



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

## Board Meeting Minutes

October 26, 2023

**Present:** Barbara Gibson (President), Jay Pritchard (Vice President), Robert Smith (Treasurer), Dolores Brent, Lois Thurstan, Lorne Brackenbury, Sharon Quickfall, Spurgeon Gammon, Wendy Jerome, Haidong Liang (Executive Director), Barbara Jaffray (Operations Manager), and Gabriela Sanchez Castro (Board Secretary).

Regrets: Kaye Langager

### 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.

b. Acceptance of the Agenda

Robert Smith - requested to add item under 5.d Other

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

c. Approval of the Minutes

*Moved by Dolores Brent, seconded by Lois Thurstan, the Board accepts the minutes of the September 28, 2023 Board Meeting as circulated. Carried.*

d. President's Comments

Richard Batty has officially resigned from his position as Board Member. A discussion on whether he will remain as member of Board Committees will take place under 5. New Business.

## 2. Executive Director's Report

Haidong Liang presented the highlights of the month on WSAC Team, 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: Draft Updated Strategic Plan

- Haidong Liang presented the updated draft Strategic Plan.
- Discussion ensued.

## 4. Committee Reports

a. Finance Committee Report – Spurgeon Gammon

1. Financial Statements as at September 30, 2023.

- The Committee reviewed the monthly financial statements for September, 2023. The overall results are within 1.42% of the budget.

2. Fundraising

- WSAC has reached \$32,000 in donations to date.

*Moved by Jay Pritchard, seconded by Sharon Quickfall, that the Board accepts the Finance Committee report as presented. Carried.*

b. Policy and Bylaw Committee Report – Dolores Brent

1. Policy B8 – Returning Officer

- No changes suggested to the current wording of the policy.

2. Policy C3 – Treaty Six Acknowledge

- The current wording of the policy was reviewed and approved.
- A written acknowledgment has been displayed at the Centre.

3. Policy D5 – Reserved Funds

- No changes suggested to the current wording of the policy.

Other matters:

- A discussion ensued for potential changes to the procedure for registration and counting votes during an AGM to achieve more accurate counts.
- The Committee discussed methods to recruit WSAC Members to committees prior to being Board Members (e.g., call-outs on each newsletter).



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- o A review of the Terms of Reference to make provisions for Members at Large to sit on Board Committees was proposed.

*Moved by Dolores Brent, seconded by Lorne Brackenbury, that the Board accepts the Policy and Bylaw report as presented. Carried.*

- c. Nominations and Elections Committee Report – Spurgeon Gammon
  - During the Town Hall on October 16, 2023, the Committee encouraged the members to consider filling Board positions next year.

*Moved by Spurgeon Gammon, seconded by Lois Thurstan, that the Board accepts the Nominations and Elections Committee report as presented. Carried.*

- d. Government Liaison Committee – Haidong Liang
  - Presented a report of his meetings in the ED Report.

- e. Planning Committee Report – Jay Pritchard
  - The Committee discussed the development of the first draft of the new Strategic Plan.
  - Haidong Liang prepared the first draft with the guidance of the Committee.
  - The Committee tasked Jane Hurley to develop a new Vision Statement according with the Compass Plan suggestions.
  - Discussion ensued on the draft Strategic Plan and the new Vision Statement.

*Moved by Jay Pritchard, seconded by Spurge Gammon, that the Board accepts the Planning Committee report as presented. 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 – Barbara Gibson
  - With the addition of an Operations Manager, the Committee has suggested a review of the *Board Policy B4 – Roles and Responsibilities of the Executive Director* by the ED.

- The Committee reviewed the *Board Policy 6.6.1 – Procedure for the Performance Review of the Executive Director (ED)* and its survey forms to determine a strategy to attain meaningful feedback on the ED's performance.
- The Committee suggests that the current *ED Performance Review Procedure* and use of the questionnaire forms be modified for a one-year- trial basis.
- The Committee propose the use of a focus-group approach to collect data from the Board and the Staff during the evaluation period and omit external feedback for a year.
- Based on this trial experience, and once the updated WSAC Strategic Plan is operationalize, the Committee would revise the *Board Policy 6.6.1 – Procedure for the Performance Review of the Executive Director (ED)*.

*Moved by Jay Pritchard, seconded by Lois Thurstan, that the Board Policy 6.6.1 – Procedure for the Performance Review of the ED, be suspended for one year. Carried.*

*Moved by Barbara Gibson, seconded by Lorne Brackenbury, that the Board accepts the HR Committee Report as presented. Carried.*

h. Tax Exemption Ad Hoc Committee Report

- Barbara Gibson updated the Board about the communications carried with Ric McIver (Minister of Municipal Affairs), Andrew Knack (City Councillor), and Anton Szabo (Policy and Data Quality Assessment and Taxation, City of Edmonton).
- A letter from the Ministry of Municipal Affairs and a copy of an email communication with the City of Edmonton (Policy and Data Quality Assessment and Taxation) were circulated for information.
- Barbara Jaffray will contact Anton Szabo to request an update on the review of the current administrative procedures of the Tax Exemption by the City in few months.

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

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

- Next meeting of the Committee is scheduled for October 27, 2023. An update of the meeting will be given during the November Board Meeting.

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

- A report of activities of four (4) subcommittees (Legacy/Monthly Giving, Monthly Fundraising Projects, Events/Projects, Corporate/Union Sponsorship) was provided.
- The Committee presented the Committees Terms of Reference for approval.

*Moved By Barbara Gibson, seconded by Barbara Jaffray, that the Ad Hoc Fundraising Committee Terms of Reference be accepted as circulated. Carried.*



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*Moved by Barbara Jaffray, seconded by Barbara Gibson, that the Board accepts the Ad Hoc Fundraising Committee Report as presented. Carried.*

## 5. NEW BUSINESS

- a. Decision re: How long members need to be members before being eligible to serve on the Board – Dolores Brent.
  - Discussion ensued on the time needed by a member of WSAC to qualify as a potential Board Director.
  - The Board suggested that the Policy and Bylaw Committee review the current policy on this matter and return with recommendations.
  - Communication with the membership about the advantages of accepting new members to board positions will be drafted.
- b. Town Hall Meeting – input received
  - Discussion during the Town Hall meeting included the financial status of Westend Seniors, quality of service delivery, community inclusion, and accessibility of programs and services.
- c. Decision re: Filling the Board vacancy left by Richard Batty. (Term 2: 03/23/2023 – 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.”)

*Moved by Jay Pritchard, seconded by Lois Thurstan, that the Board delay filling the position left by Richard Batty as Board Member. Carried.*

- d. Rick Batty’s request:
  1. To continue to chair the Facilities Requirements Committee (Please review Bylaws section 4.5).

*Moved by Sharon Quickfall, seconded by Wendy Jerome, that Richard Batty continue as the Chair of the Facilities Requirements Committee. Carried.*

2. To continue to sit on the Planning Committee as a WSAC member, in accordance with the Terms of Reference, the Board appoints Richard Batty as member of this Committee.

- e. Date of December 2023 Board meeting

*Moved by Barbara Gibson, seconded by Jay Pritchard, that the December 2023 Board meeting be scheduled for Thursday, December 21, followed by a Board/Staff Christmas luncheon. Carried.*

- f. Other

- Robert Smith is resigning to his position as Board Director and Treasurer effective immediately. He will remain as Member at Large on the Board Committees he currently serves.
- It was proposed that Spurgeon Gammon act as Interim Chair of the Finance Committee for the remaining 2023-24 period. He will give his answer to the Board during the November meeting.

## **6. Announcements**

Christmas closure: Westend Seniors Activity Centre will remain closed from Saturday (December 23, 2023) to Monday (January 1, 2024) inclusive.

December Board Meeting: December 21, 2023, from 9:00 a.m. – 12:00 p.m. in the Board Room followed by Board/staff Christmas.

## **7. Next Board Meeting**

November 30, 2023 from 9:00 a.m. – 12:00 p.m. in the Board Room.

## **8. Adjournment**

Meeting adjourned at 12:00 p.m. on October 26, 2023.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.