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Board Meeting Minutes

November 28, 2024

Present: Jay Pritchard (President), Barbara Gibson (Past President), David Baxandall (Treasurer), Barbara Thompson, 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) and Dianne Walker.

1. Welcome and Introduction

- a. Call to order – Jay Pritchard
 - The President called the meeting to order at 9:34 a.m. in the Westend Seniors Activity Centre’s Board Room.

- b. Consideration of the Agenda

Moved by Lois Thurstan, seconded by Lorne Brackenbury, the Board accepts the agenda as circulated. Carried.

- c. Consideration of the Minutes

Moved by Barbara Gibson, seconded by Barbara Thompson, the Board accepts the minutes of the October 31, 2024 Board Meeting as circulated. Carried.

- d. President’s Comments

- The President encouraged Board members to continue attending events organized by the organization. This presents to the Board the opportunity to interact with members of the organization.



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2. Report from the Executive Director

Haidong Liang presented the highlights of the month on membership, WESeniors Strathcona initiative, class enrollment, programs, events, Outreach Program, volunteerism, facility rentals, Community Café and Frozen Meal programs, facility maintenance, grant application, funding, communications, partnerships, and fundraising.

3. Committee Reports

a. Finance Committee - David Baxandall

- October 2024 Financial Statements

Moved by David Baxandall, seconded by Lois Thurstan, that the Board accepted the October 2024 Financial Statements as information. Carried.

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

- The Committee reviewed Board Policy B3 - BOARD AND EXECUTIVE DIRECTOR RESPONSIBILITIES and Board Policy B9.3 PERSONAL INFORMATION PROTECTION.
 - A motion will be put forward under 5. *New Business*.
- A draft fundraising policy was prepared and discussed.
 - Barbara Jaffray will take the draft to the Fundraising Committee for review.
- The Committee requested the Board to give guidance about the procedure to make changes to the organization's name.
 - Minor changes to the policy will be necessary.
- The Committee will review Board Policy B11 - ALCOHOL, CANNABIS, TOBACCO AND ILLICIT DRUGS in January.
- There will be no meeting in December.



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c. Nominations and Elections Committee - Wendy Jerome

- Nominations Day

Moved by Lorne Brackenbury, seconded by Dolores Brent, that the Nomination Day be January 31, 2025. Carried.

- Board Vacancies

Moved by Barbara Gibson, seconded by Lorne Brackenbury, to accept ten (10) Board positions to fill for 2025. Carried.

- Date for the Annual General Meeting

Moved by Dolores Brent, seconded by Barbara Thompson, that the Board accepts March 20, 2025 as the date for the Annual General Meeting. Carried

d. Government Liaison Committee

- Covered during the ED report.

e. Planning Committee Report - Jay Pritchard

- The Committee has scheduled meetings with the following Committees: Policy and Bylaw, Nominations and Election, and Human Resources.
 - These meetings will start next week.

f. Executive Committee - Jay Pritchard

- The Committee discussed the following topics:
 - a. Staffing.
 - b. Updates on funding.
 - c. Meeting with ESCC.

g. Human Resources - Jay Pritchard

- The Committee completed the ED performance review.
 - A report will be presented during the December meeting.

h. Board/ Administration Ad Hoc Fundraising Committee – B. Thompson/ D. Baxandall

- No meetings during this month.



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4. Generative Discussion

- a. To what extent are we involved in the mental health “business”?
 - Since its establishment, WSAC has been promoting the mental and physical health of individuals.
 - This commitment is reflected in the organization’s Bylaws and Policies, its programs and services and extended in its collaborations and partnerships with external organizations, educational institutions, and the government.
- b. Do you think the topic of mental health is relevant to the Board members?
 - Because of the activities the Centre carries, the topic of mental health is relevant to Board members and their activities.

5. New Business

- a. Is the Board interested in developing interactive activities for the Board/Staff Christmas gathering?
 - Wendy Jerome and Dolores Brent volunteered to organize activities for this event.
- b. Policy and Bylaw Changes
Note: Please refer to the Appendix at the end of this document for detailed information on policy changes.

Board Policy B3 - BOARD AND EXECUTIVE DIRECTOR RESPONSIBILITIES

Revised by the ED given the role of the Operations Manager:

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



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Board Policy B4 - ROLES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

Given the evolution of the ED position, the Policy and Bylaw Committee did some minor editing of the suggestions proposed by the ED.

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

Board Policy B9.3.1 - APPENDIX INFORMATION PROTECTION POLICY

This document is administrative in nature versus a Board Policy.

Moved by Dolores Brent, seconded by Lorne Brackenbury that the Personal Information Protection Policy become an Administrative Policy which will be posted on the WSAC website. Board Policy B9.3.1 will include a link to the and the Personal Information Protection Policy. Carried.

6. Next Board Meeting

December 19, 2024, from 9:30 a.m. – 12:00 p.m., in the Board Room, followed by the Board/Staff Christmas Lunch at 1:15 p.m.

7. Adjournment

Meeting adjourned at 11:40 a.m. on November 28, 2024.

Minutes recorded by Gabriela Sanchez, Board Secretary



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APPENDIX

Board Policy Proposed Change(s)

Board Policy B3		Title: Board and Executive Director Responsibilities	
Motion: Moved by Lorne and 2 nd by Dolores that the following proposed changes be adopted.			
Current		Proposed	
<ul style="list-style-type: none"> The Executive Director <u>manages the day-to-day operations of WSAC.</u> 		<ul style="list-style-type: none"> <i>The Executive Director shall support the Board in providing strategic leadership.</i> 	
Rationale for the Change: Revised by ED given the role of the Operations Manager			

Board Policy B4		Title: Roles and Responsibilities of the Executive Director	
Motion: Moved by Lorne and 2 nd by Dolores that the following proposed changes be adopted.			
Current		Proposed	
<ul style="list-style-type: none"> The Executive Director is the Chief Executive Officer of the Organization and 		<p>The Executive Director is responsible for the following duties and may delegate specific roles and responsibilities to a designate as appropriate:</p>	

is responsible to the Board for managing all of its property, operations, and programs. In meeting these responsibilities the Executive Director shall establish administrative guidelines regarding the operation of the Organization, use of the Organization's facility, and participation in the Organization's programs, services, and activities.

- The Executive Director is responsible for the operation of WSAC's work site health and safety management system (HSMS) and its compliance with all applicable provincial Occupational Health and Safety (OHS) requirements. This responsibility includes establishing and overseeing an effective joint work site health and safety committee with appropriate staff and volunteer representation and participation.
- The Executive Director may establish operating committees to assist with program delivery, facility maintenance, and program monitoring as well as other operational issues.
- The Executive Director is the only employee of the Organization who reports directly to the Board through the President, and is accountable to the Board for providing leadership and direction to the Organization's employees and volunteers.
- The Executive Director speaks for the Organization when the President or another Board member designated by the President does not regarding the



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operation of the Organization and the use of the Organization’s facility are appropriately implemented.

- The Executive Director is responsible for ensuring that the Bylaw provisions, Board Policies, and the administrative guidelines regarding the operation of the Organization and the use of the Organization’s facility are appropriately implemented.
- The Executive Director is responsible for the overall condition and safety of the Organization’s building and all its other property.
- The Executive Director is responsible for the accurate tracking of the Organization’s finances by providing the Treasurer with monthly and annual reports on the Organization’s revenues, expenditures, assets, liabilities, and equities.
- The Executive Director hires, evaluates and releases all employees.
- The Executive Director is responsible for the maintenance and safekeeping of the Organization’s seal, its architectural plans and drawings, and the books and records of the Organization, including its minutes, its membership register, its personnel and financial records, and its contracts.
- The Executive Director is responsible for making arrangements for the members of the Organization to inspect the public records of the Organization. The Executive Director will also ensure that the Organization complies with the Personal Information Protection Act and the Societies Act with regard to access to and use of personal information, including membership registration information.
- The Executive Director is responsible for

dealing with complaints from or regarding staff, volunteers, or Members by investigating them and taking appropriate action.

- The Executive Director is responsible for ensuring the Organization's compliance with all the other applicable legal requirements which enable the Organization to continue its operations and to maintain its status as a charitable organization.
- The Executive Director is responsible for preparing the initial draft of the Organization's annual budget and submitting it to the Treasurer early in the new year. The Executive Director shall submit the draft budget to the Finance Committee.
- After consulting with the Finance Committee, the Executive Director shall reconsider the draft annual budget and resubmit it with revisions to the Finance Committee for further review and assessment.
- Once the Board has approved the Organization's annual budget the Executive Director is responsible for its implementation.

- **The Executive Director is responsible for collaborating with the Board of Directors to develop a comprehensive Strategic Plan that provides measurable strategic direction for the Centre. This includes contributing professional expertise, organizational insights, and relevant data to inform strategic decision-making. Upon the**

Board's approval of the Strategic Plan, the Executive Director shall lead the implementation of the plan through effective management of the administrative team, ensuring that strategic objectives are pursued diligently, and outcomes are achieved.

- **With the direct support of the Board, the Executive Director is responsible for actively seeking, applying for, and securing funding from municipal, provincial, and federal government programs, as well as other funding agencies.**
- **With the direct support of the Board, the Executive Director is responsible for establishing and maintaining effective relationships with government officials at the municipal, provincial, and federal levels. Being aware of government priorities, the Executive Director shall advocate for both the interests, programs and strategic initiatives of the Westend Seniors Activity Centre, and for policy changes that benefit all seniors.**
- **With the direct support of the Board, the Executive Director is responsible for actively pursuing and cultivating strategic partnerships with organizations across all sectors—including public institutions,**



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	<p>for profit enterprises, and nonprofit organizations. By engaging in collaborative initiatives and mutually beneficial relationships, the Executive Director aims to enhance the Centre’s mission, expand its programs, and amplify its impact within the community.</p>
<p>Rationale for the Change: Revised suggestions by ED and the Policy & Bylaw committee given the evolution of the ED position.</p>	

June 27th 2024 Board Meeting Minutes.

The Policy and Bylaws Committee presented 2 motions.

- The first related to B 9.3. The Board suggested several modifications and a motion was passed.
- The second motion related to B 9.3.1 Titled: Personal Information Protection Policy. This policy document was revised and made specific to WSAC based on a sample policy provided by Service Alberta. Discussion ensued and the Board felt that this should be an administrative document which could be posted on the WSAC website. B 9.3.1 would then include a link to the WSAC website citing the Personal Information Protection Policy. **However, a new revised Board motion was never made and carried. Hence the following motion.**

<p>Board Policy B9.3.1 Title: APPENDIX INFORMATION PROTECTION POLICY</p>	
<p>Motion: Moved by Dolores and 2nd by Lorne that the Personal Information Protection Policy become an Administrative Policy which will be posted on the WSAC website. Board Policy B 9.3.1 will include a link to the WSAC website and the Personal Information Protection Policy.</p>	
<p>Current</p>	<p>Proposed</p>



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<p>Title: APPENDIX INFORMATION PROTECTION POLICY</p> <ul style="list-style-type: none"> • Westend Seniors Activity Centre (WSAC) Personal Information Protection Policy (Based on the sample policy provided by Service Alberta) 	<p>Title: APPENDIX PERSONAL INFORMATION PROTECTION POLICY</p> <ul style="list-style-type: none"> • Westend Seniors Activity Centre (WSAC) Personal Information Protection Policy (the link to the Policy on the WSAC website will be included here)
<p>Rationale for the Change: This document is administrative in nature versus a Board Policy</p>	