai Linden also presented his plans for revisions over the next school year. Priority was determined to start development of occupational health and safety policies.

NEW BUSINESS

- Discussion of future meetings having an in-person option for those that can attend this way. Nikolai to test out tech and report back in the March meeting in preparation for the availability of this option in the April meeting.

Next Meeting is March 15, 2023 @ 5:15pm

Meeting adjourned at 5:57pm

Inner City Youth Development Association
Meeting Minutes
March 15, 2023

Call to order: 5:20pm

Roll call: Joe Cloutier, Nikolai Linden, Michael Ho, Cheryl Joyce, David Anli, Jay Gilday, Cory Chan, and Alexina Dalgetty

Regrets: Patrick Twinn and Lori Choong

Approval of Agenda:

David Anli moves to approve the agenda, Michael Ho seconds the motion. All in favor, none opposed. Motion carried.

Approval of Minutes:

Michael Ho moves to approve the January minutes, Jay Gilday seconds the motion. 5 in favor, none opposed. 1 abstained. Motion carried.

BOARD DEVELOPMENT:

Charlene Hay has submitted her resignation from the board to Michael Ho and Joe Cloutier. The board thanks her for her service to the organization and hope to have her rejoin in the future.

Patrick Twinn has informed Michael Ho he will be taking a break from board for the next few months to support his brother transition to the Chief of the Sawridge Band. He will continue to be included in communications and will inform Michael Ho when he is ready to return in June 2023.

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

School Report

- Sports/active games has a lot of engagement from the students
- 151 students registered
- 60-80 students in the building at one time.
- 14 on track to graduate
- School wide trip – Skirts of Fire event was a wide success
- Guest Speaker coming to the school March 23rd
- June 21st – 30th anniversary of the Inner City High School. 33rd anniversary of ICYDA. Event is being planned. More to come on this for the next meeting.

Building Update:

- Completed the first draft of the contribution agreement. Second draft is near finalized.

- Revised the schedule and anticipated 90% of construction will be done this summer.

ICYDA Operations Report (Nikolai):

Youth Engagement Report

- No major updates
- Professional development focus in the next couple of months
- Youth Engagement activities during the summer months have been put together (starting the 2nd week of July for 6 weeks), however will require some adjustments to accommodate building construction work.

Inclusive Education Report

- Focusing on preparedness on processing student applications as the number has been increasing year after year.
 - Initiative of digitizing applications and processes being discussed
 - Looking at streamlining
- Hired a technologist in looking into assisted technology to the program
- New Inclusive Education staff and getting up to speed

FINANCIALS:

Cory Chan and Michael Ho volunteered following last meeting to sign the FCSS schedule electronically for submission.

Cory Chan moved to approve the January 2023 financials via email. Michael Ho seconded the motion via email. Six members in favor, none opposed, 1 abstain. Motion carried.

February 2023 Financial Summary

- Revenues to the end of February are \$75,000 less in 2022-23 than in 2021-22.
 - Decreased revenue is due mainly to decrease in Edmonton Oilers Community Foundation and federal Family Violence Prevention Program funding partially offset by National Indian Brotherhood funding and an increase in Alberta Education funding.
 - The 2022-23 Alberta Education funding calculation was adjusted in February. Over the course of the 2022-23-year Alberta Education revenue will be about \$99,000 more than the 2021-22 amount.
- Expenses to the end of January are about \$145,000 more in 2022-23 than in 2021-22.

- To date, salaries and benefits are \$105,000 more in 2022-23 than 2021-22. ICYDA had one more active employee in February 2023 compared to February 2022.
- Other expense increases year-to-date in February 2023 include \$10,000 equipment increase for computer, cell phone, flag, and other small purchases; \$13,200 utilities increase, and \$8,200 food cost increase.
- Twenty-five more students were assessed in the current year compared to 2022 resulting in a \$25,000 increase in student assessment costs.
- Although revenues have decreased and expenses have increased compared to the previous year, the financial position is adequate with positive net income year-to-date.

Cory Chan moves to approve transfers of funds between the operating and high interest savings bank accounts upon authorization of two signatories such that the operating bank account maintains a balance sufficient to meet obligations as they become due, and the high interest savings account maintains a minimum balance corresponding to the capital reserve. Jay Gilday seconds the motion. All in favor, none opposed. Motion carried.

Cory Chan moves to approve the February 2023 financials. David Anli seconds the motion. All in favor, none opposed. Motion carried.

REVIEW OF 3-YEAR STRATEGIC PLAN

- Copy of it is on the SharePoint for Board's review
 - Located in the SharePoint within the "Strategic Plan" Folder
- Reviewed the 5 Goals as part of the 3 Year Strategic Plan
- Joe and Nikolai to review the Strategic Plan in May/June.

BOARD SUBCOMMITTEE UPDATES:

- Building Committee (Joe, Patrick, David)
 - Update under School/Program report
- Policy Committee (Joe, Michael, Cory, Lori, Nikolai)
 - Policy Committee met last month
 - List of policies were put together and prioritized
 - Workplace Occupational Health and Safety was prioritized
 - Draft Policy and Manual
 - Now requires a committee (Half management and half employees)
 - Vice Principal will be the co-chair
 - Committee will require training (already underway)
 - Committee will review the policy

- Policy Manual and Operation Manual will be developed

NEW BUSINESS

- In-Person Board Meeting Option at the School
 - Discussed the possibility of an in-person meeting option at the school.
 - Idea was tabled for April's meeting

Next Meeting is April 19, 2023 @ 5:15pm

Meeting adjourned at 6:20 pm