



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

## Board Meeting Minutes

March 30, 2023

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

### 1. Welcome and Introduction

- a. Call to order – Barbara Gibson

The President called the meeting to order at 9:02 a.m. in the Westend Seniors Activity Centre Board Room.

- b. Acceptance of the Agenda

The President proposed the following addition:

- c. Oath of Office

Subsequent numbering change:

- d. Approval of the Minutes (February 23, 2023). Approval of the Special Board Meeting (March 23, 2023).  
e. Presidents Announcements

*Moved by Jay Pritchard, seconded by Lois Thurstan, that the Board accepted the agenda as amended. Carried.*

- c. Oath of Office

Jay Pritchard and Lorne Brackenbury sworn in, and they signed the Oath of Office.

- d. Approval of the Minutes

*Moved by Sharon Quickfall, seconded by Dolores Brent, that the Board accepted the minutes of the February 23, 2023 Board Meeting as circulated. Carried.*

*Moved by Kaye Langager, seconded by Richard Batty, that the Board accepted the minutes of the March 23, 2023 Special Board Meeting as circulated. Carried.*

e. Presidents Announcements

- Barbara Gibson welcomed the newly elected members of the Westend Seniors Board of Directors.
- A contact list (Board & Staff) has been circulated.

## 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 and Discussion

WSAC's Current State and Future Direction – Haidong Liang and Kaye Langager

- A pamphlet was shared with the Board, showing the history of WSAC as an organization.
- It was mentioned that a discussion about the future direction of Westend Seniors should be the focus theme during this year's Board Retreat.
- The Board Retreat was scheduled for April 20, 2023, from 9:00 a.m. to 12:00 p.m.

## 4. Committee Reports

a. **Finance Committee Report** – Robert Smith

- Finance Statements. Net income for the first two months of 2023 was close to the budgeted net income (period ending February 28, 2023).
- GIC Investments. As it was not possible to obtain a satisfactory interest rate for 18/30-month investment, an executive decision was made to place approximately half of the Building Fund in a one (1) year GIC at a rate of 4.65%. The remaining half was placed in a two (2) year GIC at a rate of 4.6%.
- Proceeds from the Sustainability Fund were split into one (1) year GIC at a rate 4.65% and into a two (2) year GIC at a rate of 4.6%.
- Sustainability Fund maturing April 2, 2023.

*Moved by Robert Smith and seconded by Kaye Langager that the proceeds of approximately \$102,000 from the Sustainability Fund GIC maturing on April 2, 2023 be transferred to the Servus Credit Union Savings Account. Carried.*

- Launch 57 Contract.
  - A revised contract from Launch 57 will be reviewed by the Finance Committee in a subsequent meeting.



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- Policy for contracts tied to grants.
  - Haidong Liang and Robert Smith will prepare a draft document to address this matter. The Finance Committee will review the document at a subsequent meeting.
- Business Insurance for Employee-owned vehicles.
  - Employees who use their personal vehicles for WSAC business should carry Business Insurance. WSAC would reimburse employees for the premium that relate specifically to the Business coverage.

*Moved by Robert Smith, seconded by Shirley Devlin, that the Board accepted the report of the Finance Committee as presented. Carried.*

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

No report.

**c. Nominations and Elections Committee Report - Sharon Quickfall**

No Report.

**d. Government Liaison Committee**

Haidong Liang has met city councillors, MLAs, and other members of parliament – see Haidong’s report for details.

**e. Planning Committee Report**

No Report.

**f. Executive Committee Report**

- The Report was circulated with the agenda.

**g. Human Resources Committee Report**

- The discussion was moved to Old Business.

## **5. Old Business**

- a. The discussion of the Procedures to have policies of motions passed at a Board meeting entered into the Master Index of Board Policies – Policy & Bylaw Committee
- The date of the last update of this document should be placed at the cover.

- The electronic version - shared on the website and the Board's share drive - should be updated accordingly.
  - Access to past versions of this document through the Boards share drive will be locked to avoid alterations.
- b. Survey findings related to the Board Member Self Assessment and Board Member and ED Assessment of the Board – lead by Lois Thurstan from HR Committee
- Overall, the feedback received was positive.
- c. The Board/Administration Facility Requirements Committee
- Members from Administration:
    - Haidong Liang
    - Barbara Jaffray
  - Sharon has sent an email proposing the date of the first meeting of the committee.
- d. Board Member program related ideas are to be forward to the Administrative Program Staff.

## **6. NEW BUSINESS**

- e. Forming a Joint Administrative and Board Committee to plan the 45th Gala
- The Administration is already involved in the organization of this event. Input from the board is required.
  - Sharon Quickfall will sit on the planning committee
  - Composition of the committee:
    - Admin
    - Board
    - Members

*Moved by Jay Pritchard, seconded by Wendy Jerome, that the Board accepted the Committee composition proposed by Barbara Gibson. Carried.*

- f. Board Approval of Committees for the 2023-2024 year

*Moved by Jay Pritchard, seconded by Dolores Brent, that the Board approved the composition of Board Committees as amended. Carried.*

- g. 'In-Camera' Session - the Human Resources Committee

*Moved by Robert Smith, seconded by Jay Pritchard, that the Board go into closed session at time 11:35 a.m. Carried.*



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*Moved by Robert Smith, seconded by Lorne Brackenbury, that the Board return to open session at time 11:55 a.m. Carried.*

*Moved by Robert Smith, seconded by Richard Batty, that the Board accepts the document prepared by the HR Committee which was disclosed in the closed session and that appropriate follow up actions be taken. Carried.*

*Moved by Lorne Brackenbury, seconded by Sharon Quickfall, to adjourned this meeting at 12:00 p.m.*

**7. Next Board Meeting** - April 27, 2023 from 09:00 a.m. – 12:00 p.m. in the Board Room.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.