



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

## Board Meeting Minutes

**November 24, 2022**

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

**Regrets:** Haidong Liang (Executive Director), Kaye Langager (Vice President).

### 1. Welcome and Introduction

a. Call to order – Barbara Gibson

The President called the meeting to order at 9:03 a.m. in the WSAC Board Room.

b. Acceptance of the Agenda

*Moved by Sharon Quickfall, seconded by Kay Rother, that the Board accepted the agenda as circulated. Carried.*

c. Approval of the Minutes (October 27, 2022)

*Moved by Dolores Brent, seconded by Lois Thurstan, that the Board accepted the minutes of the October 27, 2022 Board Meeting as circulated. Carried.*

d. Business Arising out of the Minutes

No business arose from the minutes.

e. President's Announcements

- Oath of Office for Wendy Jerome. Wendy Jerome was sworn in and signed the Oath of Office.
- Barbara Gibson announced that John Kennedy's Funeral was schedule for Friday, November 25, 2022 at 2:00 p.m. at Westlawn Funeral Home and Cemetery. A sympathy card was circulated for Board Member comments.



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## 2. Information Session and Discussion

Topic: Debrief from November 1 Board Retreat and follow-up needed; Debrief and follow-up, if needed, from the November 17 Town Hall Meeting.

### Board Retreat

- Finances. Westend Seniors should continue working to attain a healthy financial state.
- Planning. Consideration of the needs of a new, and younger generation of seniors should be part of the organization's future planning.
- Board Composition. The Board should continue working to revise Bylaw 4.2 and draft a Policy outline to accommodate external members, looking to bring expertise in key areas of the organization's operations and development. It was proposed that the Board should prepare the scenario for a discussion of the matter during the 2023 AGM.
- Facility and Location. An extended discussion is needed regarding the needs of the Centre in terms of facility and location. Therefore, this item will be carried forward to the December Board Meeting.

### Town Hall Meeting

- After a presentation of the trends affecting the present and future of the organization, the Board exchanged ideas and identified the needs of the members present - changing the way services are advertised to members, advocacy for seniors, and diversity and inclusion.
- Next Town Hall Meeting – Wednesday, January 21, 2023, between 10:00 to 11:00 a.m. The Board will coordinate with the Administration the logistics of the event.

## 3. Executive Director's Report

A report for the months of November and December will be presented at the December Board Meeting.

## 4. Committee Reports

### a. Finance Committee Report

Motions tabled at the October 27, 2022 Board Meeting



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#### 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. Tabled.*

#### 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. Tabled.*

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

At the Finance Committee meeting on November 22, 2022, discussion centered on Income for the remainder of this fiscal year and the Budget for 2023. The grants Westend Seniors is going to receive in November and December, and program registration for the remainder of 2022 will improve this year's financial picture. The Committee discussed additional ways in which money could be raised to supplement the 2023 budget.

Note: The President mentioned that the Administration is planning a Gala for the Centre's 45<sup>th</sup> Anniversary. The event will be showcased as a fundraising event. Details on the organization and logistics will be discussed.

Donations. As the year end approaches, WSAC should remind Members about "In Memory of" donations. "In kind donations" and instructions on how to make them should be announced through communication channels. Tax receipts are issued for donations over \$20.00.

*Moved by Wendy Jerome, 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 November 3, 2022, to revisit the motions tabled at the October 27 Board Meeting, and reviewed B3-BOARD AND EXECUTIVE DIRECTOR RESPONSIBILITIES, B4-ROLES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR, B5-HUMAN RESOURCES, and Bylaw 4.1.4 (a).



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Motions tabled at the October 27, 2022 Board Meeting

Board Policy D3- CONTRACTS

*Moved by Dolores Brent, seconded by Lorne Brackenburg, that the proposed wording be changed as follows. Carried.*

Board Policy D4 – PURCHASES

*Moved by Lorne Brackenburg, seconded by Kaye Rother, that the proposed changes be adopted. Carried.*

Recently revised Board Policies

Board Policy B3 – BOARD AND EXECUTIVE DIRECTOR RESPONSIBILITIES, proposals

*Moved by Lorne Brackenburg, seconded by Dolores Brent, that the proposed wording for bullet 1 be changed as follows. Carried.*

Board Policy B4-ROLES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR, proposals

*Moved by Dolores Brent, seconded by Kay Rother, that the proposed bullets be changed as amended. Carried.*

Proposed Changes to the Bylaw

Bylaw 4.1.4(a)

*Moved by Lorne Brackenburg, seconded by Kay Rother, that the proposed changes be adopted and brought forward to the 2023 AGM. Carried.*

Opposed: Sharon Quickfall

Abstained: Wendy Jerome

Note: After a discussion on how to attract board members, an Invite to join the January Board Meeting will be posted. The agenda of the meeting will be distributed at the day of the meeting.



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c. **Nominations and Elections Committee Report (October and November)** – Sharon Quickfall

The Committee has identified 6 vacancies for 2023-24 Board of Directors. These six positions, whose terms end on March 31, 2023, do not include the President, the Vice President, Ryan's Park's resignation or the one improperly filled position from the 2022 election. As outline in the Bylaws, the Executive Director is the Returning Officer. If Haidong Liang is unable to fill the role, an Acting Return Officer will be appointed. The Committee requested that the WESAC Communications team advertises, and generally circulate around the building, the required notifications and materials during December. The Committee also requested that Administration have the necessary and correct Nomination Forms available at the front desk starting January 3, 2023 – the first day nominations are open.

Timeline for the Nominations and Election Process:

- Nomination process opening – January 3, 2023
- Town Hall Meeting – January 18, 2023 form 10:00 a.m. to 11:00 a.m. (the President and Board Members are open to questions regarding the duties of Board Members)
- Nominations Closing Date – January 27, 2023
- Orientation Session – will be discussed at the Executive Committee meeting

*Moved by Sharon Quickfall, seconded by Shirley Devlin, that the Board accepted the Nomination and Elections Committee Report as presented. Carried.*

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

e. **Planning Committee Report (October and November)** – Shirley Devlin

Additions and changes have been made to the Strategic Plan for 2023. Shirley Devlin outlined the changes made.

*Moved by Shirley Devlin, seconded by Lorne Brackenbury, that the Board accepted the Planning Committee Report as presented. Carried.*

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

Barbara Gibson prepared a message for the Winter 2023 Program and Resource Guide.



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*Moved by Barbara Gibson, seconded by Wendy Jerome, that the Board accepted the Executive Committee Report as presented. Carried.*

**g. Human Resources Committee Report – Barbara Gibson**

The Committee met on November 15, 2022 to review a report from Charity Village titled: The Canadian Non-profit Sector Salary and Benefits Study (September 2022). The objective of the review was to prepare for the upcoming Annual Performance Review of Executive Director.

*Moved by Barbara Gibson, seconded by Wendy Jerome, that the Board accepted the Human Resources Committee Report as presented. Carried.*

## **5. New Business**

- a. Discussion regarding the use of gender related pronouns or non-gender related pronouns. (a topic arising in the September 29 Policy and Bylaws Committee Report)  
Review the September Policy and Bylaw committee for detail.
- Administratively, and as per discussion with the Executive Director, the staff has the freedom to add gender orientation in their job titles, signing emails and any communication's document.
  - Sharon Quickfall would like to leave a deeper discussion on the matter for a later meeting.

*Moved by Sharon Quickfall, seconded by Wendy Jerome, that the discussion on the use of gender or non-gender related pronouns in important Board Documents be moved to future Board Meetings. Carried.*

## **6. Next meeting**

December 15, 2022, in the Board Room from 9:30 a.m. to 12:30 p.m. followed by Festive Lunch with staff at 1:00 p.m. in the cafeteria.



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## **8. Adjournment**

The meeting adjourned at 12:00 p.m.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.