



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

Board Meeting Minutes

February 23, 2023

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

Attending via Zoom: Lois Thurstan

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

Sharon Quickfall proposed the following addition:

Under New Business:

h. The Board/Administration Facility Requirements Committee - call for the first meeting.

Moved by Shirley Devlin, seconded by Richard Batty, that the Board accepted the agenda as amended. Carried.

c. Approval of the Minutes (January 26, 2023)

Moved by Kay Rother, seconded by Dolores Brent, that the Board accepted the minutes of the January 26, 2023 Board Meeting as circulated. Carried.

d. Business Arising out of the Minutes

No business arose from the minutes.



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2. Information Session and Discussion

Topic: Update from the 2023 Tax Exemption Ad Hoc Committee

- A letter addressed to the City of Edmonton was prepared by the Board President; an answer is expected to arrive.
- Andrew Knack arranged a meeting with managers of the City of Edmonton's Administration. Sharon Quickfall suggested to following up with Andrew Knack on the matter.
- The Board stressed the need to have the appeal to the City of Edmonton ready before March 24, 2023 (deadline).

Moved by Sharon Quickfall, seconded by Lorne Brackenbury, to prepare the documentation and pay the fee to initialize the process of the Tax Exemption appeal. Carried.

- A call-to-action message will be drafted by the Centre's Administration and reviewed by the Ad Hoc Committee. The call of action will be shared with the members.

Moved by Sharon Quickfall, seconded by Shirley Devlin, the board authorizes the Administration to seek legal counsel regarding the Tax Exception Appeal. Carried.

3. Executive Director's Report – Haidong Liang

- The highlights from January and February on membership, class enrollment, programs, events, Outreach and Seniors Home Support programs, volunteerism, facility rentals, Community Café and Frozen Meal programs, facility maintenance, grant application, funding, partnerships, and fundraising, were presented.

4. Committee Reports

a. Finance Committee Report – Robert Smith

- A draft of the Audited Financial Statements for the year ended December 31, 2022, was reviewed by the Committee and the Centre's Auditor.
- Highlights:
 - The Auditor advised that many seniors centres, including Westend Seniors, had experienced deficits during the pandemic. However, Westend Seniors did see a growth in Registration Fees and Memberships, compared to prior year.



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Moved by Robert Smith, seconded by Kaye Langager, that the Board accepted the Westend Seniors Activity Centre's Audited Financial Statements for the Year Ended December 31, 2022, and the Independent Auditor's Report for presentation at the AGM. Carried.

- After discussion, the Committee decided to consider the Auditor's advice to grant Kathy Dicks (Accounting Services) authority to make on-line payments and have read-only access to the Servus Credit Union Accounts.

Moved by Robert Smith, seconded by Sharon Quickfall that Kathy Dicks be authorized to make on-line payments and be authorized to have read only access to WSAC Servus Credit Union Accounts. Carried.

- The Financial Statements for January 2023 will be shared with the board at a further meeting.
- The Building Fund has a GIC of over \$395,000 maturing on February 28, 2023. The Committee recommended the proceeds be invested as per the Board's previous recommendation of splitting them into four (4) equal instalments.

Moved by Robert Smith, seconded by Wendy Jerome, the GIC from the Building Fund be separated into four (4) tranches and place them into GIC's maturing on the Spring 2024, the Fall 2024, the Spring 2025, and the Fall 2025 respectively. Carried.

b. Policy and Bylaw Committee Report – Rick Batty

- The discussion of the *Procedures to have policies of motions passed at a Board meeting entered into the Master Index of Board policies*, is moved to the next Board Meeting.

c. Nominations and Elections Committee Report - Sharon Quickfall

- Sharon Quickfall (Committee Chair) is pleased to report that the following nominees will be elected by acclamation at the Centre's AGM:

Board President

1. Barbara Gibson



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Board Directors

Three incumbent Board of Director members:

1. Shirley Devlin (second term)
2. Richard Batty (second term)
3. Dolores Brent (second term)

New nominees for Board of Director positions

1. Jay Pritchard
2. Spurgeon Gammon
3. Robert Smith
4. Wendy Jerome

- For information, returning Board Directors:

1. Lois Thurstan (first term - year 2)
2. Lorne Brackenbury (first term - year 2)
3. Sharon Quickfall (second term - year 2)
4. Kaye Langager (third term - year 2)

d. Government Liaison Committee

No Report.

e. Planning Committee Report

No Report.

f. Executive Committee Report

The Report was circulated with the agenda.

g. Human Resources Committee Report

- The results on the Board Member Self Assessment and the Board Member and Executive Director Assessment of the Board Surveys will be discussed at the next Board Meeting.



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5. New Business

a. Bylaw 4.1.3(d) Governance of the Organization and Bylaw 4.1. The Board of Directors

Bylaw 4 GOVERNANCE OF THE ORGANIZATION

4.1. The Board of Directors

4.1.3

4.1.4

Moved by Dolores Brent, seconded by Lorne Brackenbury, that an “Advisory Board Member” be added in Section 4.1 The Board of Directors as 4.1.5, with the corresponding changes to 4.1.3 and 4.1.4. Carried.

b. Board Policy A1 – Objects

BOARD POLICY A1 – OBJECTS

Moved by Kaye Langager, seconded by Shirley Devlin, that the above changes be adopted. Carried.

c. Feedback on Programming for Administration

- Discussion moved to the next Board Meeting.

d. Launch 57 – Bob Smith

- \$155,000 was granted to Launch 57 Inc. in partnership with Westend Seniors to develop and implement an integrated software for the use of the Centre. Launch 57 Inc. has started to work on this project and requires a first payment of \$50,000 for work completed to date.

Moved by Robert Smith, seconded by Shirley Devlin, that \$50,000 be paid to Launch 57 Inc. for work completed to date. Carried.

- Note: A draft contract should be provided to the Board before any other future payments are made.

e. AGM DRAFT Agenda and Review of 2022 AGM Minutes

- Additions to the AGM Agenda:
 - Place: Games room; a light lunch will be provided.
 - Item 7. New Business Items Identified by Motion from the Floor



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f. Bylaw Motion from 2023 Tax Exemption Ad Hoc Committee

Bylaw 2 - MEMBERSHIP IN THE ORGANIZATION 2. 1 Membership and Membership Classes

Moved by Sharon Quickfall, seconded by Wendy Jerome, that an “Associate Membership” class section numbered 2.1.3 and 2.1.4 be added to Bylaw 2 Membership in the Organization. Carried.

Bylaw 1 - INITIAL PROVISIONS 1.2 Definitions in the Bylaws

Moved by Sharon Quickfall, seconded by Wendy Jerome, that 1.2 Definitions in the Bylaws include a definition for Associate Members. Carried.

g. HR discussion of the Survey findings related to the Board Member Self Assessment and Board Member and ED assessment of the Board.

- Discussion moved to the next Board Meeting.

h. The Board/Administration Facility Requirements Committee - call for the first meeting

- The Board Members who will be part of this Committee are:
Lorne Brackenbury
Richard Batty
Sharon Quickfall
- The date of the first meeting of the committee will be determined.

6. March Meetings:

March 23, 2023, Annual General Meeting – Games Room, 10:00 a.m. – 11:30 a.m.

March 23, 2023, Special Board Meeting, 12:00 p.m. – 12:20 p.m. (Brief meeting after AGM to elect executive)

March 30, 2023, Board Meeting - Board Room, 9:00 a.m. – 12:00 p.m.

7. Adjournment

The meeting adjourned at 12:11 p.m.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.