



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

Board Meeting Minutes

September 28, 2023

Present: Barbara Gibson (President), Jay Pritchard (Vice President), Robert Smith (Treasurer), Dolores Brent, Kaye Langager, Lois Thurstan, Lorne Brackenbury, Richard Batty, Sharon Quickfall, 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 9:00 a.m. in the Westend Seniors Activity Centre Board Room. Barbara Gibson welcomed Jane Hurly to the meeting.

b. Acceptance of the Agenda

Richard Batty – requested adding an item under 5. d Other.

Moved by Jay Pritchard, seconded by Lorne Brackenbury, that the Board accepts the agenda as amended. Carried.

c. Approval of the Minutes

Barbara Gibson – requested amending motion under 5.b Board Fundraising Committee with representation from Administration and Members at Large.

Moved by Jay Pritchard, seconded by Lorne Brackenbury, that the Board accepts the minutes of the June 29, 2023 Board Meeting as amended. Carried.

d. President's Comments

- The Board was saddened by Shirley Devlin's passing. Shirley was a respected member of the Board, and made valuable contributions to the organization.
- The following question was posed: "how many Board members have attended the Fundraising 1:1 seminar?"
 - Five (5) members attended the seminar.

- As a Board Member, please remember to use your @weseniors email address for Board matters only. Should you need to bring a concern to the attention of the staff and it is not in the capacity of a Board matter, please use your personal email.

2. Executive Director's Report

Haidong Liang presented the highlights 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: Planning Committee – Outlining a Strategic Plan for the remainder of 2023 and prototype for 2024 for discussion.

- Presentation of the Compass Model for a Business Strategy.
- A discussion ensued regarding the importance of defining the organization's current values, mission, vision and goals while redesign the organizations Strategic Plan.
- The Planning Committee will prepare a prototype of the Strategic Plan that will include what has been discussed at this Board Meeting.

4. Committee Reports

a. Finance Committee Report – Robert Smith

1. Financial Statements as at August 31, 2023.

- The deficit to August 31, 2023 was \$16,992 (\$22,753 lower than budgeted). Grant revenue was \$43,281 higher than budgeted. The Finance Committee requested Haidong Liang to follow up and advise the committee on the extension provision for the Government of Canada Covid 19 Loan.

Moved by Lois Thurstan, seconded by Spurgeon Gammon, the Finance Committee recommends to the Board that the Financial Statements as at August 31, 2023 be accepted. Carried.

2. Building Fund Guaranteed Investment Certificate

Moved by Spurgeon Gammon, seconded by Barara Gibson, the finance Committee recommends to the Board that the proceeds of the Building Fund GIC maturing on October 2, 2023 be reinvested in a GIC for a term of two years. Carried.



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3. Guidance for the 2024 Budget

- The Committee guided the Administration to strive for a balance budget.

4. Executive Director's Grant Report

- A report was provided to the committee with a detailed progress on requested and approved grants.

5. Accounting Services staffing and support

- A contract support staff is now available to assist Accounting Services due to the increased workload.
- This will need to be considered when 2024 budget is prepared.

The Board recommended changing the wording of the motion to accept the Financial Statements:

Moved by Robert Smith, seconded by Jay Pritchard, that the Board accepts the Finance Committee report as amended. Carried.

b. Policy and Bylaw Committee Report – Dolores Brent

- No report

c. Nominations and Elections Committee Report – Spurgeon Gammon

- With the loss of Shirley Devlin, Spurgeon Gammon accepted to become the Chair of the Committee.
- The Committee Chair will call a meeting as soon as a review of previous work is completed.
- Spurgeon Gammon requested the Board to continue speaking with prospect candidates whenever possible.

Moved by Spurgeon Gammon, seconded by Lorne Brackenburg, that the Board accepts the Nominations and Elections Committee report as presented. Carried.

d. Government Liaison Committee – Haidong Liang/Barbara Gibson

- Haidong Liang has been invited to attend a round table hosted by the Minister of Seniors – Hon, Jason Nixon.

e. Planning Committee Report – Jay Pritchard

- Discussion centered on addressing the issues Westend Seniors Activity Centre is currently facing through the development of an updated Strategic Plan.

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

To accept Jane Hurly as member of the Planning Committee:

Moved by Jay Pritchard, seconded by Spurgeon Gammon, that the board accepts Jane Hurly as member of the Planning Committee. Carried.

f. Executive Committee Report – Barbara Gibson

Moved by Barbara Gibson, seconded by Jay Pritchard, that the Board accepts the Executive Committee report as presented. Carried.

g. Human Resources Committee Report

- No report.

h. Tax exemption Ad Hoc Committee Report

- After the verbal response received from the administrator of Municipal Affairs, the committee made the following decisions:
 - Barbara Gibson will contact Andrew Knack to get advice about the exemption of the property tax in the future and to understand if we should contact Anton Szabo.
 - Barbara Jaffray will draft a letter requesting an update on the future status of Westend Seniors regarding property tax exemption (this depending on the answer from Andrew Knack).
 - Westend Seniors Administration will review protocol regarding the admission of strangers to the Centre.
- Brian Quickfall drafted a letter to the Minister of Municipal Affairs requesting a specific amendment to the Copter, regarding grant exemption to Seniors Centres as Day Cares have.

Moved by Jay Pritchard, seconded by Lorne Brackenbury, that the Board accepts the Tax Exemption Ad Hoc Committee report as presented. Carried.

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

- The committee identified items of concern to be addressed on future lease agreements.
- Future discussion will be focus on the review of the “wants and needs” list circulated to the Board and the current Centre’s insurance.



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- Action: Barbara Gibson requested Richard Batty to recirculate the list of facility's wants and needs.

Moved by Jay Pritchard, seconded by Lois Thurstan, that the Board accepts the Board/Administration Facility Requirement Needs Ad Hoc Committee report as presented. Carried.

- j. Ad Hoc Fundraising Committee - Barbara Gibson and Barbara Jaffray

Moved by Barbara Gibson, seconded by Jay Pritchard, that the Board accepts the Ad Hoc Fundraising Committee update. Carried.

5. NEW BUSINESS

- a. Decision re: filling the Board vacancy left by Shirley Devlin (Term 2: 03/23/2023 to 03/31/2025) see Bylaw 4.3.2 (e) – “...the Board of Directors may appoint an Ordinary or Lifetime Member as a replacement Director for the remainder of the former Board member's term of office”

- Discussion ensued on whether or not the Board needs to fill the position left by Shirley Devlin.

Moved by Jay Pritchard, seconded by Sharon Quickfall, not fill the vacancy left by Shirley Devlin as Board of Director at this time. Carried.

- b. Cyber Security
 - Thinking in the protection of the Centre's sensitive information shared through www network, Haidong Liang has taken steps to ensure the protection of such information.
- c. Town Hall Meeting – set date, time, place, topic
 - The Board has set October 16, 2023, as the day of the Town Hall Meeting. The time will be 10:00 a.m. to 11:00 a.m.

d. Other

- Richard Batty – he has accepted a professional Board Position with another organization, involving traveling that will limit his availability. As such, he will be leaving the WSAC Board. He will send an official letter to the President.
- Richard Batty would like to remain as a member of the committees he currently serves.

6. Next Board Meeting

October 26, 2023 from 09:00 a.m. – 12:00 p.m. in the Board Room.

7. Adjournment

Move by Richard Batty, seconded by Lois Thurstan, that the Board adjourns this meeting at 12:00 p.m. on September 28, 2023.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.