



9629 – 176 Street, Edmonton, AB. T5T 6B3 | (780) 483 1209

Board Meeting Minutes

April 27, 2023

Present: Barbara Gibson (President), Jay Pritchard (Vice President), Robert Smith (Treasurer), Dolores Brent, Kaye Langager, Lois Thurstan, Lorne Brackenbury, Richard Batty, Sharon Quickfall, Spurgeon Gammon, Wendy Jerome, Haidong Liang (Executive Director), Barbara Jaffray (Operations Manager), and Gabriela Sanchez Castro (Board Secretary).

Regrets: Shirley Devlin

1. Welcome and Introduction

a. Call to order – Barbara Gibson

The President called the meeting to order at 9:00 a.m. in the Westend Seniors Activity Centre Board Room.

b. Acceptance of the Agenda

The following additions were proposed:

Under 3. Information Session and Discussion – How should Westend Seniors remain neutral?

Under 5. New Business – b. Call out to WSAC members

Moved by Wendy Jerome, seconded by Richard Batty, that the Board accepted the agenda as amended. Carried.

c. Approval of the Minutes

Moved by Jay Pritchard, seconded by Robert Smith, that the Board accepted the minutes of the March 30, 2023 Board Meeting as amended. Carried.

d. President's Comments

- The results of the *WSAC Board Committees: Summary of Interest selection for 2023-24* were shared.
 - Seven of the twelve Board Members were interested in the Planning Committee.

- Barbara Gibson attended the Edmonton Seniors Coordinating Consul (ESCC) AGM. The following notes were shared with the Board:
 - *Members at Large* was a term used to refer to non-members serving as Directors of the Board. With this, ESCC seeks to encourage people from different backgrounds and ages to be part of its Board.
 - Proper planning and preparation should be considered before an AGM.

2. Executive Director's Report

Haidong Liang presented the highlights of the month on membership, class enrollment, programs, events, Outreach and Seniors Home Supports programs, volunteerism, facility rentals, Community Café and Frozen Meal programs, facility maintenance, grant application, funding, partnerships, and fundraising.

3. Information Session and Discussion

Title: How should Westend Seniors remain neutral?

- A discussion took place on the actions the organization should consider to ensure neutrality, particularly during public events.
- It is important that Westend Seniors remains an organization that welcomes and recognizes different opinions and believes.

4. Committee Reports

a. Finance Committee Report – Robert Smith

Funding Update

The Committee recommended the following actions:

- The Board will send an email to members to advise them of the reduction of City Funding and the impact this has on the financial viability of WSAC
- Board representatives will arrange to meet with Councillor Andrew Knack – senior's representative on council – to advise him of the situation and seek his assistance in restoring funding levels in future City budgets
- The Committee recommends that the Board encourage the Administration to take appropriate action to address the funding shortfall and to operate within the approved budget.

Financial statements

At March 31, 2023, the Net Income for the first three months of the year was \$26, 659 (\$53, 872 less than was budgeted). The Administration will provide clarification in this matter at the next meeting of the Financial Committee.



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Policy for Contracts funded by Approved Grants

The Committee will present a proposal to authorize the Executive Director to approved contracts up to \$500,000 when there is a matching approved grant.

Launch 57 Contract

Moved by Jay Pritchard, seconded by Barbara Gibson, that the Board approved the contract made with Launch 57. Carried.

Eldercare Accounting

Spurgeon Gammon suggested that the amounts collected for rent and food service should be treated as recovery cost and not as revenue. The Committee supported the suggestion and will ask the Administration to account the amounts as cost recoveries.

Credit Unions Signing Authorities

Moved by Barbara Gibson, seconded by Lois Thurstan, that effective April 27, 2023 Barbara Gibson, Jay Pritchard, Robert Smith, Spurgeon Gammon, Lois Thurstan and Haidong Liang are appointed as Signing Authorities, and that these persons are the only Signing Authorities, for Westend Seniors Activity Centre. Carried.

Moved by Barbara Gibson, seconded by Lois Thurstan that Robert Smith and Haidong Liang are granted authority to make transactions online with Servus Credit Union.

Action: Robert Smith will arrange for Servus to attend at the May 25, 2023 Board Meeting to verify information from Board Members as required by the credit union.

Moved by Robert Smith, seconded by Lorne Brackenbury, that the Board accepted the Finance Committee Report as presented. Carried.

b. Policy and Bylaw Committee Report – Dolores Brent

Future meetings will be held the first Thursday of each month from 10:00 a.m. to 12:00 p.m. (unless otherwise determine by the Committee). Lorne Brackenbury will work on the new schedule to review the Policy and Bylaw; this schedule will be review by the Committee during their next meeting (May 4, 2023).

c. Nominations and Elections Committee Report – Shirley Devlin

No Report.

- d. **Government Liaison Committee** – Haidong Liang
The Committee reports they have had conversations with political figures from different parties and backgrounds.
- e. **Planning Committee Report** – Jay Pritchard
The committee will call for its first meeting soon.
- f. **Executive Committee Report** – Barbara Gibson
The Report was circulated with the agenda.
- g. **Human Resources Committee Report**
No report.
- h. **Tax exemption Ad Hoc Committee Report**
 - The Committee will prepare two (2) formal letters (early May). The first letter will be addressed to senior staff of the Alberta Municipal Affairs – Assessment Department. The second letter will be addressed to the senior member of the Edmonton Tax Assessment Department. The Committee requested that Administration inquire whether other senior serving organizations have experienced a similar tax assessment issue.
 - The Committee will update members on the status of the Tax Exemption issue during the Older Bolder Better (OBB).
- i. **Board/Admin Facility Requirement Needs: Ad Hoc Committee update**
 - The Committee will share a document to Board Members for review and comments.
 - The agenda of the Committee will include a review of the current lease with Terra Losa Ltd., an assessment of the building and property before signing a new contract, and a review of options available regarding facility rentals in the area.
- j. **45th Gala: Ad Hoc Committee update**
 - The Committee will present a complete plan for the 45th Gala that will include the prices of tickets and other details at a future meeting.

5. NEW BUSINESS

- a. Crowd Funding
 - Discussion ensued on whether the tool is an opportunity for WSAC to raise funds. The information has been shared with the Administration for further review and consideration.
- b. Call out to WSAC members
 - Barbara Gibson will work on the first draft of the document and share it with the Executive Committee for review.



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6. Next Board Meeting

May 25, 2023 from 09:00 a.m. – 12:00 p.m. in the Board Room.

7. Adjournment

The meeting adjourned at 11:45 a.m.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.