



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

Board Meeting Minutes

December 19, 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 10:30 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 Lois Thurstan, the Board accepts the minutes of the November 28, 2024 Board Meeting as circulated. Carried.

- d. President’s Comments.
 - Jay Pritchard highlighted the Christmas Dinner and the Mavis Mitten Tree events hosted by Westend Seniors in December.
 - Excellent organization and execution; the events were warm and friendly.
 - The President and Board Members thanked volunteers and staff who made these events possible.
 - Jay welcomed WSAC Member Lorena Icceton to the meeting.



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2. Report from the Executive Director

Haidong Liang presented the highlights of the month on membership, WESeniors Strathcona initiative, WESeniors Reach (partnership with ICANSA and TAAA), class enrollment, programs, events, Outreach Program, volunteerism, facility rentals, Community Café and Frozen Meal programs, facility maintenance, grant application, and funding.

3. Committee Reports

a. Finance Committee - David Baxandall

- Increase Credit Limits on WSAC's Credit Cards.
 - Adjustment is necessary to ensure sufficient funds are available for organizational expenses and to maintain financial flexibility.

Moved by Lois Thurstan, seconded by Dianne Walker that the credit card limit available be increased to \$40, 000 or to a total of \$20,000 on the two credit cards currently in use. Carried.

- Terms of Reference (TOR) Review.
 - David Baxandall will approach the Policy and Bylaw committee to coordinate the review.

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

- There was no meeting in December.
 - Meetings will resume in January.

c. Nominations and Elections Committee - Wendy Jerome

- The Nominations advertising campaign continues.
 - The Committee has started the third stage of the campaign.
 - During this stage board members are asked to provide quotes about their experience in their role on the board.
- The Nomination period will run January 1, 2025 - January 31, 2025.
- A Town Hall Information meeting regarding the Board of Directors positions has been scheduled for January 21, 2025.



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- d. Government Liaison Committee - Michael Leathwood
 - The Committee will meet on January 8, 2025.
 - The objectives include:
 - an analysis of the current political environment
 - formalizing an action plan
 - scheduling the committee's future meetings.

- e. Planning Committee Report - Jay Pritchard
 - The Committee met with the Policy and Bylaw Committee.
 - A discussion ensued about the incorporation of the three major goals of the strategic plan in future policy updates.
 - Meetings with the Nominations & Elections and Human Resources committees will be scheduled in the next couple of months.

- f. Executive Committee - Jay Pritchard
 - The Committee discussed the 2025 budget

- g. Human Resources - Jay Pritchard
 - ED performance review.
 - A report will be presented during the 'In Camera' session in this meeting.
 - The Committee will proceed with the Annual Performance Review of the Board of Directors during the January Board Meeting.

- h. Board/ Administration Ad Hoc Fundraising Committee – B. Jaffray, B. Thompson, and D. Baxandall
 - There was no meeting in December.

4. Generative Discussion

- a. What is Outreach?
 - Community connections.
 - Reaching out to help people in the community.
 - Social connections.



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- For an organization, outreach could lead to connecting with different community members with the goal of conveying ideas.
 - Support community members to connect with resources.
 - Partnering with other members of the community to develop ideas that support individuals.
- b. What is the version of WESeniors Outreach?
- The primary goal of the WSAC Outreach program is to connect clients with essential resources, programs, and services tailored to their unique needs. WSAC Outreach focuses on enhancing well-being by providing access to a wide array of resources and remote services. Additionally, WSAC Outreach actively fosters partnerships with multiple organizations and government agencies to ensure comprehensive support for clients.
- c. Who knows about Outreach at WESeniors?
- Information about the Outreach is shared through the website, newsletter, social media platforms, program guide, and through a network of partner organizations (i.e. Drive Happiness delivering pamphlets to clients of their program).
 - Presentations to the community.
 - Word of mouth as the main channel of advertising the program.

5. New Business

- Window covering at the Centre's Gymnasium.
 - This project has been delayed due to a low response from business to support the project.
 - The Board suggested that this expense be included in the budget.



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6. In Camera Session

- a. In regards to a human resources matter.

Moved by Michael Leathwood, seconded by Barbara Gibson that the Board move into an 'In Camera' session. Carried.

Moved by Barbara Gibson, seconded by Michael Leathwood that the Board move to an 'Open' session. Carried.

Moved by Michael Leathwood, seconded by Lois Thurstan that the Board move forward with the actions discussed in the 'In Camera' session related to the Performance Review of the Executive Director.

7. Next Board Meeting

January 30, 2025, from 9:30 a.m. – 12:00 p.m., in the Board Room.

8. Adjournment

Meeting adjourned at 12:45 p.m. on December 19, 2024.

Minutes recorded by Gabriela Sanchez, Board Secretary