



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

Board Meeting Minutes

January 26, 2023

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

Regrets: Haidong Liang (Executive Director)

1. Welcome and Introduction

a. Call to order – Barbara Gibson

The President called the meeting to order at 9:01 a.m. in the Westend Seniors Activity Centre Board Room.

b. Acceptance of the Agenda

Barbara Gibson proposed the following additions:

Under Welcome and Introduction:

- e. Presidents Announcements – Letter of Resignation from Wendy Jerome

Under New Business:

- b. 2023 Budget
- c. Property Tax Exemption

The following changes were also proposed by the President:

Change numbering as follows:

1. Welcome and Introduction
2. Information Session and Discussion
3. Oral Update from Barbara Jaffray (Operations Manager)
4. Committee Reports
5. New Business
6. Next Meeting
7. Adjournment

Under 2. Information Session and discussion change topic to: The Roll of Board Committees



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Kaye Langager proposed to change:

- b. Policy and Bylaw Committee: Planning committee motions, to
- e. Planning Committee Report: Planning committee motions

Moved by Sharon Quickfall, seconded by Shirley Devlin, that the Board accepted the agenda as amended. Carried.

- c. Approval of the Minutes (December 15, 2022)

Moved by Wendy Jerome, seconded by Dolores Brent, that the Board accepted the minutes of the December 15, 2022 Board Meeting as amended. Carried.

- d. Business Arising out of the Minutes
No business arose from the minutes.

- e. Presidents Announcements – Letter of Resignation from Wendy Jerome
Barbara Gibson received a letter-email from Wendy Jerome resigning her position as Treasurer effective immediately. Therefore, the Board will need to appoint a new Treasurer. Wendy expressed her willingness to remain a member of the Committee if needed.

Moved by Kay Rother, seconded by Lorne Brackenbury, that Robert Smith be elected as Treasurer until the Westend Seniors Activity Centre AGM 2023. Carried.

Moved by Dolores Brent, seconded by Sharon Quickfall that Wendy Jerome remains as member of the Finance Committee until the Westend Seniors Activity Centre AGM 2023. Carried.

2. Information Session and Discussion

Topic: The Roll of Board Committees

- According to The Master Index of Board Policies, “The purpose of the Board committees is to strengthen the decision-making of the Board by discussing and reviewing specific matters or concerns in detail, and the developing of recommendations for consideration by the full Board” (Policy B6.1- PURPOSE).
- Recommendations should be revised carefully to ensure that, if adopted, they do not alter the Policy or Bylaw in principle.



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- Committee recommendations go to the Board for approval and are pass along to the Policy and Bylaw Committee for implementation.

3. Update from Barbara Jaffray

- Membership numbers are increasing. The increase on membership fees has been well accepted.
- There have been very few cancellations of classes/programs. The majority of the classes continue running as usual.
- Evening program run with good result; some adjustments, such as the way instructors are paid, have been made to remain competitive.
- The Strathcona County project will be fully operational next week.
- Following events: Paint and Sip Night (January 26), Valentines Bingo (February 14), High Tea (February 28).

4. Committee Reports

a. Finance Committee Report – Robert Smith

The Committee presented to the Board the Draft year end Balance Sheet and Income Statement for review and approval.

Moved by Robert Smith, seconded by Kaye Langager, that the Board received the December 31, 2022 Finance Year End Statements as information. Carried.

To provide Robert Smith with authority to sign documents and make financial transaction on behalf of Westend Seniors:

Moved by Wendy Jerome, seconded by Lois Thurstan, that Robert Smith been appointed as Signing Authority for the Westend Seniors Activity Centre effective January 26, 2023. Carried.

- Discussion ensued regarding to grant Robert Smith the authority to make transactions online with Servus Credit Union.
- Barbara Jaffray will contact Servus Credit Union to inquire who has current authority to make transactions online on behalf of Westend Seniors.



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b. Policy and Bylaw Committee Report – Rick Batty
Proposed Bylaw Changes

Bylaw 2.1.4 – MEMBERSHIP IN THE ORGANIZATION

Moved by Lorne Brackenbury, seconded by Dolores Brent, that the proposed changes be adopted. Carried.

Bylaw 4.2.1(b) – BOARD OF DIRECTORS ELECTIONS

Moved by Lorne Brackenbury, seconded by Dolores Brent, that the proposed changes be adopted. Carried.

Bylaw 4.1.3(d) – GOVERNANCE OF THE ORGANIZATION The Board of Directors

Moved by Lorne Brackenbury, seconded by Dolores Brent, that the proposed changes be adopted.

Note: discussion ensued on whether Westend Seniors should grant voting rights to those externals on the Board. The Committee will review the proposed change to Bylaw 4.1.3(d) – GOVERNANCE OF THE ORGANIZATION The Board of Directors. The motion was tabled and it will be discussed at the February Board Meeting.

c. Nominations and Elections Committee Report - Sharon Quickfall

- The deadline to nominate candidates for the Board of Directors and Board President positions is January 27, 2023.
- Sharon Quickfall and Barbara Jaffray will meet to determine the process of the Returning Officer.

d. Government Liaison Committee Update

No report.

e. Planning Committee Report (October and November)

The Committee prepared the following recommendations to comply Board Policy A1 – OBJECTS with today's requirements.



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Board Policy A1 – BOARD POLICY A1-OBJECT

Moved by ??? and seconded ??? by that the above proposed changes be adopted.

Note: after discussion, the Board decided to ask the Committee to review recommendations to Board Policy A1 – BOARD POLICY A1-OBJECT. The Board will discuss this topic at the February Board Meeting.

- f. **Executive Committee Report**
Report circulated with the agenda.
- g. **Human Resources Committee Report**
No report.

5. New Business

- a. Feedback on Programming for Administration
Programs being offered at the Center were discussed and information brought forward from various concerns heard from seniors. This will be addressed by Dolores Brent with Barbara Jaffray directly
- b. 2023 Budget
Robert Smith presented a Draft Budget prepared by Westend Seniors Accounting.

Moved by Sharon Quickfall, seconded by Kate Langager, that the Budget for 2023 be approved with a deficit of \$160,910.84 and that up to 93,194.84 may be transferred from the Sustainability Fund; and that this budget will be reviewed and revised, if necessary, after June 30, 2023. Carried.

- c. Property Tax Exemption and Action Plan
 - A letter from the City of Edmonton, dated January 16, 2023, was received. It advised Westend Seniors of the cancellation of the Property Tax Exemption as of December 31, 2022.
 - The City of Edmonton did not provide an estimate of what the property taxes could be, but it is anticipated that, given the size of the property, should be substantial. The negative impact of this decision on the Centre's financial situation will be significant.
 - The Board decided to:



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- Set a meeting with Andrew Knack to seek guidance.
- Permission will be sought from Terra Losa Community organization to grant Westend Seniors authorization to file a complaint/and or appeal on their behalf.
- Establish an Ad Hoc Committee that reviews the cancellation of the Property Tax Exemption and draft the formal objection to the City of Edmonton; the Ad Hoc Committee will be comprised by Board Members, Members of WSAC, and WSAC staff.

*Moved by Sharon Quickfall, seconded by Kay Rother, that Westend Seniors Activity Centre seek the required Agent Authorization Form from Terra Losa Community Association Ltd. which gives WSAC the authorisation to file a complaint and/or appeal on their behalf.
Carried.*

Moved by Lorne Brackenbury, seconded by Robert Smith, that an Ad Hoc Committee comprised of Board Members of Westend Seniors Activity Centre, members, and staff to review the cancellation of the Property Tax Exemption and to draft the formal appeal to the city. Carried.

The members of the subcommittee will be:

General Members

Jay Pritchard
Brian Quickfall

Board Members

Barbara Gibson
Richard Batty

Administration

Barbara Jaffray
Haidong Liang

6. Next meeting

February 23, 2023, in the Board Room from 9:00 a.m. to 12:00 p.m.

7. Adjournment

The meeting adjourned at 12:15 p.m.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.