



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

## Board Meeting Minutes

June 29, 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 Castro (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

*Moved by Jay Pritchard, seconded by Dolores Brent, that the Board accepted the agenda as presented. Carried.*

c. Approval of the Minutes

*Moved by Lorne Brackenbury, seconded by Loise Thurstan, that the Board accepted the minutes of the May 25, 2023 Board Meeting as circulated. Carried.*

d. President's Comments

- No comments given

### 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, communications, partnerships, and fundraising.

### 3. Information Session and Discussion

Topic: Everyone to share a 'good news' story (e.g., a positive experience with WSAC over the last few months). Share your personal commitment as a Board Member.

- Board Members shared their experiences at events (Older Bolder Better and Casino), initiatives (Reading Program at LaPerle), programs (Seniors Home Supports), and activities organized by Westend Seniors.
- Promoting the Centre as an organization, encouraging family members, friends, and neighbors to participate in activities, network with local businesses, engaging and educating members of the WSAC community, and cultivating current relationships were some of the personal commitments of the Board Members.

### 4. Committee Reports

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

- Update from Haidong Liang – an update on grants requested by Edmonton Community Foundation was provided.
- Financial Statements as at May 31, 2023 – total Revenue was \$43,530 higher than budgeted for this period.
- The areas that have contributed with the increase in revenue were Contributions and Donations, Fundraising, Program Fees, OBB and Drop-in fees. Net Income at May 31, 2023 was \$34,159 less than budgeted for that period.
- Coverage for Signing Authorities for July and August – it was determined that the Centre will have signing authority coverage throughout July and August. Haidong Liang will provide the committee with a schedule for when cheques will be ready for signatures.

*Moved by Robert Smith, seconded by Jay Pritchard, that the Board accepted the Finance Committee Report and financial statements for the period ended May 31, 2023 as presented. Carried.*

#### b. Policy and Bylaw Committee Report

- No report

#### c. Nominations and Elections Committee Report

- No report

#### d. Government Liaison Committee – Haidong Liang/Barbara Gibson

- The committee will focus on building positive relationships with politicians, learn about the current vision of political figures, be gracious hosts and plan for future meetings.

*Moved by Barbara Gibson, seconded by Shirley Devlin, that the Board accepted the Government Liaison Committee report as presented. Carried.*



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- Sharon Quickfall suggested the Board to decide the date of the next Centre’s Town Hall

*Moved by Sharon Quickfall, seconded by Jay Pritchard, that Westend Seniors Activity Centre have a Town Hall meeting in the first week of October 2023. Carried.*

e. Planning Committee Report – Jay Pritchard

- The committee is developing the wording for the Centre’s Strategic Plan. The new language will be incorporated into the updated plan by Haidong Liang.
- The Committee is proposing to develop an 18- month Strategic Plan that will include the balance of 2023 and 2024. Details of the updates will be shared with the Board once ready.

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

f. Executive Committee Report – Barbara Gibson

*Moved by Barbara Gibson, seconded by Lorne Brackenbury, that the Board accepted the Executive Committee report as presented. Carried.*

g. Human Resources Committee Report

- No report.

h. Tax exemption Ad Hoc Committee Report

- The Committee has delivered all communications, and they have begun to receive responses.
- An assessor from the City of Edmonton spoke with Barbara Jaffray. His recommendation was to complete a request for a tax exemption next year when requested and he “couldn’t promise anything, but felt WSAC would qualify for the exemption”.
- The city councillor’s office informed Barbara Gibson about the receipt of the Centre’s email tax exemption issue.

*Moved by Jay Pritchard, seconded by Richard Batty, that the Board accepted the Tax Exemption Ad Hoc Committee report as presented. Carried.*

- i. Board/Admin Facility Requirement Needs: Ad Hoc Committee update
- Review of the current Lease Agreement with Terra Losa Community Association – a compilation of items that need attention will be prepared. The document will be shared with the Board when ready.
  - Review of WSAC Insurance Policy – the review of this document will start in the September's 2023 meeting of the committee
  - Engineers' assessment of the building and grounds – the committee believes it is in the best interest of the Centre to conduct the assessment before the expiration of the lease.
  - Visit to the Beulah Alliance Church – the committee will plan a visit.

*Moved by Richard Batty, seconded by Spurgeon Gammon, that the Board accepted the Board/Administration Facility Requirement Needs Ad Hoc Committee report as presented. Carried.*

- j. 45<sup>th</sup> Celebration Events: Ad Hoc Committee update – Sharon Quickfall
- Tuesday, September 26th will be the date of the fundraising event, That's Amore! Pasta Dinner.
  - Committee renamed the Gala Committee to That's Amore Pasta Dinner Committee
  - Committee members will restructure the committee after the Pasta Dinner event as the current members are not all willing to sit on a Fundraising Committee.

*Moved by Sharon Quickfall, seconded by Lorne Brackenbury, that the Board accepted the 45<sup>th</sup> Gala Ad Hoc Committee update. Carried.*

## **5. NEW BUSINESS**

- a. Membership Fees

*Moved by Jay Pritchard, seconded by Barbara Gibson, that the membership fees remain at \$50.00 for the 2024 year. Any membership received after August 1<sup>st</sup>, 2023 will be \$15.00 plus \$50.00 for 2024 year. Carried.*

- b. Board Fundraising Committee with representation from Administration and Members at Large

*Moved by Robert Smith, seconded by Jay Pritchard, that a joint Board and Administration Ad hoc Fund-Raising Committee be established with representation from Board Members, Administration and Westend Seniors Activity Centre Members. Carried.*



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Committee would consist:

- Board Members
  - Barbara Gibson
  - Sharon Quickfall
- Staff
- Members

Actions: this Item has been moved to the agenda of the September's Board Meeting. An announcement to call for a meeting and recruit volunteers for this committee will be done through newsletter and website. The August 1 BBQ will also be a good opportunity to recruit volunteers for the committee.

c. Webinar – Fundraising 101: Encouraging Active Board Participation and Leadership – Thursday, July 13 at 10:00 a.m. PT (1 hr)

- Heather Riberdy, Barbara Jaffray & Gabriela Sanchez will participate on behalf of the staff.

d. Other

- Richard Batty had the following comments
  - The CommuniBee App
    - Rick would be interested in being part of the trial group
  - Volunteers for events the centre is having – request centre send an email to the board for any volunteer positions need to be covered
    - It was mentioned that for all events at WSAC, all Board Members are welcome to volunteer

## 6. Next Board Meeting

September 28, 2023 from 09:00 a.m. – 12:00 p.m. in the Board Room.

## 7. Adjournment

*Move by Robert Smith, seconded by Richard Batty, that the Board adjourned this meeting at 12:00 on June 29, 2023.*

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.