



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

Board Meeting Minutes

May 25, 2023

Present: Barbara Gibson (President), Jay Pritchard (Vice President), Robert Smith (Treasurer), Dolores Brent, Kaye Langager, Lois Thurstan, Sharon Quickfall, Shirley Devlin, Spurgeon Gammon, Wendy Jerome, Barbara Jaffray (Operations Manager), and Gabriela Sanchez Castro (Board Secretary).

Regrets: Lorne Brackenbury, Richard Batty and 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

- The following change was proposed:
 - Addition under 5. New Business – d. In Camera Session.

Moved by Jay Pritchard, seconded by Bob Smith, that the Board accept the agenda as amended. Carried.

c. Approval of the Minutes

Moved by Jay Pritchard, seconded by Spurgeon Gammon, that the Board accept the minutes of the April 27, 2023 Board Meeting as circulated. Carried.

d. President's Comments

Call for a lawyer – Barbara Gibson has received a call from a member interested in the position.

- A meeting with this member will be arranged. At this meeting Barbara Gibson, Shirley Devlin and Sharon Quickfall will be present.

2. Executive Director's Report

Barbara Jaffray 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, communications, partnerships, and fundraising.

Barbara extended an invitation to attend the Toward an Age Ready Future panel discussion on June 1, 2023.

3. Information Session and Discussion

Topic: Board Member's Accountability related to the Strategic Plan – Jay Pritchard

- Through a recent review of the Strategic Plan by the Planning Committee it was noticed that the majority of the goals stated in the document pertain mostly to the Centre's Administration.
- After discussion, the Board considered that the Strategic Plan should state specific goals for Board Members.
- An inventory of skills will be compiled to assess capacity among the board.

4. Committee Reports

a. Finance Committee Report – Robert Smith

- Policy changes to Board Policy D3 – Discussion moved to 5. New Business.
- Financial Statements as of April 30, 2023 – Total revenue for the first four months of the year was 3.97% (less than budgeted) and expenses were 3.11% (more than budgeted). Net Income for the first four months was \$43,779 (less than budgeted). The Sustainability Fund balance at April 30, 2023 was \$355,854.57.
- Elder Care Accounting – Kathy Dicks (Accounting Services) will make the changes requested by the Finance Committee regarding amounts collected from Elder Care for rent and food services.
- Fundraising – Discussed further at a later date.

Moved by Robert Smith, seconded by Jay Pritchard, that the Board accept the Finance Committee Report and financial statements for the period ended April 30, 2023 as presented. Carried.

b. Policy and Bylaw Committee Report – Dolores Brent

- A schedule to review the Policy and Bylaw was shared with committee members and accepted as a guideline for future meetings.
- Discussion regarding the voting process at AGM and presentation of proposals to change the Bylaw to voting members took place; particular emphasis to the motions defeated at the last AGM was made.
- The next meeting will be September 7, 2023 unless otherwise notified.



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Moved by Jay Pritchard, seconded by Shirley Devlin, that the Board accept the Policy and Bylaw Committee Report as presented. Carried.

c. Nominations and Elections Committee Report – Shirley Devlin

- To recruit new members, the following recommendations were made by the Committee:
 - Talk to current volunteers about their interest in filling board and/or board committee positions.
 - Talk to members in general about joining the board and its committees. Conversations may happen during informal chats with members or during important events such as OBB.
 - Include a written note in the newsletter about the importance of becoming a board member and its committees.
- Further suggestions:
 - Barbara Gibson – a skill assessment should be prepared and presented during the meetings the committee is planning to have with members.
 - Spurge – the walking, golf, bike should be approached.
 - Jay – would like to discuss with Shirley how would be the best way to present information related with the responsibilities of the board.

Moved by Dolores Brent, seconded by Lois Thurstan, that the Board accept the Nominations and Elections Committee Report as presented. Carried.

d. Government Liaison Committee – no report

e. Planning Committee Report – Jay Pritchard

- It was agreed that the Committee would work to revise the Outcomes stated for 2023 in the Strategic Plan. No decision was made regarding the length of the new Strategic Plan.
- Two more items were discussed:
 - What are realistic opportunities to enhance the centre's revenue?
 - Within the Strategic Plan, is it time to include outcomes and accountabilities for Board Directors?

Moved by Jay Pritchard, seconded by Spurgeon Gammon, that the Board accept the Planning Committee Report as presented. Carried.

f. Executive Committee Report – Barbara Gibson

- The Report was circulated with the agenda. Funding opportunities and financials were topics discussed during this meeting.

Moved by Barbara Gibson, seconded by Shirley Devlin, that the Board accept the Executive Committee Report as presented. Carried.

g. Human Resources Committee Report

No report.

h. Tax exemption Ad Hoc Committee Report

- The Committee prepared a letter to be sent to Senior Officials in Alberta Infrastructure.
- The Committee is working to complete a letter to be sent to Senior Officials in the City of Edmonton Property Tax Assessment.
- The Committee prepared an email message to be sent to the City Councillors regarding the Centre's Tax Exemption status in future.

Note: Letters are finalized and only need the President's signature. Jay Pritchard will forward to Board members the communications with City Officials. He also recognized the hard work of Brian Quickfall preparing the letters.

Moved by Jay Pritchard, seconded by Spurgeon Gammon, that the Board accept the Tax Exemption Ad Hoc Committee Report as presented. Carried.

i. Board/Admin Facility Requirement Needs: Ad Hoc Committee update

- Bob – the committee has reviewed the lease agreement with Terra Losa Community Association Ltd for the terms and conditions of negotiations and renewal of the contract. The window for renewal, cancellation or renegotiation of the lease is August 1, 2027 to October 31, 2027.
- Ideas for potential places to rent were compiled.

Moved by Robert Smith, seconded by Jay Pritchard, that the Board accept the Board/Admin Facility Requirement Needs: Ad Hoc Committee Report as presented. Carried.

j. **45th Gala: Ad Hoc Committee update**

- Instead of a Gala, a series of fundraising events will be organized to celebrate the 45th Anniversary of the Centre. Events will be scheduled to start in September.
- Board Members are encouraged to attend the events.

Moved by Sharon Quickfall, seconded by Wendy Jerome, that the Board accept the 45th Gala Committee oral report as presented. Carried.



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5. NEW BUSINESS

a. Taxation Issue

Moved by Sharon Quickfall, seconded by Wendy Jerome, that the Board move this meeting to a closed session at 10:30 a.m. Carried.

Moved by Robert Smith, seconded by Sharon Quickfall, that the Board move this meeting to an open session at 10:51. Carried.

b. Finance Policy D3

BOARD POLICY D 3 – CONTRACTS

Amendment to D3.1 (#4) reads: For contracts that are fully funded by an approved grant the Executive Director has authority to authorize such contracts up to \$500,000 providing the estimated ongoing annual net cost to Westend Seniors Activity Centre do not exceed \$75,000 for each of the first three years of the contract.

Moved by Jay Pritchard, seconded by Shirley Devlin, that the proposed Changes to Board Policy D3 be adopted as amended. Carried.

c. Elder Care Accounting – discussion details included in the finance committee report.

d. Other

d.1 Open letter to members – Barb Gibson

- A letter to members was drafted. The intention of this letter is to explain the implications of the shortfall of government funding in the operations of the organization.
- Due to the upcoming provincial election, a call for support is included in this letter, asking members to engage in conversations with future political leaders about funding cuts.
- Some Board Members think that it is late for the release of the letter, considering it could be more effective to start preparing a communication strategy now instead.

Moved by Sharon Quickfall, seconded by Robert Smith, to direct the Government Liaison Committee to develop a communication strategy with politicians.

7 votes in favor, 1 against, 1 abstention,
Carried.

Action: The Government Liaison Committee will schedule a meeting to start the discussion.

d.2 Signing Authorities

- Robert Smith shared with the Board that Servus Credit Union changed its process of designation of Signing Authorities.

Action: Robert Smith will forward a list including personal and contact information of current Board Members to Servus Credit Union. He will share with Board Member the process and time of information verification and collection of signatures by the credit union at a further time.

e. After Adjournment: meeting with Servus

- The meeting with the Servus Credit Union was cancelled.

6. Next Board Meeting

June 29, 2023 from 09:00 a.m. – 12:00 p.m. in the Board Room. The Board will have a two-month break during the summer.

7. Adjournment

Move by Sharon Quickfall, seconded by Shirley Devlin, that the Board adjourn this meeting at 11:45 a.m. on May 25, 2023.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.