



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

## Board Meeting Minutes

October 31, 2024

**Present:** Jay Pritchard (President), Barbara Gibson (Past 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)

Regrets: Michael Leathwood (Vice President).

### 1. Welcome and Introduction

a. Call to order – Jay Pritchard

- The President called the meeting to order at 9:31 a.m. in the Westend Seniors Activity Centre’s Board Room.

b. Consideration of the Agenda

*Moved by Barbara Gibson, seconded by Dolores Brent, the Board accepts the agenda as circulated. Carried.*

c. Consideration of the Minutes

*Moved by Barbara Gibson, seconded by Dolores Brent, the Board accepts the minutes of the September 26, 2024 Board Meeting as circulated. Carried.*

d. President’s Comments

- Feels a warmth and strong sense of community at the Centre
  - Board members and staff were encouraged to continue nurturing a positive atmosphere in the Centre.
- Board members were encouraged to attend as many monthly events as possible planned by the organization.



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## 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.

- a. Bylaw/Policy Changes before AGM
  - The Policy and Bylaw Committee will need to start preparing next year's Special Resolution and have it drafted prior to March 2025.
- b. Review of each Board member's Term of Office, and intentions for 2025-2026.
  - Reviewed each Board Member term of office.
  - Notes were taken about each Board Member's intentions re: running for Board positions, and the number of vacancies to fill for next year's election.

## 3. Committee Reports

- a. Finance Committee - David Baxandall
  - September 2024 Financial Statements

*Moved by David Baxandall, seconded by Dianne Walker, that the Board accepts the September Financial Statements and the Committee report as information. Carried.*

- b. Policy and Bylaw Committee – Dolores Brent and Barbara Gibson
  - The Committee reviewed:
    - o Policy B10 - FACILITY ACCESS AND EMERGENCY RESPONSE PLANNING
      - Administration has posted Response Colour Codes in appropriate areas of the building.
    - o Bylaw 5 - ADMINISTRATIVE AND OPERATIONAL ISSUES
      - No further action was required.
  - Discussion continued regarding the development of a fundraising policy.



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- c. Nominations and Elections Committee - Wendy Jerome
  - The topics of discussion during this meeting included:
    - Setting time and day of monthly meetings.
    - The approach used to interest members considering standing for election to Board of Director positions, and/or to let their name stand to serve on Board Committees.
- d. Government Liaison Committee
  - Haidong Liang updated the board on his latest conversations with City Representatives.
- e. Planning Committee Report - Jay Pritchard
  - Discussion ensued on the Committees work after the Board retreat.
- f. Executive Committee - Jay Pritchard
  - Topics of discussion during this meeting included:
    - Board retreat.
    - ED reports in the future.
    - Activities of the Government Liaison Committee and consideration of a reasonable timeline.
- g. Human Resources - Jay Pritchard
  - The performance review of the ED will take place as scheduled.
- h. Board/ Administration Ad Hoc Fundraising Committee – B. Thompson/ D. Baxandall
  - The Committee will discuss possible fundraising events for 2025.
  - The Centre Received a donation of chairs and tables for the Community Cafe from The Source Office Furnishings. Thanks to Barbara Thompson for her role in making this happen.
  - Members are enjoying the enhancement of the Cafe.

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

- a. Debrief the Retreat
  - Board Members shared their reflections on the positive impact of the retreat in their work.



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## 5. New Business

- a. Christmas Party - Board and Staff
  - This event will take place on December 19, 2024, at 1:00 p.m.
- b. Christmas Break for Staff
  - Westend Seniors Activity Centre will remain closed from Monday, December 23, 2024 to Thursday, January 2, 2025 inclusive.
- c. 'In Camera' Discussion: Performance Review of the ED.

## 6. Next Board Meeting

November 28, 2024, from 9:30 a.m. – 12:00 p.m., in the Board Room.

## 7. Adjournment

Meeting adjourned at 12:00 on October 31, 2024.

Minutes recorded by Gabriela Sanchez, Board Secretary