



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

Board Meeting Minutes

November 30, 2023

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

Regrets: Spurgeon Gammon

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

Moved by Lorne Brackenbury, seconded Dolores Brent, the Board accepts the agenda as circulated. Carried.

c. Approval of the Minutes

Moved by Jay Pritchard, seconded by Lois Thurstan, the Board accepts the minutes of the October 26, 2023 Board Meeting as circulated. Carried.

d. President's Comments

- No comments were 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: Future of the Board

- Future considerations should include:
 - To Maintain a healthy number of members in the Board.
 - Continue to support and promote the existence of a flexible and more diverse Board of Directors, with a composition that includes members and non members alike, as well as younger generations of older adults.
 - Promote recruitment of members through announcements during events (e.g. The New Member coffee and tea; Town Halls).
 - Use orientation sessions to assess abilities and talents, as well as level of engagement.
 - To promote the importance of engaging in the activities of the Board.

4. Committee Reports

- a. Finance Committee Report – Haidong Liang
 - Two motions were presented:

For Westend Seniors Activity Centre (WSAC) to pay the CEBA COVID-19 loan on the first banking day of January, 2024.

Moved by Spurgeon Gammon, seconded by Lois Thurstan, that Westend Seniors Activity Centre repays the CEBA COVID-19 loan in the amount of \$40,000 on the first Banking date of January 2024. Carried.

To change the Finance Committee's terms of reference.

Moved by Barbara Gibson, seconded by Spurgeon Gammon, that the terms of reference for the Finance Committee be changed to read "The Finance Committee shall consist of the Treasurer, who shall be its Chairperson, the Executive Director, the President, the Vice President, up to one (1) other Board member, and up to two (2) individuals appointed by the Board". Carried

Moved by Barbara Gibson, seconded by Sharon Quickfall, that the Board accepts the Finance Committee report as presented. Carried.



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b. Policy and Bylaw Committee Report – Dolores Brent

- The Committee reviewed the Centre’s Bylaws regarding:
 1. The number of Ordinary Members allowed to sit on Board Committees.
 2. The replacement of Board Members.

Bylaw proposed changes as indicated in the Committee Report:

Bylaw 4.1.4(a)

Moved by Sharon Quickfall, seconded by Lorne Brackenbury, that the proposed changes be adopted and brought forward to the 2024 Annual General Meeting. Carried.

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 – Dolores Brent

- The Committee submitted the following dates for consideration:
 - Nominations Day – February 16, 2024
 - Annual General Meeting (AGM) – March 21, 2024

Moved by Dolores Brent, seconded by Sharon Quickfall, that Nomination Day be set for February 16, 2024, and the Annual General Meeting be set for March 21, 2024. 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 will present the latest draft of the Strategic Plan during the December Board Meeting.

Moved by Jay Pritchard, seconded by Wendy Jerome, 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
To accept the adoption of presenting departing Board Members with a thank you gift, in the form of credit to be used at the Centre.

Moved by Lorne Brackenbury, seconded by Jay Pritchard, that the Board accepts the adoption of presenting departing Board Members with a credit to be used at the Centre as a thank you gift for the time committed. Carried.

Moved by Barbara Gibson, seconded by Kaye Langager, that the Board accepts the HR Committee Report as presented. Carried.

- h. Tax Exemption Ad Hoc Committee Report – Jay Pritchard

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 suggested that:
 - A notice of intentions should be given to Terra Losa Community Association Ltd. before renewing the lessee agreement.
 - The lease agreement should be reviewed by a volunteer lawyer before proceeding with the new lease.
 - An engineering report should be prepared before proceeding with the new lease.

Motion to disband the Board/Administration Facility Requirement Ad Hoc Committee.

Moved by Lorne Brackenbury, seconded by Jay Pritchard, for the Board/Administration Facility Requirement Ad Hoc Committee been disbanded, and to confer Administration the authority to conduct the duties of the committee. Carried.

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

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

5. NEW BUSINESS

- a. Nomination procedure – e.g., value of interviewing candidates; having a later “Nomination Day” date (see Bylaw 4.2.1). #’s of Board Members (see Bylaws 4.1.3)



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- Value of interviewing candidates for Board of Directors. The Board considers it valuable to conduct meetings with candidates. Board Members and the Executive Director should be present on such meetings.
- Having a later “Nomination Day” date. Discussed during the Nominations and Elections Committee report.
- Number of Board Members.

Moved by Jay Pritchard, seconded by Dolores Brent, to establish the number of Board positions to be at seven (7).

2 in favor

4 against

Not carried.

Motion to amend the number of Board positions to eight (8) members instead of seven (7).

Moved by Jay Pritchard, seconded by Lorne Brackenbury. Carried unanimously.

b. Time for December Board Meeting

Moved by Barbara Gibson, seconded by Jay Pritchard, that the Board Meeting on December 21st, 2023 be from 10:00 a.m. to 12:45 p.m.

c. Christmas Lunch Menu Suggestion – Chinese?

- Board Members will send their preference to Haidong Liang by email.

d. Other

- There were no other topics for discussion.

e. Focus Groups: “In Camera” discussion of ED Performance

Moved by Jay Pritchard, seconded by Wendy Jerome, to move the meeting into a “in Camera” session. Carried.

Moved by Kaye Langager, seconded by Wendy Jerome, that the “in Camera” session be closed and the meeting return to a public Board meeting. Carried.

6. Next Board Meeting

December 21, 2023, from 10:00 a.m. – 12:45 p.m. in the Board Room followed by the Board/Staff Christmas luncheon from 1:00 p.m. – 3:00 p.m.

7. Adjournment

Moved by Jay Pritchard, seconded by Wendy Jerome, that the Board meeting adjourned at 11:55 a.m. on November 30, 2023. Carried.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.