



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

## Board Meeting Minutes

December 21, 2023

**Present:** Barbara Gibson (President), Jay Pritchard (Vice President), Dolores Brent, Kaye Langager, Lois Thurstan, Lorne Brackenbury, 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 10:30 a.m. in the Westend Seniors Activity Centre Board Room.

- b. Acceptance of the Agenda

*Moved by Wendy Jerome, seconded by Lorne Brackenbury, the Board accepts the agenda as circulated. Carried.*

- c. Approval of the Minutes

*Moved by Wendy Jerome, seconded by Dolores Brent, the Board accepts the minutes of the November 30, 2023 Board Meeting as circulated. Carried.*

- d. President's Comments

Barbara Gibson wished Board Members and staff a restful holiday.

### 2. Executive Director's Report

Haidong Liang presented the highlights of the month on membership, class enrollment, programs, events, Outreach program, volunteerism, facility rentals, Community Café and Frozen Meal programs, facility maintenance, grant application, funding, communications, partnerships, and fundraising.

### 3. Information Session and Discussion

Topic: Discussion of the New Strategic Plan (Haidong Liang and Jay Pritchard)

- In the new Strategic Plan centers on providing outstanding customer service, enhanced by new technologies.
- Westend Seniors Activity Centre will continue its development and expansion as Community Hub, promote and develop multi-sectoral partnerships, and maintain a sustainability mindset.
- Respect, Trust, Appreciation, Inclusion, Engagement, and Wellness are the values incorporated in the new Strategic Plan, in every aspect of its design.
- The new Strategic Plan will take Westend Seniors to become a leading platform in the non-profit sector, connecting seniors and their social networks to programs and services.

### 4. Committee Reports

#### a. Finance Committee Report – Spurgeon Gammon

- To accept the Financial Statements ended on November 30, 2023

*Moved by Sharon Quickfall, seconded by Lois Thurstan that the Board accepts for information the internally prepared Financial Statements for November 30, 2023. Carried.*

- The Treasurer proposed to include the interest earned for investments in the operating revenue

*Moved by Spurgeon Gammon, seconded by Jay Pritchard that the interest earned for investments in the Internally Designated Fund be included in the operating revenue. Carried.*

- Annual audit – expected to start on January 29, 2024.
- WSAC budget for 2024 – will be presented during the January Board meeting.

#### b. Policy and Bylaw Committee Report – Dolores Brent

- No report.

#### c. Nominations and Elections Committee Report – Spurgeon Gammon

- Nomination Date – January 31, 2024 at the time the front office closes (4:00 p.m.).
- In an attempt to recruit new members an announcement will be published in the January 2024 newsletter.



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- The board will have seven (7) returning Board Members.

*Moved by Jay Pritchard, seconded by Kaye Langager, that the Board accepts the Nominations and Elections report as presented. Carried.*

d. Government Liaison Committee – Haidong Liang

- A detailed report of his meetings was given during the ED Report.

*Moved by Jay Pritchard, seconded by Wendy Jerome, that the Board accepts the Government Liaison Committee report as presented. Carried.*

e. Planning Committee Report – Jay Pritchard

- To accept the updates proposed by the Committee to the Strategic Plan

*Moved by Jay Pritchard, seconded by Kaye Lanager, that the Board accepts the Strategic Plan as submitted on December 21, 2023. Carried.*

f. Executive Committee Report – Barbara Gibson

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

g. Human Resources Committee Report – Barbara Gibson

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

h. Tax Exemption Ad Hoc Committee Report – Jay Pritchard

- No report.

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

- The strategy planned by the Committee this year is giving results (e.g. 45 for 45 campaign).
- Fund raising events to come: bottle drive (January 5, 2024), silent auction event (TBA).

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

## **5. NEW BUSINESS**

- a. Consistent language in the Terms of Reference for Committee representation by WSAC members and non members.
  - The Policy and Bylaw Committee was tasked with this assignment.
- b. Election of an interim Board Treasurer to replace the vacancy left by Robert Smith

*Moved by Barbara Gibson, seconded by Jay Pritchard, that Spurgeon Gammon serve as the Board Treasurer until the 2024 Annual General Meeting. Carried.*

- c. Board Evaluation
  - Evaluation was carried out successfully.

## **6. Next Board Meeting**

January 25, 2024 from 9:00 a.m. – 12:00 p.m. in the Board Room.

## **7. Adjournment**

Meeting adjourned at 12:45 p.m. on December 21, 2023.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.