



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

## Board Meeting Minutes

June 27, 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, Barbara Jaffray (Operations Manager), and Gabriela Sanchez (Board Secretary).

Regrets: Haidong Liang (Executive Director)

### 1. Welcome and Introduction

- a. Call to order – Jay Pritchard
  - The President called the meeting to order at 10:00 a.m. in the Westend Seniors Activity Centre’s Board Room.

- b. Consideration of the Agenda

*Moved by Barbara Gibson, seconded by Lorne Brackenbury, the Board accepts the agenda as circulated. Carried.*

- c. Consideration of the Minutes

*Moved by Dolores Brent, seconded by David Baxandall, the Board accepts the minutes of the May 30, 2024 Board Meeting as circulated. Carried.*

- d. President’s Comments

1. What will you do to enhance our organization?

- The actions Board Members will take to enhance the organization include:
  - Assisting in developing the organization’s Strategic Plan.
  - Act as ambassadors of the organization.
  - Enhance relationships with stakeholders.
  - Embrace and honor the position they hold on the board.



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2. What have you observed in the Centre in the past month?
  - Board members shared their thoughts.
3. Please record your volunteer hours.
  - Please approach Gabriela Sanchez if assistance is needed.

## 2. Report from the Executive Director

Barbara Jaffray updated the Board on programs, events, outreach, volunteerism, facility rentals, staff development, and other operational details (switching the current payment platform, increase on the drop-in fee in September).

## 3. Committee reports

### a. Finance Committee - David Baxandall

- The Treasurer provided a review of the Financial Statements of the month.

*Moved by David Baxandall, seconded by Barbara Thompson, the Board accepts the May 2024 Financial Statements as information. Carried.*

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

- The Committee discussed Board Policy – RISK MANAGEMENT. No changes were required.

### c. Nominations and Elections Committee - Wendy Jerome

- The first meeting of the Committee is scheduled for September.
- The possibility to add more members will be discussed at that time.



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- d. Government Liaison Committee - Michael Leathwood
  - Discussion regarding beginning conversations with government representatives.
  - The first meeting of the Committee is scheduled for September.
  
- e. Planning Committee Report - Jay Pritchard
  - The Board agreed to request the ED to prepare a presentation regarding the relationship between the Strategic Plan and ED reports.
  - The Committee proposed to hold a half-day retreat in October.
  
- f. Executive Committee - Jay Pritchard
  - The Committee met on June 7, 2024. The Discussion included:
    - OBB review.
    - Grant reporting by the ED.
    - Facility usage and development projects.
    - Relationships with stakeholders and the enhancement of the organization's image in the community.
  
- g. Human Resources - Michael Leathwood
  - The Committee reviewed:
    - The process of the ED Annual Performance Review.
    - The process of the Board of Directors Annual Performance Review.
  - Discussion ensued about the need for an orientation session for Board Members.
  
- h. Board/ Administration Ad Hoc Fundraising Committee – Barbara Jaffray
  - Members of the Committee have met with the Communications Team to provide input for a Fundraising Information page on the WSAC Website
  - The 45th BBQ was cancelled due to low participation. Looking at other possible dates.
    - Review on the advertisement strategy for the event was suggested
  - The Source (donor) has made a donation of chairs and tables.



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## 4. Generative Discussion

- a. In what ways does WSAC differ from other Seniors Activity Centre in Edmonton?
  - Compared with other senior centres in Edmonton, WSAC offers a wide range of services.
  - WSAC is a diverse organization.
  - WSAC’s location and building are unique
  - WSAC partners with community leagues, seniors’ centres and other community organizations to deliver programs and services.
  - Serving not only the community of the west-end, WSAC also serves surrounding areas
- b. Would it be useful for WSAC to change its name?
  - A discussion ensued on the advantages and disadvantages of changing the Organization's name.

## 5. New Business

- a. Policy and Bylaw Committee Action Items

### Board Policy B.9.3 - PERSONAL INFORMATION PROTECTION

To add clarity

Current	Proposed
<p><del>Personal information which WSAC collects from Members and Outreach clients must be dealt with in accordance with the requirements of the provincial Personal Information Protection Act.</del></p>	<p>The Westend Seniors Activity Centre (WSAC) is committed to safeguarding the personal information entrusted to us by our Members and Outreach clients. We manage your personal information in accordance with Alberta’s <i>Personal Information Protection Act</i> (PIPA) and other applicable laws. The WSAC Board of Directors delegates this responsibility to the Executive Director.</p>



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Personal information collected from Members is used for program planning, administration, and evaluation. It may also be used for program surveys and statistical analysis and reports. Our Membership application form asks for names, addresses, phone numbers and birth dates, but providing birth dates must be optional. If a person refuses to provide his or her birthdate, WSAC is only permitted to verify that the person meets the age requirement to qualify for membership.

Personal information collected from Outreach clients is used for the management and progression of individual Outreach cases, for evaluating our programs and services, and for reporting to our funders. In most cases all of the data and information in our Outreach case files, including emergency contact information, must be provided voluntarily by the client. However, in some cases some of the data and information in our case files has been passed on to us by another agency as part of a referral, and in such cases it is assumed that the referring agency obtained the client's consent to provide this information to us.

If any Member or Outreach client has any concerns about the collection of personal information which is not resolved through an informal discussion with a staff member or a volunteer he or she should be directed to write to the following address:

**The President**  
Westend Seniors Activity Centre  
9629-176 St NW  
Edmonton, Alberta T5T 6B3

The Executive Director



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<p>All paper forms containing personal information must be kept in a secure location accessible only to authorized persons. All electronic records containing personal information must either be password protected or else be on drives which are kept in a secure location accessible only to authorized persons.</p>	
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*Moved by Barbara Gibson, seconded by Dolores Brent that the proposed changes be adopted. Carried.*

Please follow the link below to access the content of the appendix: Personal Information Protection Policy.

Board Policy B9.3.1 - appendix: Personal Information Protection Policy

- b. Planning Committee Action Items
  - Discussed in the Planning Committee Report
- c. Board Meeting Start Time – Barbara Gibson
  - Time for meetings will be 9:30 a.m. to 12:00 p.m, with the possibility of an extension in time if needed.

## 6. Next Board Meeting

September 27, 2024, from 9:30 a.m. – 12:00 p.m., in the Board Room.

## 7. Adjournment

Meeting adjourned at 12:04 p.m. on June 27, 2024.

Minutes recorded by Gabriela Sanchez, Board Secretary