



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

Board Meeting Minutes

September 26, 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), and Gabriela Sanchez (Board Secretary)

Regrets: Barbara Jaffray (Operations Manager).

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

Moved by Barbara Gibson, seconded by Lois Thurstan, 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 June 27, 2024 Board Meeting as circulated. Carried.

- d. President’s Comments

- If you have not completed the process of the Police Clearance Check, please approach the Board Secretary to be assisted if needed.



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2. Committee reports

- a. Finance Committee - David Baxandall
 - The Treasurer provided the Financial Statements for July.
 - The August Financial Statements will be shared at a later date.
- b. Policy and Bylaw Committee – Dolores Brent and Barbara Gibson
 - There was no meeting in September.
 - The date and time of the October meeting will be shared with the Board Secretary as soon as it is determined.
- c. Nominations and Elections Committee - Wendy Jerome
 - A meeting has been scheduled to discuss an action plan.
 - The Committee will update the Board as more information is available.
- d. Government Liaison Committee - Michael Leathwood
 - The Committee is currently planning the course of action.
- e. Planning Committee Report - Jay Pritchard
 - The Committee discussed the organization of the Board Retreat in October.
 - Details about the retreat will be shared with the Board at a later date.
- f. Executive Committee - Jay Pritchard
 - The Discussion during this meeting included:
 - Fundraising.
 - Upcoming Board retreat.
 - Renovations/modernization for the Board Room.
 - Planning the year ahead.
- g. Human Resources - Michael Leathwood
 - The Committee proposed the dates and times for the ED Annual Performance Review with the process being completed by December 2024.
 - The Committee proposed a date for the Board of Directors Annual Performance Review with the process being completed by the March 2025 AGM.



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- h. Board/ Administration Ad Hoc Fundraising Committee – B. Thompson/ D. Baxandall
- There was no meeting in September.
 - Barbara Thompson continues working on in-kind donations to the Centre.

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. Generative Discussion

- a. Would it be useful for WSAC to change its name?
- A discussion ensued on the advantages of changing the Organization's name.

5. New Business

- Community education to assist the organization.
- The enhancement of the connections with other seniors serving organizations.
- Reminder - Board Retreat, October 22, 2024 starting at 0830 with breakfast.

6. Next Board Meeting

October 31, 2024, from 9:30 a.m. – 12:00 p.m., in the Board Room.

7. Adjournment

Meeting adjourned at 12:00 p.m. on September 26, 2024.
Minutes recorded by Gabriela Sanchez, Board Secretary