



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

## **Board Meeting Minutes**

**June 30, 2022**

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

**Regrets:** Barbara Gibson (President) and Haidong Liang (Executive Director).

### **1. Welcome and Introduction**

- a. Call to order – Kaye Langager (in the absence of Barbara Gibson)

The Vice President called the meeting to order at 9:05 a.m. in the WSAC Games Room.

- b. Acceptance of the Agenda

*Moved by Richard Batty, seconded by Lorne Brackenbury, that the Board accepted the agenda as circulated. Carried.*

- c. Approval of the Minutes

*Moved by John Kennedy, seconded by Dolores Brent, that the Board accepted the minutes of the May 26, 2022 Board Meeting as circulated. Carried.*

- d. Business Arising out of the Minutes

No business arising from the minutes.

### **2. Information Session and Discussion**

Topic: Post Retreat Debrief and Identify Topics for Fall Retreat.



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In general, feedback regarding the topic and dynamics of the session was very positive. The board identified the following topics for the Fall Retreat: Financial Management, Board Recruitment, Problem Solving, exploration of different types of Boards (Governance, Administrative, Hybrid).

### 3. Executive Director's Report

In the absence of Haidong Liang, Barbara Jaffray reported on membership (membership fee poll report), 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. Details are found on Google Drive.

*Moved by Sharon Quickfall, seconded by Lorne Brackenbury, that the Board accepted the Executive Director's report as presented. Carried.*

### 4. Committee Reports

#### a. Finance Committee Report

The committee met on June 28, 2022. They reviewed the Financial Statements as at May 31, 2022.

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

#### b. Policy and Bylaw Committee Report – John Kennedy / Richard Batty

The committee met on June 2, 2022.

On the motion defeated at the AGM – the proposal to allow non-members to join the Board: the provision of suitable rules, regulations, and procedures to allow non-members to join the Board would be difficult to establish. Instead, the committee recommends following the direction of the current Board Policy that allows externals to act as consultants if needed.



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On the comments regarding the Board's Motion that the committee further consider the Bylaw and Policy provisions on the Nominations and Elections Process: a change was found to clause 4.2.1(b) of the Bylaws (Motion 2 below). Full review of the nomination and election process will be complete at the committee's September meeting.

Motion 1 – Removing Board Policy D1.3 REIMBURSEMENTS from the Board's Finance Policies and transferring it to the Administrative Procedures

*Moved by Kaye Rother, seconded by Lorne Brackenbury, that Policy D 1.3 reimbursement be revised as follows. Carried.*

Motion 2 – Change to Bylaw 4.2.1(b) to place the word "available" to make it clearer

*Moved by Dolores Brent, seconded by Rick Batty, that clause 4.2.1(b) of the Bylaws be revised as follows. Carried.*

*Moved by Kaye Langager, seconded by Dolores Brent, that the Board accepted the Policy and Bylaw Committee report as presented. Carried.*

Note: the committee suggested changing Co-Chair to Vice Chair to provide clarity.

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

Leslie Gentile was proposed by Sharon Quickfall to serve on the committee. She has been an Ordinary Member of Westend Seniors since 2020.

*Moved by Sharon Quickfall, seconded by Lorne Brackenbury, that the Board accepted Leslie Gentile as member of the Nominations and Elections Committee for the period 2022-23. Carried.*

Details on the process of the Nominations and Election in 2023 will be prepared and discuss during October's board meeting.

*Moved by John Kennedy, seconded by Lois Thurstan, that the Board accepted the Nominations and Elections Committee report as presented. Carried.*



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d. **Government Liaison Committee – no report.**

e. **Planning Committee Report – Kaye Langager**

The committee met on June 20, 2022. Discussion ensued regarding the challenges vis a vis staffing – Westend Seniors needs to continue to build an inclusive and welcoming culture to retain talent. Government Liaison is a crucial part of the Strategic Partnerships. Future planning will focus on funding requirement trends, diversification of funding, and financial sustainability. The committee will prepare a visual to present at the September Board meeting, focusing on the direction we are heading into and the reason for the same.

*Moved by Kaye Langager, seconded by Lorne Brackenbury, that the Board accepted the Planning Committee report as presented. Carried.*

f. **Executive Committee report – Barbara Gibson**

The committee met on June 15, 2022, to review the result of the membership fee poll; discussed an update from the ED and an update on the June Board Governance Training Retreat; reviewed tentative topics for discussion during board retreat sessions; discussed the Centre's current vaccination policy; reviewed the minutes of the May board meeting and planed the agenda for the June Board Meeting.

*Moved by Kaye Langager, seconded by Kay Rother, that the Board accepted the Executive Committee report as presented. Carried.*

g. **Human Resources Committee report – circulated**

The committee met on June 10 and 16, 2022, to complete the review of the Administrative Human Resources Policy Manual 2020 and to review the procedure for the Performance Review of the Executive Director; changes suggested to the Performance Review survey will be circulated to the Board for approval at the September Board Meeting.

*Moved by Kaye Langager, seconded by Lois Thurstan, that the Board accepted the Human Resources Committee report as presented. Carried.*

## 5. New Business

a. Set the 2023 Annual Membership Fee



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Westend Seniors has maintained its annual membership fee of \$30.00 and its incentive membership of \$10.00 for the last 11 years. After reviewing the results of the membership fee poll, the Board considered that an increment of the membership fee is necessary and fair for the Membership and the continuity of the organization's mission.

*Moved by Kaye Langager, seconded by Sharon Quickfall, that the Board accepted to increase to \$50.00 the annual membership fee for 2023. Carried.*

*Moved by Lorne Brackenbury, seconded by Kay Rother, that the Board accepted to increase to \$15.00 the Fall 2023 Incentive Membership. Carried.*

- b. Set the date for Fall Retreat – query October – tentative dates?  
1<sup>st</sup> November, 2022 (Tuesday) was set as the date of the next Board Retreat.
- c. Determined Topic of September Information Session and Discussion  
Haidong Liang will present a visual re: Direction Westend Seniors Activity Centre is going and why.
- d. Board Liaison with the Membership  
Informal meetings with the Membership would help to maintain a positive relationship and to increase positive awareness of the image of the organization and its leadership. These events should take place four times a year. Suggestion made to possibly organize a celebration event to speak about the organization's achievements during the last two years.
- e. Other  
No business identified.

## **6. Next meeting**

September 29, 2022, in the Games Room, from 9:00 a.m. to 12:00 p.m.

## **8. Adjournment**

The meeting adjourned at 11:25 a.m.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary