



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

Board Meeting Minutes

April 25, 2024

Present: Jay Pritchard (President), Barbara Gibson (Past President), Barbara Thompson, David Baxandall, Dianne Wallker, Dolores Brent, Lois Thurstan, Wendy Jerome, Haidong Liang (Executive Director), Barbara Jaffray (Operations Manager), and Gabriela Sanchez (Board Secretary).

Regrets: Lorne Brackenbury, Michael Leathwood.

1. Welcome and Introduction

a. Call to order – Jay Pritchard

The President called the meeting to order at 9:30 a.m. in the Westend Seniors Activity Centre Board Room.

b. Consideration of the Agenda

- One addition under 4. *Generative Discussion*: c. Update from the Registry - Barbra Gibson.

Moved by Jay Pritchard, seconded by Barbara Thompson, the Board accepts the agenda as amended. Carried.

c. Approval of the Minutes

Moved by Barbara Gibson, seconded by Barbara Thompson, the Board accepts the minutes of the March 28, 2024 Board Meeting as circulated. Carried.

d. Approval of the Minutes Special Meeting April 5, 2024

Moved by Jay Pritchard, seconded by Barbara Gibson, the Board accepts the minutes of the April 5, 2024 Board Meeting as circulated. Carried.



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e. President's Comments

- Sharon Smith submitted her resignation from the Board of Directors on April 10, 2024. The Board thank her for her valuable work and commitment.
- The Westend Seniors Volunteer Coordinator will assist Board members in need of a criminal record check.
- Board Meetings will now start at 9:30 a.m. on the last Thursday of the month.
- The Finance Committee will start meeting 45 minutes before the monthly Board meetings.
- An invitation to a Work Bee to update the Board Room was extended to Board members.

2. Report from the Executive Director

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. Committee reports

a. Finance Committee

Monthly Financial Statements

Moved by David Baxandall, seconded by Wendy Jerome that the March 2024 Financial Statements be accepted as information. Carried.

GIC's Maturing on May 5, 2024

Moved by David Baxandall, seconded by Dianne Walker that the Sustainability Fund #66 be reinvested. Carried.

Moved by David Baxandall, seconded by Dianne Walker that the Sustainability Fund #68 be reinvested. Carried.



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Moved by David Baxandall, seconded by Dianne Walker that the Building Fund #67 be reinvested. Carried.

Moved by David Baxandall, seconded by Jay Pritchard that the interest accrued on the following investments will be reinvested. This applies to the Sustainability Fund #66, the Sustainability Fund #68, and the Building Fund #67. Carried.

GIC's Rates

Moved by David Baxandall, seconded by Dolores Brent that the Sustainability Fund #66 be reinvested with Servus Credit Union for a period of 18 months at the offered rate of 4.65 %. Carried.

Moved by David Baxandall, seconded by Dolores Brent that the Sustainability Fund #68 be reinvested with Servus Credit Union for a period of 18 months at the offered rate of 4.65 %. Carried.

Moved by David Baxandall, seconded by Barbara Thompson that the Building Fund #67 be reinvested with Servus Credit Union for a period of 48 months at the following offered rates: 3.8 % first year, 4.2 % second year, 4.3 % third year, 4.7 % fourth year. Carried.

Note: The Building Fund #67 is redeemable on the anniversary date only).

- b. Policy and Bylaw Committee – Dolores Brent and Barbara Gibson
- Dolores Brent and Barbara Gibson will co-chair the Committee.
 - Regular committee meetings will be held the first Friday of the month at 10:00 a.m.

Review of Bylaws

- With the deletion of Bylaw 1.1 *Purpose of the Bylaws*, no other changes were deemed necessary.
- Bylaw 2. *Membership in the Organization* will be updated with the motions passed at the AGM.
- *Bylaw 3. "Meetings of the General Membership.* A review of this section prompted no changes.
- Blank Proxy forms should not be available at the AGM.



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- Board members not able to attend AGM meetings should use a Proxy form to ensure representation.

Moved by Barbara Gibson, seconded by Dolores Brent that the Board accepted the Policy and Bylaw Committee report as presented. Carried.

c. Nominations and Elections Committee

- No report.

d. Government Liaison Committee

Barbara Gibson – The Committee will call for its first meeting when Michael Leathwood returns from his holiday.

e. Planning Committee Report

- No report.

f. Executive Committee

Moved by Jay Pritchard, seconded by Dolores Brent that the Board accepted the Executive Committee report as presented. Carried.

g. Human Resources

- The Committee reviewed and edited Board Policy B6.6 – *Human Resources Committee Terms of Reference* and its surveys.
- The Committee will bring forward proposed revision when ready.

Moved by Barbara Tompson, seconded by David Baxandall that the Board accepted the Human Resources Committee report as presented. Carried.

h. Board/ Administration Ad Hoc Fundraising Committee – Barbara Jaffray

Legacy and Monthly Giving

- Sharon and Bob Smith have stepped away from the Committee. Linda Moisey will continue on with their work.
- A dedicated focus to updating the website will begin in May 2024.



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- A text messaging program through Google Suite will be use to expand the capacity of the Committee to inform members of current and future fundraising campaigns. This will be investigated with the Communications Team.

Events and Projects

- The Committee will host a fundraising event for \$45 for 45 on June 20, 2024. The event will be an early light supper meal.

Monthly Fundraising Activities

- Gift Card Raffle raised funds for \$1499.48.
- Growing Smiles Plant Fundraising has started. Current number of orders at this moment count \$2796.

Corporate and Union Sponsorship

- Barbara Thompson continues approaching business and corporations for donations. The focus will be in in-kind donations.

Moved by Dolores Brent, seconded by Barbara Tompson that the Board accepted the Board/Administration Ad Hoc Fundraising Committee report as presented. Carried.

4. Generative Discussion

a. Basement Space/Elder Care

- Discussion of Eldercare space - Eldercare had previously asked if there was other space in the building, they could utilize for their programs INSTEAD of using the basement as the elevator usage places a burden on the Eldercare Team.
 - Should Westend Seniors evaluate the possibility of using the space currently used by Eldercare to expand capacity on program delivery?
 - A cost analysis is needed before any action is taken.

b. Fundraising

- WSAC needs to recalibrate its strategy of fundraising efforts.



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- Recalibration should be based on current trends (donation for cause, competitors, donor's capacity to give).
- The fundraising strategy should concentrate on the people who belong to the center.

c. Update from the Registry - Barbara Gibson

- The process of filing the Special Resolution to amend the WSAC Bylaws has been completed.
- The registry requested minor corrections to the submitted document.
- May 17, 2024, is the deadline to submit corrections.

5. Next Board Meeting

- May 30, 2024, from 9:30 a.m. – 12:00 p.m., in the Board Room.

6. Adjournment

- Meeting adjourned at 12:00 p.m. on April 25, 2024.
Minutes recorded by Gabriela Sanchez, Board Secretary.