



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

Board Meeting Minutes

October 27, 2022

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

Regrets: Kay Rother.

Note: because of health reasons, John Kennedy has resigned from his position as member of the Board effective immediately. The Board thanked him for his contributions.

1. Welcome and Introduction

a. Call to order – Barbara Gibson

The President called the meeting to order at 9:02 a.m. in the WSAC Games Room. She welcome Wendy Jerome to the Board as the new Board Treasurer and introduced Kevin Brown, guest speaker.

b. Acceptance of the Agenda

Moved by Lois Thurstan, seconded by Shirley Devlin, that the Board accepted the agenda as circulated. Carried.

c. Approval of the Minutes

Moved by Kaye Langager, seconded by Lois Thurstan, that the Board accepted the minutes of the September 29, 2022 Board Meeting as circulated. Carried.

2. Information Session and Discussion

Topic: Future of WSAC and Board Development - Kevin Brown and Haidong Liang.



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A presentation on the Stages of Growth and Culture took place. A discussion ensued about the future of Westend Seniors as an organization and the steps the leadership could consider if the goal is to reach an advanced growth stage.

3. Executive Director's Report

Haidong Liang reported on membership, programs, events and fundraising, outreach, volunteering, rentals, community café and frozen meals sales, facility, maintenance, grant application and funding, communications, recent partnerships, and events attended by the ED.

4. Committee Reports

a. Finance Committee Report

The Finance Committee met on Tuesday, October 25, 2022 to discuss the following:

- Investments of September 2022. The Committee reviewed and discussed a report presented by Haidong Liang about the investments for the month of September.

Motion 1

Moved by Kaye Langager and seconded by Sharon Quickfall. The finance Committee recommends to the Board that the GIC #60 from the Building Fund be invested for either 18 months or 2 years.

Motion 2

Moved by Kaye Langager and seconded by Sharon Quickfall. The Finance Committee recommends to the Board that the GIC #60 from the Sustainability Fund be invested for a 2-year term.

Note: The Board decided to tabled Motions 1 and 2 for the November Board Meeting, expecting more favorably interest rates.

Motion 3

Moved by Barbara Gibson and seconded by Kaye Langager. The Finance Committee recommends to the Board that the GIC #53 from the Sustainability Fund be reinvested for 30 days. Carried.



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- Monthly Financial Report. The Committee reviewed and discussed the Financial Report for the month of September presented by Haidong Liang.

Moved by Wendy Jerome and seconded by Lorne Brackenbury, that the Board accepted the Finance Committee Report as presented. Carried.

b. Policy and Bylaw Committee Report – Rick Batty

The Committee met on October 6, 2022. The Committee prepared the following motions for review and approval:

Board Policies

Motion 1

Moved by Lorne Brackenbury, seconded by Dolores Brent, that [B 2.8 EXPECTATIONS OF BOARD MEMBERS](#) be revised as follows. Carried.

Motion 2

Moved by Lorne Brackenbury, seconded by Dolores Brent, that [B 2.11 A LIMITATION TO THE NUMBER OF MEMBERS THERE MAY BE ON A BOARD COMMITTEE](#) be added as follows. Carried.

HR Committees proposed Policy changes

[Board Policy B 6.6.1 PROCEDURE FOR THE PERFORMANCE REVIEW OF THE EXECUTIVE DIRECTOR](#)

Motion 1

Moved by Lorne Brackenbury, seconded by Delores Brent, that number 1 be changed as proposed. Carried.

Motion 2

Moved by Sharon Quickfall, seconded by Shirley Devlin, that number 3 be approved as amended. Carried



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Motion 3

Moved by Delores Brent, seconded by Lorne Brackenbury, that number 10 be approved as proposed.

[B 6.6.2 WSAC STAFF SURVEY by THOSE REPORTING DIRECTLY TO THE EXECUTIVE DIRECTOR PERFORMANCE](#)

Moved by Lorne Brackenbury, seconded by Delores Brent that,

- *number 1 be changed as proposed*
- *number 3 be changed as proposed*
- *number 5 be changed to a new content*
- *number 5 becomes number 6*
- *number 6 becomes number 7 with additional modifications*
- *number 7 to delete paragraph*

Carried.

[B 6.6.3 WSAC BOARD SURVEY OF EXECUTIVE DIRECTOR PERFORMANCE](#)

Motion

Moved by Lorne Brackenbury, seconded by Delores Brent that,

- *number 5 be changed as amended, to read “except in mitigating circumstances”*
- *number 7 be added*
- *number 8 be added*
- *number 9 be added*

Carried.



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B 6.6.4 WSAC EXTERNAL SURVEY OF EXECUTIVE DIRECTOR PERFORMANCE

Motion

Moved by Kay Rother, seconded by Delores Brent that,

- *number 2 be changed as proposed*
- *number 3 be changed as proposed*

Carried.

Note: the following motions have been tabled to the November Board Meeting for discussion and approval:

Board Policy D3 – CONTRACTS

Motion

Moved by Kay Rother, seconded by Lorne Brackenbury, that the wording from Board Policy D3 – CONTRACTS be changed as proposed.

Board Policy D3 – PURCHASES

Motion

*Moved by Lorne Brackenbury, seconded by Kay Rother that, from Board Policy D4 PURCHASES ~~\$50,000~~ changed to **\$75,000**.*

- Nominations and Elections Committee Report** – oral report by Sharon Quickfall
The report has been moved to the November Board Meeting.
- Government Liaison Committee Update** – Haidong Liang
- Planning Committee Report** – Kaye Langager
The report has been moved to the November Board Meeting.
- Executive Committee Report** – Barbara Gibson
The report has been moved to the November Board Meeting.
- Human Resources Committee Report** – no report



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5. New Business

- a. Business arising out the 29 September Minutes: #5. c. Date of the December Board Meeting and Board/Staff Christmas Celebration.

Moved by Kaye Langager, seconded by Shirley Devlin, that Thursday, December 15, 2022, be scheduled as the December Board Meeting from 9:30 a.m. to 12:30 p.m., followed by the Board/Staff Christmas Celebration at 1:00 p.m. in the cafeteria. Carried.

- b. Business Arising out the 29 September Minutes: #5.d. Dates for the WSAC Christmas closure.

Moved by Shirley Devlin, seconded by Dolores Brent, that the WSAC Christmas closure be from December 25 to January 2 inclusive. Carried.

- c. Business Arising out of the 27 October Board Meeting Minutes
Barbara Gibson suggested that the Nominations and Elections Committee brings its proposals to fill John Kennedy's position as Board of Director.

6. Board Retreat

Board Members will attend the Board Retreat that is taking place on November 1, 2022, from 9:00 a.m. to 12:30 p.m. in the WSAC Board Room.

7. Next Meeting

November 24, 2022, in the Board Room, from 9:00 a.m. to 12:00 p.m.

8. Adjournment

The meeting adjourned at 12:06 p.m.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.