



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

## Board Meeting Minutes

March 28, 2024

**Present:** Jay Pritchard (President), Barbara Gibson (Past President), Barbara Thompson, David Baxandall, Dolores Brent, Lois Thurstan, Lorne Brackenbury, Michael Leathwood, Sharon Smith, Wendy Jerome, Haidong Liang (Executive Director), Barbara Jaffray (Operations Manager), and Gabriela Sanchez (Board Secretary).

**Regrets:** Dianne Wallker

### 1. Welcome and Introduction

a. Call to order – Jay Pritchard

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

- One addition under 6. *New Business*: a. Bylaw Changes: Update from Barbra Gibson

*Moved by Barbara Gibson, seconded by Wendy Jerome, the Board accepts the agenda as amended. Carried.*

c. Approval of the Minutes

*Moved by Barbara Gibson, seconded by Lorne Brackenbury, the Board accepts the minutes of the February 29, 2024 Board Meeting as circulated. Carried.*

### 2. Organizational Considerations

a. Oath of Office

- The President, Past President, and eight (8) directors were sworn and signed the Oath of Office.



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b. Nominations and Selection – Vice President and Treasurer

- As Treasurer:
  - Lois Thurstan nominated David Baxandall as the Board Treasurer for the year 2024-25.
  - There were no more nominations.
  - David Baxandall was elected as Board Treasurer by acclamation.
  
- As Vice President:
  - Barbara Gibson nominated Michael Leathwood as the Vice President for the year 2024-25.
  - There were no more nominations.
  - David Baxandall was elected as Board Treasurer by acclamation.

c. Membership on Board Committees

- A brief overview of Board Committees was given.
- Board members sign up for their committee (s) of interest.

d. Technology for Directors

- Haidong Liang informed new Board members about the distribution of electronic devices and usage.
- The WSAC staff will communicate with new Board members about email and electronic device details.

e. Recording Hours

- The President reminded Board members to be diligent in recording the hours they spend working as Board members since the information is used in grant applications and reports.

f. Comments from the President

- Comments included:
  - The distinction between a governance and operational board.
  - The role of Board Directors conveys strong leadership.
  - The importance of a shared vision in defining the organization's direction.



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### **3. 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.

### **4. Information and Discussion – topic: Values**

- A discussion ensued regarding a list of six (6) organizational values taken from the latest version of the Westend Seniors Strategic Plan.
- Notes were taken by Gabriela Sanchez and will distribute the document when ready.

### **5. Committee Reports**

- a. Finance Committee
  - The financial statements and balance sheet of February were circulated.
- b. Policy and Bylaw Committee
  - The committee will resume its meetings as soon as a time and date for them are determined.
- c. Nominations and Elections Committee
  - The committee will resume its meetings as soon as a time and date for them are determined.
- d. Government Liaison Committee
  - A detailed report of meetings and activities was given by Haidong Liang during the ED report.
  - The committee will resume its meetings as soon as a time and date for them are determined.
- e. Panning Committee Report
  - Jay Pritchard request to Committees: Please review and update (if necessary) the terms of reference for the committees of your selection.



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#### Planning Committee - Terms of Reference Draft

- The drafted document reflects the need to work collaboratively with other Board Committees, and the value of sharing the information generated during meetings.

*Moved by Wendy Jerome, seconded by Dolores Brent that the proposed changes to the Planning Committee terms of reference be adopted. Carried.*

#### f. Executive Committee

- The committee will resume its meetings as soon as a time and date for them are determined.

#### g. Human Resources

- The committee will resume its meetings as soon as a time and date for them are determined.

#### h. Board/ Administration Ad Hoc Fundraising Committee

- Report submitted from March 20, 2024 meeting.

## **6. New Business**

### a. Bylaw Changes: Update from Barbra Gibson

- The Bylaw changes that were approved at both the 2023 and 2024 AGM have been incorporated in a current set of WSAC Bylaws which will be submitted to the Registry, Service Alberta and Red Tape Reduction, and the Government of Alberta, prior to April 15, 2024.
- These current WSAC Bylaws are unavailable on the website until they are approved by the Registry.

## **7. Next Board Meetings**

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



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## **8. Adjournment**

Meeting adjourned at 11:15 a.m. on March 28, 2024.

Minutes recorded by Gabriela Sanchez Castro, Board Secretary.