



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

## Board Meeting Minutes

May 30, 2024

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

### 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’s Board Room.
- b. Consideration of the Agenda
  - Addition under 3. Committee Reports, h. Board/Administration Ad Hoc Fundraising Committee:
    - Update from David Baxandall - Meeting with TELUS.
  - Addition under 5. New Business:
    - a. Policy Recommendations.

*Moved by Barbara Gibson, seconded by Lois Thurstan, the Board accepts the agenda as amended. Carried.*

- c. Consideration of the Minutes

*Moved by Jay Pritchard, seconded by Lorne Brackenbury, the Board accepts the minutes of the April 25, 2024 Board Meeting as circulated. Carried.*

- d. Consideration of the draft 2024 AGM Minutes
  - The reviewed minutes will be circulated at the 2025 AGM for consideration and approval.



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e. **President's Comments**

1. **Short Instructive Presentation to the Board – Kevin Brown**

- Kevin made recommendations to Board Members to positively contribute to the development of both the Board and the organization.

2. **Issues, challenges and concerns from Board Members**

- Use of the time and format of meetings.
  - Recommendations included coming prepared for discussions and keeping relevant items for debate.
- Membership of Board Committees.
  - Gabriela Sanchez will update and circulate the list of committee members.

3. **Moving from thoughts to actions (Values)**

- Board Members were encouraged to:
  - Acknowledge others' contributions
  - Learn about fellow board members' skill sets.
  - Listen and consider everyone's opinion.
  - Express ideas. Turn them into actions.
  - Be respectful of other fellow members.
  - Show appreciation, acknowledging and recognizing others' points of view.

4. **Board Room work bee:**

- Phase one of this project has been successfully completed.
- Haidong Liang and Barbara Jaffray have received a list of potential updates for the room.

## **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.



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### 3. Committee reports

a. Finance Committee - David Baxandall

Monthly Financial Statements

- David Baxandall provided a review of the Financial Statements for the month.

*Moved by David Baxandall, seconded by Lorne Brackenbury, the Board accepts the April 2024 Financial Statements as information. Carried.*

Investments of GST's

The paperwork to finalize the investments with Servus Credit Union has been completed

b. Policy and Bylaw Committee – Dolores Brent and Barbara Gibson

- The committee reviewed Bylaw 4 – GOVERNANCE OF THE ORGANIZATION. No changes were made.
- Barbara Gibson updated the committee on the status of Bylaw changes.
- Lorne Brackenbury volunteered to review the calendar of policy and bylaws reviews.
- The committee will further present a list of Policy changes for approval.

c. Nominations and Elections Committee

- No updates.

d. Government Liaison Committee

- No updates.

e. Planning Committee Report - Jay Pritchard

The committee:

- Reviewed the Strategic Plan and its relationship with ED monthly reports.
- Explored possible options for a Board Retreat.

f. Executive Committee - Jay Pritchard

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



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g. Human Resources - Michael Lethawood

The committee:

- Updated its Terms of Reference – amending policy B 6.6
- Updated the format for the annual performance review of the ED – Proposed changes made to Policy B 6.6.1, and policies 6.6.2, 6.6.3, 6.6.4.
- Updated the format for the annual performance review of the Board of Directors.

*Moved by Michael Leathwood, seconded by Barbara Thompson to adopt the proposed changes to Policy B 6.6.1, and policies 6.6.2, 6.6.3, 6.6.4, and the Terms of Reference. Carried.*

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

- The Legacy and Monthly Giving subcommittee is still working on website updates.
- A barbecue to celebrate the end of the 45<sup>th</sup>- anniversary campaign is planned for June 20, 2024.
- WSAC received a donation toward replacing the chairs in the Community Café.
- David Baxandall informed the Board about his meeting with TELUS, where arrangements were made for a donation of office furniture.

#### **4. Generative Discussion**

a. What ways can you utilize your expertise, experience, and network to enhance the Centre's current success?

- Board Members are encouraged to take action.



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## 5. New Business

### a. Policy Recommendations

#### Motion 1

##### Board Policy – C1 MEMBERSHIP FEES

To allow the section to include other membership policies other than fees.

Current	Proposed
Board Policy – C1 MEMBERSHIP FEES	<b>Board Policy – C 1 MEMBERSHIP</b>

*Moved by Wendy Jerome, seconded by Lorne Brackenbury that the proposed change be approved. Carried.*

#### Motion 2

##### Board Policy – C1.1 MEMBERSHIP FEES

Current	Proposed
Annual Membership: January 1st to December 31. The Board of Directors will set the annual Membership fee by June 30.	Annual Membership Fee <b>for Members and Associate Members</b> : January 1st to December 31. The Board of Directors will set the annual Membership fee by June 30.
<del>Members joining the Organization after July 31 to December 31 will pay \$10.00 plus the full fee for the following year.</del>	The Board of Directors will also set the fee by June 30, for Members and Associate Members joining the Organization after July 31 to December 31.
For information on Membership refer to Westend Seniors Activity Centre Bylaws 2.1 Membership and Membership Classes.	For information on Membership refer to Westend Seniors Activity Centre Bylaws 2.1 Membership and Membership Classes.

*Moved by Dolores Brent, seconded by Wendy Jerome that the proposed changes be adopted. Carried.*



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### Motion 3

#### Board Policy – C1.2 MEMBERSHIP BENEFITS (Ordinary, Lifetime, and Honourary)

To outline Membership benefits.

Current	Proposed	
N/A	Annual Membership Fees	Yes
	E-News & Chronicle	Yes
	Vote at AGM	Yes
	Registered Classes	Yes
	Drop in Programs	Yes
	Committees	Yes
	Pickleball/ Badminton/Golf/ Bike	Yes
	Events	Yes
	Facility Rentals	Member Pricing
	Member/Associate Member Discount	Member Pricing
	Benefits	

*Moved by Dolores Brent, seconded by Lorne Brackenbury that the proposed change be adopted. Carried.*



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## Motion 4

### Board Policy – C 1.3 ASSOCIATE MEMBERSHIP Benefits

To outline Associate Membership benefits.

Current	Proposed	
N/A	Annual Membership Fees	Yes
	E-News & Chronicle	Yes
	Vote at AGM	No
	Registered Classes	Yes
	Drop in Programs	Yes
	Committees	Yes
	Pickleball/Badminton	No
	Golf/Bike	Yes
	Events	Yes
	Facility Rentals	Member Pricing
	Member/Associate Member	Member Pricing
	Discount Benefits	

*Moved by Wendy Jerome, seconded by Lorne Brackenbury that the proposed change be adopted. Carried.*

#### b. Membership fees

*Moved by Lois Thurstan, seconded by Barbara Gibson, to set the fee of the 2024 Annual Membership to \$55.00,  
Seven (7) in favor,  
Carried.*

*Moved by Barbara Gibson, seconded by Dolores Brent, to set the fee of the 2024 Annual Associate Membership to \$55.00. Carried unanimously.*



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c. Christmas Break for Staff 2024

*Moved by Barbara Thompson, seconded by Lorne Brackenbury for the WSAC Christmas Break be from December 23, 2024 to January 1, 2025 inclusive. January 2, 2025, will be the first working day of the year. Carried.*

e. What will you do to help this Board improve?

- To be discussed at the June Board Meeting.

## 6. Next Board Meeting

June 27, 2024, from 10:00 a.m. – 12:00 p.m., in the Board Room.

## 7. Adjournment

Meeting adjourned at 12:00 p.m. on May 30, 2024.

Minutes recorded by Gabriela Sanchez, Board Secretary.