

Inner City Youth Development Association
Meeting Minutes
January 19, 2022

Call to order: 5:20 pm

Roll call:

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

Regrets: N/A

Approval of Agenda:

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

Approval of Minutes:

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

Board Development:

Michael Ho moves to appoint Lori Choong to the ICYDA Board. The motion was approved unanimously.

Walmart Donation Application (Board Reminder)

Reminder for everyone to respond back to Cheryl regarding the Walmart Donation Application. Requires board information. Please respond ASAP.

Action: Nikolai to request Jeff to add Lori for Board Sharepoint access

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

- Nearing the end of this semester
- Omicron has made an impact at school, however switched quickly to stricter covid protocols.
- 145 students registered for next year
- Hired 2 new teachers

ICYDA Operations Report (Nikolai):

- Inclusive Education
 - All 142 Files were approved
 - Now that the files are done staff is back to normal operations
- Youth Engagement
 - Spread thin, helping with rapid test deliveries. Missing patch work and over extended.
- Application for funding was submitted for National Indian Brotherhood for \$200k for 5 years (for programs)

FINANCIALS:

Summary of Financials:

December 2021 Financial Summary -

- Revenue is about \$130,000 more year-to-date in 2021-22 than in 2020-21.
 - Increase in revenue is mainly due to a \$400,000 increase in Alberta Education funding for 2021-2022. This is a result of a \$200,000 adjustment increase based on 2020-21 actual enrolment and a \$200,000 increase based on the Alberta Education weighted moving average calculation.
 - The increase in donations is offset by a decrease in funding from foundations.

- Expenses are about \$48,000 above 2020-21 expenses.
 - Salaries and benefits expenses are about \$2,000 less year-to-date in 2021-22 than 2020-21 due to employees on leave. The decrease in salaries is largely offset by increased benefits rates.
 - The increase in professional fees expense is due mainly to the green building assessment.
 - Fourteen more students were assessed in 2021-22 over 2020-21.
 - Honorarium expense has increased since regular elder visits to the school began in November of 2020.
 - With the resumption of in person activities transportation costs have increased.
 - Food costs have also increased due to a combination of food cost increase and an increase in the number of meals served.

Approve December Financial Statements

Patrick Twinn to move approve December financial statements. Harmail Natt seconds the motion. Motion carried.

BOARD SUBCOMMITTEE UPDATES:

Building Committee:

- Board Members: Joe, Harmail, David
- Update:
 - Green and Inclusive was submitted for \$3M
 - Received request for proposals from Indigenous Affairs – funded for family violence program. Can be utilized for improvement of infrastructure. Funding for \$3M.

Board Values and Policies:

- Board Members: Michael, Cory, Harmail, Nikolai
- No update

Engagement with Staff/Students:

- Engagement Board Members: Patrick, Alexina, David, Michael, Harmail
- No Update

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

NEW BUSINESS

- No new business

Next Meeting is February 16, 2022 @ 5:15pm

Meeting adjourned at 6:54pm

Inner City Youth Development Association
Meeting Minutes
February 16, 2022

Call to order: 5:32 pm

Roll call:

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

Regrets: Cory Chan

Approval of Agenda:

Addition to proposed agenda – Staff Professional Development

Patrick Twinn moves to approve the Agenda, Alexina Dalgetty Ho seconds the motion. Motion carried.

Approval of Minutes:

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

Board Development:

- Introduction of Jay Gilday as a potential addition to the ICYDA Board.
- Edmonton Chamber of Volunteer – online course reminder
 - Registration Deadline: February 24, 2022

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

- 134 Students registered
- Students no longer required to wear masks, Teachers are still required to wear masks
- Newly hired teachers are adapting well
- Advisory Board members are coming to together – next step is to coordinate meetings.
 - focused to ensure Board is aligned with Indigenous Education

ICYDA Operations Report (Nikolai):

- Inclusive Education
 - Inclusive Education staff has been assisting Youth Engagement team due to staffing issues related to COVID.
- Youth Engagement
 - COVID challenges, ongoing problem of staff and students with symptoms
 - Staff are being challenged due to COVID challenges

FINANCIALS:

Summary of Financials:

January 2022 Financial Summary

- FCSS Program Schedule requires 2 Board Members signatures required for February 28th submission.
 - Michael Ho and Patrick Twinn to sign
- Board Member information updates required for the Charities Directorate. Emails were sent to Board Members on required info.

- Revenue is about \$170,000 more year-to-date in 2021-22 than in 2020-21.
 - Increase in revenue is mainly due to a \$400,000 increase in Alberta Education funding for 2021-2022. This is a result of a \$200,000 adjustment increase based on 2020-21 actual enrolment and a \$200,000 increase based on the Alberta Education weighted moving average calculation.
 - The increase in donations is offset by a decrease in funding from foundations and municipal grants.

- Expenses are about \$54,000 above 2020-21 expenses.
 - Salaries and benefits expenses are about \$7,000 less year-to-date in 2021-22 than 2020-21. ICYDA had one less active employee in January 2022 than in January 2021. About half the decrease in salaries is offset by increased benefits rates.
 - The increase in professional fees expense is due mainly to building assessments.
 - Thirteen more students were assessed in 2021-22 over 2020-21.
 - Honorarium expense has increased since regular elder visits to the school began in November of 2020.
 - With the resumption of in person activities transportation costs have increased.
 - Food costs have also increased due to a combination of food cost increase and an increase in the number of meals served.

Approve January Financial Statements

Harmail Natt to move approve December financial statements. Alexina Dalgetty seconds the motion. Motion carried.

BOARD SUBCOMMITTEE UPDATES:

Building Committee:

- Board Members: Joe, Harmail, David
- No new update, still waiting for response on funding submissions.

Board Values and Policies:

- Board Members: Michael, Cory, Harmail, Nikolai
- Board Members will be setting up a time to meet to discuss financial policy.

- Lori Choong to be added to this subcommittee.

Engagement with Staff/Students:

- Engagement Board Members: Patrick, Alexina, David, Michael
- Celebrations of the school are the best time for Board members to engage with students. Further discussions with subcommittee to take place.
- Lori Choong and Patrick Twinn to be added to this subcommittee.

NEW BUSINESS

- Staff Professional Development
 - Staff that are upgrading their professional development in collaboration with ICYDA.
 - Board agrees that it is valuable to support professional development.
 - Joe/Nikolai/Jennifer will be reviewing and approving professional development support
 - Board recommends the review of professional development funding that is available through annual budget.
 - ACTION: Lori to investigate professional development funding through Teacher Development Fund (Alberta Teachers' Association).

Next Meeting is March 16, 2022 @ 5:15pm

Meeting adjourned at 6:35 pm

Inner City Youth Development Association
Meeting Minutes
March 16, 2022

Call to order: 5:18 pm

Roll call:

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

Regrets: David Anli

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 February minutes, Michael Ho seconds the motion. Motion carried.

Board Development:

- Vote to add Jay Gilday onto the ICYDA board. Unanimous agreement to have Jay join as an official board member.
- Announcement – Harmail will be taking a temporary leave until Fall 2022 from the board.

- ATB/MNP Indigenous Economic Assessment Event – Patrick
 - Fireside chat at the RiverCree Casino on April 20, 2022, Patrick to send out invitations to the event at the beginning of April.
 - Propose date change of board meeting to April 19, 2022. All agree.

- Edmonton Chamber of Volunteer Organizations Online Course
 - Review by Michael and Lori and encouragement to the board to attend the next course offerings
 - Michael shared resources provided in the course and updated the Sharepoint site
 - New Registration dates:
 - May 11, 2022 - <https://ecvo.teachable.com/p/abmes2022ecvo>
 - October 18, 2022 - <https://ecvo.teachable.com/p/abmef2022ecvo>

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

- Several student crises over the past week; however, no concerns with attendance.
- Edmonton Oilers are changing the proposal for scholarships which gives more freedom to allocation of the funds to students.
- Jeff Day and Joe met with the Downtown Rotary club to discuss funding for scholarships.

ICYDA Operations Report (Nikolai):

- Inclusive Education
 - Significant turnover for next year, due to 2-3 staff attending grad school

- Training plan to be implemented for new hires in the future, no major concerns with the resources available to implement the training.
- Youth Engagement
 - Several student crises have been addressed in the past week by coordinating different resources to support.
 - Graduation and talent show planning to begin for May and June.

FINANCIALS:

Summary of Financials:

February 2022 Financial Summary

- Revenue is about \$240,000 more year-to-date in 2021-22 than in 2020-21.
 - Increase in revenue is mainly due to a \$455,000 increase in Alberta Education funding for 2021-2022. This is a result of a \$200,000 adjustment increase based on 2020-21 actual enrolment, \$200,000 increase based on the Alberta Education weighted moving average calculation and a \$55,000 in-year adjustment based on higher actual enrolment than expected this year.
 - The increase in donations is offset by a decrease in funding from foundations and municipal grants.
 - January and February federal Family Violence Prevention Program (Year 2) funding was received in 2022, but not in 2021. The final instalment will be made in March 2022.
- Expenses are about \$54,000 above 2020-21 expenses.
 - Salaries and benefits expenses are about \$72,000 less year-to-date in 2021-22 than 2020-21. ICYDA had one less active employee in February 2022 than in February 2021.
 - The increase in professional fees expense is due mainly to building assessments.
 - Thirteen more students were assessed in 2021-22 over 2020-21.
 - Honorarium expense has increased since regular elder visits to the school began in November of 2020.
 - With the resumption of in person activities transportation costs have increased.
 - Food costs have also increased due to a combination of food cost increase and an increase in the number of meals served.

Approve January Financial Statements

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

BOARD SUBCOMMITTEE UPDATES:

- Review of Committee titles and purpose
 - Michael proposes committee discussions begin as a whole, to take advantage of the expertise on the board and delegating action points to board members.

- Michael proposes disbanding the engagement committee as events can be brought up in all board meetings for discussion.
- Building Committee (Joe, Harmail, David)
 - Reserve fund policy reviewed by Harmail, minor changes to be made in the policy including removing the mention of a finance committee and adding specific financial numbers
 - Joe to complete changes and share with the board to review prior to April board meeting. Approval to be provided by the board in this meeting.
 - Tour to be provided to an Architect that is interested in being a part of the building committee.
- Board Values and Policies (Joe, Michael, Cory, Harmail, Lori, Nikolai) - *renamed to Policy committee*
 - Based on feedback from the auditors, there is a need to formalize policies for spending and approval on continuing education, professional development, reserve fund reviews, and prioritizing capital expenditures.
 - Cory to take the lead in sharing the current financial policy with the board for review and discussion in next board meeting.
 - Discrimination and harassment policy
 - Following approval of changes to financial policy, the board will review the discrimination and harassment policy as recommended by the lawyers.
 - Nikolai to share the staff policy manual with the board by adding to the Sharepoint site.
- Engagement with Students/Staff (Patrick, Alexina, David, Michael, Lori) - *disbanded*. Agreement on the board to bring events forward to meetings that would allow the board to engage with students and staff.

NEW BUSINESS

- Personal Development Funding Update (Lori) - provided application options for teachers that were passed along to Joe and Nikolai.

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

Meeting adjourned at 6:56 pm

Inner City Youth Development Association
Meeting Minutes
April 19, 2022

Call to order: 5:18 pm

Roll call:

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

Regrets: Harmail Natt, Lori Choong, Patrick Twinn

Approval of Agenda:

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

Approval of Minutes:

Alexina Dalgetty moves to approve the February minutes, Cory Chan seconds the motion. Motion carried.

Board Development:

- Reminder: ATB *Growth through Indigenous partnerships* event is tomorrow (April 20th 5:00 to 6:30 pm)

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

- Completed a workshop with the teachers discussing Values of the ICYDA (Trust, Respect, Cooperation and Non-Violence). Positive Results.
- Just completed a semester, next semester will be starting on Thursday (April 21)
- Registration for next semester started today, 50 people registered so far.
- Missing Indigenous Woman event was held at the school
- Joe will be presenting a webinar through the Education for Peace and Justice on the topic of Missing and Murdered this Saturday (April 23, 2022)

ICYDA Operations Report (Nikolai):

Youth Engagement Report

- Youth Engagement
 - Conducted a healing circle for Youth Engagement Staff
 - Overall response was positive
 - Will have a continuation of the healing circle in the next couple of months.
 - Staff are still delivering to students who are sick
 - Currently creating awareness with other agencies about the registration for the summer program as well as for the new school year (September)

- Inclusive Education
 - 3 psychological assistants from Inclusive Education were accepted in the graduate school

FINANCIALS:

Summary of March Financials:

- Revenues is \$265,000 more year-to-date in 2021-22 than in 2020-21.
 - Increase in revenue is mainly due to a \$455,000 increase in Alberta Education funding for 2021-2022.
 - Donations have increased by \$25,000 over 2020-21 while in funding from foundations and municipal grants has decreased by \$32,000.
 - The final instalment Family Violence Prevention Program (Year 2) funding was received in March 2022.

- Expenses are \$29,075 below 2020-21 expenses.
 - Salaries and benefits expenses are about \$97,000 less year-to-date in 2021-22 than 2020-21. Staff received Critical Benefit Worker pay in February and March of 2021. ICYDA had one less active employee in March 2022 than in March 2021.
 - The increase in professional fees expense is due mainly to building assessments.
 - Thirteen more students were assessed in 2021-22 over 2020-21.
 - Honorarium expense has increased since regular elder visits to the school began in November of 2020.
 - With the resumption of in person activities transportation costs have increased.
 - Food costs have also increased due to a combination of food cost increase and an increase in the number of meals served.

Approve March Financial Statements

Cory Chan moves to approve March financial statements. Michael Ho seconds the motion. Motion carried.

BOARD SUBCOMMITTEE UPDATES:

- Building Committee (Joe, ~~Harmail~~, David)
 - No major updates
 - Grant Status
 - No update
 - Councilor of the area was in ICYDA for a tour. She said she would discuss it with the mayor to find out what federal support we can receive.
 - Reserve Fund Policy

- **ACTION** – Joe and David to complete revision to the Reserve Fund Policy and provide updates on the grant status for next ICYDA meeting (May)
- Board Values and Policies (Joe, Michael, Cory, Harmail, Lori, Nikolai) - *renamed to Policy committee*
 - Spending Policy
 - **ACTION** – Cory to provide update on the Spending Policy for next meeting
 - Discrimination and Harassment policy
 - **ACTION** – Nikolai to send out the updated policy next week for Board to review
 - Staff Policy
 - **ACTION** - Nikolai to update the Sharepoint with this policy and to notify the Board
 - Policies to review during July and August
 - Should develop a policy manual for volunteers and practicum students
 - A policy on staff signing and accepting the ICYDA code of ethics (similar to the confidentiality agreement)

NEW BUSINESS

Next Meeting is May 18, 2022 @ 5:15pm

Meeting adjourned at 5:54 pm

Inner City Youth Development Association
Meeting Minutes
May 18, 2022

Call to order: 5:19 pm

Roll call:

Nikolai Linden, Joe Cloutier, Michael Ho, Cheryl Joyce, David Anli, Alexina Dalgetty, Jay Gilday, Cory Chan, Lori Choong, and Patrick Twinn

Regrets: Harmail Natt and David Anli

Approval of Agenda:

- Addition of Alberta Education Budget Report item

Patrick Twinn moves to approve the agenda, Lori Choong seconds the motion. Motion carried.

Approval of Minutes:

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

Annual General Meeting (AGM) Planning:

- Date confirmed for June 15, 2022 @ 5:15pm
- Joe to provide a 15–25-minute presentation on ‘Missing and Murdered Women’
- **ACTION:** Joe and Nikolai to send out notification through Jeff Day to post on the school website for members to attend

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

- 11 graduates currently and certificates of achievement to be provided.
- June 28 between 10:00am-1:30pm for graduation ceremonies. Board members are invited to attend.
- Degree of tension in the school between students related to community issues being brought into the school, leading to conflicts between staff members as well.
- 55 safety plans have been developed for students by social workers to date, which is an increase relative to previous years.

ICYDA Operations Report (Nikolai):

Youth Engagement Report

- Youth Engagement
 - 6-week summer program to begin following the end of the semester, 4 days a week.
- Inclusive Education
 - 3 staff have been accepted into graduate studies, new hire starts on May 30
 - 1 more hire planned for mid-July

ALBERTA EDUCATION BUDGET REPORT

Approval of bonus pay

Alexina Dalgetty moves to provide a one-time cost of living adjustment of 4% of base salary for all active staff and a one-time COVID Hazard payment of 3% of base salary for all active staff. Jay Gilday seconds. Motion carried.

Approval of Alberta Education Budget Report

ACTION: Board members to review report and provide email approval for the motion by EOD May 25.

Michael Ho moves to approve the Alberta Education Budget Report for the year ending August 31, 2023. Cory Chan seconds. Majority of board members provided approval following review by May 23 via email (refer to email chain attachment for details).

Michael Ho moves to approve the capital reserve policy drafted by Joe Cloutier. David Anli seconds via email on May 29, 2022. Motion carried.

FINANCIALS:

Summary of April Financials:

- Revenues is \$300,000 more year-to-date in 2021-22 than in 2020-21.
 - Increase in revenue is mainly due to a \$455,000 total increase in Alberta Education funding for 2021-2022.
 - Donations have increased by \$38,000 over 2020-21. This includes donations totaling \$15,000 from ICYDF.
 - Funding from foundations and municipal grants has decreased by \$36,000.
 -
- Expenses are \$25,000 below 2020-21 expenses.
 - Salaries and benefits expenses are about \$106,000 less year-to-date in 2021-22 than 2020-21. Staff received Critical Benefit Worker pay in February and March of 2021. ICYDA had one less active employee in April 2022 than in April 2021.
 - The increase in professional fees expense is due mainly to building assessments.
 - Repairs and maintenance expense has decreased due to fewer plumbing and elevator repairs in 2021-22.
 - Heat and power costs have increased due to rising utility rates.
 - Thirteen more students were assessed in 2021-22 over 2020-21.
 - Honorarium expense has increased since regular elder visits to the school began in November of 2020.
 - With the resumption of in person activities transportation costs have increased.

- Food costs have also increased due to a combination of increasing food costs and an increase in the number of meals served.

Approve April Financial Statements

Michael Ho moves to approve April financial statements as read. Cory Chan seconds the motion. Motion carried.

BOARD SUBCOMMITTEE UPDATES:

- Building Committee (Joe, ~~Harmail~~, David)
 - No major updates, city councilor visited the school and approved of the green initiative grant, plans to inform the mayor.
 - Reserve Fund Policy
 - **ACTION** – Capital Reserve Policy to be circulated by Joe for approval for EOD May 25.
- Policy Committee (Joe, Michael, Cory, ~~Harmail~~, Lori, Nikolai)
 - Spending Policy
 - **ACTION** – Cory has circulated policies 1-4. Will send out policies 5-8 for next meeting.
 - Discrimination and Harassment policy
 - Nikolai has sent out the updated policy for review
 - Staff Policy
 - Nikolai has updated the Sharepoint with the teaching and non-teaching staff manuals
 - Policies to review during July and August
 - Manual for volunteers and practicum students
 - A policy on staff signing and accepting the ICYDA code of ethics (similar to the confidentiality agreement)

NEW BUSINESS

- None.

Next Meeting is ICYDA AGM on June 15, 2022 @ 5:15pm

Meeting adjourned at 6:02 pm

Inner City Youth Development Association
Meeting Minutes
June 15, 2022

Call to order: 5:19 pm

Roll call:

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

Regrets:

Harmail Natt, Charlene Hay (prospective board member)

Approval of Agenda:

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

Presentation by Joe Cloutier - “Missing and Murdered Women.”

Review of Financials:

The audited annual financial statements were reviewed and approved at the November 17, 2021 board meeting. Shared May Financials was for information purposes only and not required for board approval.

Review of Insurance Provider:

Cory Chan moves to approve the change of insurance provider from CMB Insurance to Drayden Insurance, Alexina Dalgetty seconds. Motion carried.

Abuse Policy Document Review:

Section 9.2 - added the word “actions” to the end of the sentence.

Note – Board recommended an addition of “pornography” to the Harassment Policy

Michael Ho moves to approve the ICYDA Abuse Policy as presented with recommended Board changes, Alexina Dalgetty seconds. Motion carried.

Capital Reserve Policy:

Michael Ho moves to open a savings account at Servus CU for the purpose of a Capital Reserve (initial amount to be transferred from Operating account to Reserve account is \$22,430 representing 25% of 2022 expected amortization), Lori Choong seconds. Motion carried.

Review of 2022-2025 Education Assurance Plan:

Alexina Dalgetty moves to approve the 2022-2025 Education Assurance Plan as presented, Jay Gilday seconds. All others approve. Motion carried.

Election of Board Members/ Positions:

Board Position

Board Member

Election Results

Chair	Michael Ho	Patrick Twinn nominated, Michael Ho for the position of Chair, unanimously approved by all board members in attendance
Vice Chair	Patrick Twinn	Michael Ho nominated Patrick Twinn for the position of Vice Chair, unanimously approved by all board members in attendance
Treasurer	Cory Chan	Patrick Twinn nominated Cory Chan for the position of Treasurer, unanimously approved by all board members in attendance
Secretary	David Anli	Alexina Dalgetty nominated David Anli for the position of Secretary, unanimously approved by all board members in attendance

NEW BUSINESS

No new business.

Next Meeting is September 21 @ 5:15pm

Meeting adjourned at 06:20pm

Inner City Youth Development Association
Meeting Minutes
September 21, 2022

Call to order: 5:25pm

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

Regrets: Harmail Natt and Nikolai Linden

Approval of Agenda:

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

Approval of Minutes:

Jay Gilday moves to approve the May minutes, Lori Choong seconds the motion. Motion carried.

BOARD DEVELOPMENT:

Harmail Natt will continue to be on leave and will communicate with the board when available to return.

Introduction of prospective board member Charlene Hay.

Michael Ho moves to appoint Charlene Hay to the ICYDA Board. Cory Chan seconds. The motion was approved unanimously. Motion carried.

ACTION: Michael Ho to request Jeff Day to add Charlene Hay to the Board SharePoint site. Cheryl Joyce to collect contact information to add to board membership list.

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

- Students will have to be registered and present by September 29th, this will setup the budget for this year.
- Have 190 student names on the list
- 2 new teachers
- Higher 65-70% new students and the rest are returning

ICYDA Operations Report (Nikolai):

Nikolai unavailable to provide Operations Report for this meeting. Update provided by Joe.

Youth Engagement Report

- Youth Engagement
 - Same staff as previous year, no major updates
- Inclusive Education
 - 3 new staff members

FINANCIALS:

Summary of August Financials for review only:

- **Financial statements are preliminary data for information only.** August 2022 year end is not yet audited. Adjustments may be made for August 2022 that impact September 2022 financial statements. Unaudited 2022-year end net income of \$354,556 is subject to retention incentive, unrecorded expenses, and auditor adjustments.
- Revenues are \$387,000 more in 2021-22 than in 2020-21.
 - Increase in revenue is due mainly to a \$470,000 increase in Alberta Education funding for 2021-2022. This is a result of a \$212,000 adjustment increase based on 2020-21 actual enrolment, a \$200,000 increase based on the Alberta Education weighted moving average calculation, and a \$55,000 in year adjustment because actual 2021-22 enrolment was higher than projected.
 - Donations also increased by \$50,000. Significant donation increases are \$15,000 from ICYDF, \$9,700 increase in Canada Helps donations, and \$9,000 from Walmart.
 - The revenue increases are partially offset by decreases totaling approximately \$150,000 in government and Edmonton Oilers foundation grants.
- Expenses are about \$110,000 above 2020-21 expenses.
 - Retention incentive for 2021-22 is not included.
 - To date, salaries and benefits are \$33,000 less than in 2020-21.
 - The increase in professional fees expense is due to building assessments.
 - Network maintenance cost increase is due to increase in Facebook Workplace fees.
 - Heat and power costs have increased due to rising utility rates.
 - Thirteen more students were assessed in 2021-22 over 2020-21.
 - Honorarium expense has increased since regular elder visits to the school began in November of 2020.
 - With the resumption of in person activities transportation costs have increased.
 - Food costs have also increased due to a combination of increasing food costs and an increase in the number of meals served.

- Invoices for approximately \$20,000 of additional expenses for the 2021-22 year have not yet been received.
- Overall, the financial position is good.

Staff Retention Incentive

Lori Choong 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 \$275,809, which is 13% of the eligible employees’ gross base annual salary for the year ended August 31, 2022. This will be applied to the 2021-2022 school year. Alexina Dalgetty seconds the motion. Motion carried.

GIC Investment

Michael Ho moves to authorize \$200,000 to be invested in a Servus Credit Union GIC at a rate of 1.25% for 60 days commencing on September 23, 2022. Charlene Hay seconds. Motion carried.

Cory Chan moves to authorize \$600,000 to be invested in a Servus Credit Union GIC at a rate of 1.5% for 90 days commencing on September 23, 2022. Charlene Hay seconds. Motion carried.

MasterCard Limit

Patrick Twinn moves to increase the credit limit on the Servus Credit Union business MasterCard from \$13,000 to \$20,000. Charlene Hay seconds. Motion carried.

BOARD SUBCOMMITTEE UPDATES:

- Building Committee (Joe, ~~Harmail~~, David)
 - Resolution passed on August 22, 2022 to endorse the Green and Inclusive Community Buildings program Redevelopment of the Inner City High School.
 - Jay Gilday moves to approve 2023 Strategic Plan to be submitted to FCSS by October 5, 2022. Michael Ho seconds the motion. Motion carried.
 - ACTION:
 - The Board to dedicate time in the January 2023 Board meeting to discuss our Strategic Plan.
- Policy Committee (Joe, Michael, Cory, ~~Harmail~~, Lori, Nikolai)
 - ICYDA Policy Manual
 - Nikolai was unavailable to present, moved to next board meeting (October)

FOUNDATION UPDATE:

- ICYDF charitable status has been voluntarily revoked on June 20, 2022
- Cory and Cheryl reviewed the financial statements for approval by the board today before sending to CRA.

NEW BUSINESS

- None

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

Meeting adjourned at 6:37pm

Inner City Youth Development Association
Meeting Minutes
October 19, 2022

Call to order: 5:20pm

Roll call: Joe Cloutier, Nikolai Linden, Michael Ho, Cheryl Joyce, Alexina Dalgetty, Jay Gilday, Lori Choong, David Anli, Charlene Hay, Vivian Manasc, and Miguel Queponds

Regrets: Harmail Natt, Patrick Twinn, and Cory Chan

Approval of Agenda:

Lori Choong moves to approve the agenda, Alexina Dalgetty seconds the motion. All in favor, none opposed. Motion carried.

Approval of Minutes:

Charlene Hay moves to approve the September minutes, Lori Choong seconds the motion. All in favor, none opposed. Motion carried.

Presentation by Reimagine Architects describing the Green and Inclusive Building Project:

- All attendees approved of the recording of this presentation
- **ACTION:** Joe/Nikolai to send David Anli the Reimagine Architects scope proposal document. This document will be sent to all board members.

BOARD DEVELOPMENT:

- Discussion of new structure of board meetings.
 - A vote on the motion. Chair says “all in favour,” then completes a visual scan and if the chair notices someone didn’t raise a hand will say “anyone opposed.” If there is still someone who hasn’t raised their hand the chair will say “anyone abstain.” If all are in favour, chair will say “motion carried”. If any against or abstention the chair will say “motion carried with X opposed / X abstaining.”
- Michael asks all board members to review their profiles on the innercity.ca website and provide any edits to Jeff Day by November 16th.
- Board development opportunities:
 - Board development training (November 19): <https://achievecentre.com/workshops/live-virtual-board-development-training-11-19-22/>
 - On-demand webinar: https://achievecentre.com/product/board-development-webinar/?utm_source=ActiveCampaign&utm_medium=email&utm_content=Board+Development+Training&utm_campaign=Oct+13+All+Prov+N+ewsletter+HRx3+LEADS&vgo_ee=wHMRMiyI5JwFO1SYDAK6Ug%3D%3D
 - On-demand workshop: <https://achievecentre.com/product/on-demand-workshop-board-development->

[training/?utm_source=ActiveCampaign&utm_medium=email&utm_content=Board+Development+Training&utm_campaign=Oct+13+All+Prov+Newsletter+HRx3+LEADS&vgo_ee=wHMRMiyI5JwFO1SYDAK6Ug%3D%3D](https://www.activecampaign.com/training/?utm_source=ActiveCampaign&utm_medium=email&utm_content=Board+Development+Training&utm_campaign=Oct+13+All+Prov+Newsletter+HRx3+LEADS&vgo_ee=wHMRMiyI5JwFO1SYDAK6Ug%3D%3D)

SCHOOL/PROGRAM REPORT:

Inner City High School Report (Joe):

- The school year started off with a record number of students.
- We began with onboarding 2 new teachers
- Joe has made 3 short presentations to all staff focusing on our core values of trust, respect, cooperation and non-violence. In this interpretation it refers to the broad definition of violence. How we relate to our students and each other.
- In another presentation Joe discussed our values again and how they related to our action research morning meetings with a student focus and equity among ourselves as an equity led organization
- ICYDA had Cultural ceremonies in our garden of native plants recently planted around the building'
- Held a grieving ceremony for the student who passed
- In our circle we presented Elder Marjorie with a blanket

ICYDA Operations Report (Nikolai):

Youth Engagement Report

- This has been a very busy and hard season for Youth Engagement Staff already. Despite the covid 19 pandemic being 'over', many staff continue to struggle with personal illness, as well as providing delivery supports for students who are ill OR covering for staff away with illness. In addition, students continue to struggle with increased mental health and substance use barriers that YE staff are constantly addressing.
- Finally, these challenges were recently compounded by the a loss of student who was very engaged in the program. As a result of all of this, emphasis in the Spent 2 days in commemorating the student.
- Halloween Friday – looking into an Open Mic night to bring people together.
- YE program has been upon building community, integrating Indigenous culture into all levels of the program and developing more professional development (scheduled for December +).
 - Professional Development:
 - First Aid
 - Indigenous

Inc Ed Program

- This is peak season for the Inclusive Education Program. Last year, we had 143 files approved and we were hoping for closer to 150 files approved this year to reflect new staff hired.
- For the last decade, our new files have reflected a 1:1 ratio of new and returning students. However, this year we have closer to a 1:2 ratio in favour new students. So, based on our determined count at this point, we have 56 returning students and 104 new students to submit.
- As a result, we will be requesting a deadline extension for monitoring of our files and the Inclusive Education Team is working very hard to complete these new files. It is also worth noting that the majority of the Inclusive Education Team consists of new hires that are struggling to keep up with the work demands. Code 42 is Severe Emotional/Behavioural Disability, and 44 is Severe Medical/Physical Disability. The vast majority of our files are 42.

FINANCIALS:

September 2022 Financial Summary

- **Financial statements are preliminary data for information only.**
- August 2022 year end is not yet audited. Adjustments may be made for August 2022 that impact September 2022 financial statements. Unaudited 2022-year end net income of \$72,346 auditor adjustments.
- Revenues for September are \$4,400 less in 2022-23 than in 2021-22.
 - Over the course of the 2022-23 year Alberta Education revenue is expected to match the 2021-22 amount.
 - ICYDA has no federal funding for the 2022-23 year and significantly less Oilers funding than in previous years.
 - The National Indian Brotherhood grant of \$100,000 covers the period April 1, 2022, to March 31, 2023. Revenue is recognized monthly.
- Expenses For September are about \$8,000 less in 2022-23 than in 2021-22.
 - To date, salaries and benefits are \$4,800 more in 2022-23 than 2021-22. ICYDA had one more active employee in September 2022 compared to September 2021.
- Overall, the financial position is good with revenue and expenses on par with the previous year.
- Next month – annual return and annual charity return. Need to know all the information from board members (reminding board members to get back to Cheryl).
- In-line with where we were last year.
- Auditor is currently reviewing our financials.
- ACTION – All Board members to review Cheryl’s Board member information request by November 16th.

BOARD SUBCOMMITTEE UPDATES:

- Building Committee (Joe, ~~Harmail~~, David)
 - Update was provided by Reimagine Architect
- Policy Committee (Joe, Michael, Cory, ~~Harmail~~, Lori, Nikolai)
 - ICYDA Policy Manual
 - Policy Manual Update
 - Nikolai hoped to have a thoroughly revised ICYDA Policy Manual presented for review in September, following completion over the summer. However, there was an unanticipated amount of work over the summer and he was unable to complete by September. And, work on this is not possible during peak season (i.e., September to November), so he will continue work on this in December.
 - This proposed thorough review of the Policy Manual will re-organize existing policies into the following overarching categories (consistent with recommendations from x): framework policies, board self-governance policies, operational policies, and advocacy policies.
 - The existing ICYDA Policy Manual mostly contains policies contained within board self-governance policies. Most of Nikolai's work is to develop operational policies and to update existing policies for congruence with newer legislation. Finally, Nikolai is working closely with Jeff Day for design of the new document.
 - Initiative is currently on hold due to the file submission. Will be revisiting in December once files are submitted
 - The Board to dedicate time in the January 2023 Board meeting to discuss our Strategic Plan.

NEW BUSINESS

- None

Next Meeting is November 16, 2022 @ 5:15pm

Meeting adjourned at 6:33pm

Inner City Youth Development Association
Meeting Minutes
November 16, 2022

Call to order: 5:25pm

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

Regrets: Harmail Natt, Lori Choong, Charlene Hay, Jay Gilday

Approval of Agenda:

Patrick Twinn moves to approve the agenda, Alexina Dalgetty seconds the motion. All in favor, none opposed. Motion carried.

Approval of Minutes:

Alexina Dalgetty moves to approve the October minutes, Michael Ho seconds the motion. All in favor, none opposed. Motion carried.

BOARD DEVELOPMENT:

- REMINDER: All board members to review their profiles on the innercity.ca website and provide any edits to Jeff Day.

SCHOOL/PROGRAM REPORT:

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

- The school has 4 semesters a year 1a,1b,2a,2b. We just completed Semester 1a. To say that Semester 1a is intense would be an understatement. It also carries over into 1b, but usually eases around mid December.
- We register students for each semester. In Semester 1a we served 218 youth. Tuesday was the start of Semester 1b. Up until today we have 117 students reregistered for Semester 1b. That number will continue to grow. There is often conflict between new students and, students who have been in the school for a while. Mediating that while trying to operate and be on time for next the Alberta Education deadline to submit our Inclusive Education files can seem next to impossible.
- All in all, we are off to a good start, but we're still pushing the boulder up the hill.
- Our Theory of Change is based on Maslow's Hierarchy of Needs. Many of our newer students are at the lower levels where we work on food, shelter, safety, and a sense of belonging to our community of support.
- Joe will be sending out the Annual Education Results Report (AERR) in a few days for Board comments and approval. It's required to be up on our website and submitted to Alberta Education by November 30th.

- **ACTION: Board Members to review and approval (e-mail confirmation) by November 27th (Sunday).**

ICYDA Operations Report (Nikolai):

Youth Engagement Report

- Semester 1A was very busy attending to crises, providing support and developing new relationships.
- The emphasis for the next semester will be on completing Plans for Change and ensuring that all introductory Success in School meetings have been completed, in addition to ongoing provision of support.
- We are also working with post-secondary programs to have each of our youth engagement staff work as a direct supervisor for practicum students in the field.

Inclusive Education Program

- Almost all of the assessment meetings are complete for the files that we are submitting and the team has moved into production mode for files and uploading to Alberta Education for monitoring.
- The original deadline for monitoring of these files was November 9, however, we were given an extension to November 25.
- In total, we are submitting 149 files. 96 of these files are new and require an extensive amount of time to complete.

FINANCIALS:

October 2022 Financial Summary

- **Financial statements are preliminary data for information only.** August 2022 year end is not yet audited. Adjustments may be made for August 2022 that impact October 2022 financial statements. Unaudited 2022 year-end net income is \$72,346 subject to auditor adjustments.
- Revenues for October are \$11,000 less in 2022-23 than in 2021-22.
 - Decreased revenue is due mainly to decrease in Edmonton Oilers Community Foundation funding partially offset by 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 For October are about \$46,000 more in 2022-23 than in 2021-22.

- To date, salaries and benefits are \$33,000 more in 2022-23 than 2021-22. ICYDA had four more active employee in October 2022 compared to September 2021.
- Other expense increases year-to-date in October 2022 include a \$7,000 computer purchase and \$4,000 utilities increase.
- Although revenue has decreased and expenses increase compared to the previous year, the financial position is good with positive net income year-to-date.

Meeting with the auditor has been scheduled for November 17th with Cory, Joe, Nikolai, and Cheryl. Once finalized, board members will be called to approve the audited financial statements through email.

2022-2023 Budget Highlights

Revenue

- Alberta Education funding of \$3.28 million is based on Alberta Education confirmed actual amount to be received in 2022-23.
- Family Violence Prevention funding ended in March of 2022. No new federal funding is expected.
- Edmonton Oilers Community Foundation no longer provides ICYDA with major funding.
- 2021-22 was a banner year for donations. The 2022-23 budget assumes a return to a more normal donation level.

Expenses

- Salaries and Benefits budget is decreased. Although two new employees have been added, budgeted year-end retention incentive in lieu of pension has been reduced for 2022-23.
- Budgeted building maintenance costs have been reduced to be closer in line with previous years' actual expenses.
- Utilities budget is increased to better reflect rising costs, especially electricity rate increases.
- The amount added to audit and professional fees for the green building assessment in 2021-22 has been removed from this year's budget. Since the grant is approved in principle, any expenditures for the green building project will be capitalized this year.
- Honorarium budget is reduced because the school elder has become an ICYDA employee effective October 1, 2022.

- The Wellness budget is increased to better reflect food cost increases and costs previously borne by ICYDF.

Summary

- The 2022-23 proposed budget shows overall decreases in both revenues and expenses compared to the previous year. However, with the 2022-23 level of funding, ICYDA can meet its obligations.

APPROVAL OF 2022-23 BUDGET

- Cory Chan moves to approve the budget as presented. Michael H second the motion. All in favor, none opposed. Motion carried.

BOARD SUBCOMMITTEE UPDATES:

- Building Committee (Joe, ~~Harmail~~, David)
 - There is not a lot to report, which can be a good thing. There are always issues of regular maintenance. The suspenseful wait though, is for contact from Infrastructure Canada and a signed funding agreement
 - **ACTION: Nikolai will be uploading the Architect report onto the ICYDA Board Meeting**
- Policy Committee (Joe, Michael, Cory, ~~Harmail~~, Lori, Nikolai)
 - The Board to dedicate time in the January 2023 Board meeting to discuss our Strategic Plan.

NEW BUSINESS

- **Fundraising**
 - Our social mobility presence and subsequent fundraising seems to grow slowly but surely. Despite the incremental growth we received very little response to our call out for winter coats, gloves, and toques. We also got a new monthly donor and other smaller donations.
 - We are working with the downtown Rotary Club for lunch money, (a donation to our foods program) and building a relationship for future donations. Three local business raised or donated funds to us. A local philanthropist donated securities for the third year in a row. Previous years it was \$5000. This year it was a touch over \$2000.
- Board Meeting (January)
 - January Board Meeting will include an introduction discussion to our Strategic Plan. Will start the meeting 30 min earlier to adjust for a longer duration.

Next Meeting is January 18, 2022 @ 4:45pm

Meeting adjourned at 6:24pm