



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

## Board Meeting Minutes

December 15, 2022

**Present:** Barbara Gibson (President), Kaye Langager (Vice President), Wendy Jerome (Treasurer), Dolores Brent, Kay Rother, Lorne Brackenbury, Richard Batty, Sharon Quickfall, Shirley Devlin, Haidong Liang (Executive Director), Barbara Jaffray (Operations Manager), and Gabriela Sanchez (Board Secretary).

**Regrets:** Lois Thurstan

### 1. Welcome and Introduction

a. Call to order – Barbara Gibson

The President called the meeting to order at 9:32 a.m. in the Westend Seniors Activity Centre Board Room.

b. Acceptance of the Agenda

*Motion to add under New Business:*

- e. Board of Director Positions to fill for the upcoming period 2023-24

*Moved by Sharon Quickfall, seconded by Wendy Jerome. Carried.*

*Moved by Sharon Quickfall, seconded by Wendy Jerome, that the Board accepted the agenda as amended. Carried.*

c. Approval of the Minutes (November 24, 2022)

*Moved by Lorne Brackenbury, seconded by Kay Rother, that the Board accepted the minutes of the November 24, 2022 Board Meeting as amended. Carried.*

d. Business Arising out of the Minutes

No business arose from the minutes.



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e. **President's Announcements**

Barbara Gibson announced the visit of MLA Jon Carson at Westend Seniors, who will present Haidong Liang with the Queen Elizabeth II Platinum Jubilee Medal. Congratulations were extended to Haidong Liang.

## **2. Executive Director's Report**

Haidong Liang reported on membership, programs, events, outreach, volunteering, rentals, community café, facility maintenance, grants and funding, communications, and partnerships.

## **4. Committee Reports**

a. **Finance Committee Report** – Wendy Jerome

Request by the Executive Committee – Redemption of GIC's

*Moved by Wendy Jerome, seconded by Sharon Quickfall, that the Board accepted to reinvest GIC's #53, #64, and #65, being renewed for 17 months at an interest rate of 4.75%. Carried.*

Discussion of the value of having externals as members of the Finance Committee

- Wendy Jerome commented on the advantages of including non-board members in the Committee. A recommendation was passed to the Policy and Bylaw Committee to revise the Finance Committee Terms of Reference.

b. **Policy and Bylaw Committee Report** – Rick Batty

Board Policy - B 6.6.5.1

WSAC BOARD ASSESSMENT SURVEY

PART 1 - BOARD MEMBER SELF ASSESSMENT SURVEY

*Moved by Lorne Brackenbury and seconded by Kay Rother, that the proposed changes be adopted. Carried.*



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Board Policy – B6.6.5.2

WSAC BOARD ASSESSMENT SURVEY

PART 2 – BOARD MEMBER AND EXECUTIVE DIRECTOR ASSESSMENT OF THE BOARD

*Moved by Lorne Brackenbury, seconded by Kay Rother, that the proposed changes be adopted. Carried.*

**c. Nominations and Elections Committee Report (October and November)**

Sharon Quickfall has moved the discussion to e. New Business

**d. Government Liaison Committee Update**

Report included in the Executive Director Report.

**e. Planning Committee Report (October and November)**

Kaye Langager reported the Committee will resume meetings in January 2023

**f. Executive Committee Report**

*Moved by Barbara Gibson, seconded by Kaye Langager, that the Board accept the Executive Committee Report as presented. Carried.*

**g. Human Resources Committee Report**

Barbara Gibson announced that the Board Assessment Surveys will start circulating in January.

## **5. New Business**

- a. Discussion regarding Robert Smiths offer to fill vacancy left by John Kennedy on the Finance Committee until the March 2022 AGM.

*Moved by Barbara Gibson, seconded by Sharon Quickfall, that Robert Smith be appointed by the Board to fill the Board Vacancy left by John Kennedy until March 2023 AGM. Carried.*

- b. 2023 Budget

Haidong Liang presented a draft budget for 2023. It is projected that the revenue from the Casino and the increase in membership fees will help improve next year's income. Revenue



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coming from grants is projected only for the second half of 2023. If necessary, reviewing and revising the budget in six months was recommended.

- c. Setting a date for the Information Session for applicants who have applied to become a Board member.

The Information Session will be scheduled on the same day as the Town Hall Meeting, January 18, 2023. Topics for Townhall will include the 2023-24 Board of Directors Orientation. Time of Townhall will be 10:00 a.m.

- d. Establishing a joint Board/ Administration Committee to start data gathering and completing an environmental scan, etc. regarding WSAC facility requirements for 2028.

*Motion to establish a Board/Administration Committee to conduct data gathering and an environmental scan of the facility requirements for Westend Seniors Activity Centre for 2028. Moved by Shirley Devlin, seconded by Wendy Jerome. Carried.*

Note: The Board Members who will be part of this new Committee are Richard Batty, Dolores Brent, and Sharon Quickfall.

- e. Board Positions to fill for the period 2023-24

Based on a forecast regarding the number of nominees for Board positions, Sharon Quickfall considered that ten seats are a reasonable number of positions to fill for 2023-24 and goes according to the Centre's Bylaws.

*Moved by Sharon Quickfall, seconded by Kaye Langager, that the Board be comprised of 10 Directors and the President, therefore six positions are to be fill at the 2023 Annual General Meeting, as per 4.2.1 of the Centre's Bylaw. Carried.*

## 6. Next meeting

January 26, 2023, in the Board Room from 9:00 a.m. to 12:00 p.m.

## 7. Adjournment

The meeting adjourned at 12:30 p.m. followed by the Board/Staff Christmas Celebration at 1:00 p.m.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.