



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

Board Meeting Minutes

January 30, 2025

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 9:33 a.m. in the Westend Seniors Activity Centre's Board Room.

- b. Consideration of the Agenda.

Moved by Lois Thurstan, seconded by Michael Leathwood, 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 December 19, 2024 Board Meeting as circulated. Carried.

- d. President's Comments.
 - Spoke of the nutrition sessions attended with the University of Alberta students
 - They were insightful and useful.



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

2. Report from the Executive Director

Haidong Liang presented the following monthly highlights:

Membership:

- Updates on membership numbers.

WESeniors Strathcona Initiative:

- Progress and activities related to the initiative.

Class Enrollment:

- Enrollment statistics and trends for various classes.

Community Leagues Event:

- Overview of the recent event and its potential impact on WSAC.

Programs and Events:

- Chinese New Year Celebration: Held at West Edmonton Mall in partnership with ICAN.
- Outreach Program: Updates on outreach activities and their outcomes.
- Volunteerism: Highlights of volunteer contributions and initiatives.
- Facility Rentals: Information on facility rental usage and revenue.
- Community Café and Frozen Meal Programs: Updates on these programs and their impact.

Facility Maintenance:

- HVAC Maintenance and Mat Replacement: Recent maintenance activities.
- Security System Update with Nordic: Progress on security system enhancements.

Grant Application:

- Major funding application submitted for the county.

Funding and Partnerships:

- The Waterford Community: new partnership details.
- Christensons Communities Southwood North: Collaboration updates.

3. Committee Reports

- a. Finance Committee - David Baxandall

Maturity of Guaranteed Investment Certificates (GIC's)

Motion 1

Moved by David Baxandall, seconded by Lois Thurstan that the Sustainability Fund #69 and #70 be combined and be reinvested with Servus Credit Union for a period of 24 months at the offered rate of 3.65% non redeemable on the anniversary date. Carried.



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

Motion 2

Moved by David Baxandall, seconded by Lorne Brackenbury that the Building Fund #71 be reinvested with Servus Credit Union for a period of 60 months at the offered rate of 3.2% redeemable on the anniversary date.

1 against

9 in favor.

Carried.

Motion 3

Moved by David Baxandall, seconded by Lois Thurstan that the Building Fund #72 be reinvested with Servus Credit Union for a period of 24 months at the offered rate of 3.65% non redeemable on the anniversary date. Carried.

Authorization and Digital Approval of Payments

Moved by David Baxandall, seconded by Dolores Brent that the organization authorizes any individual with signing authority—including the Executive Director and Board members—to digitally sign and approve payments up to and including \$5,000 individually with a single signature; and requires, for any payments exceeding \$5,000, dual digital signatures from any two individuals with signing authority. Carried.

Monthly Financial Statements

Moved by David Baxandall, seconded by Michael Leathwood that the Board accepted the December Financial Statement as information. Carried.

- b. Policy and Bylaw Committee – Dolores Brent and Barbara Gibson.
 - Review of the Terms of Reference requested by the Finance Committee: After discussion, it was determined that every Board Committee is responsible for reviewing and suggesting updates to their terms of reference.
 - The Finance Committee will review theirs accordingly.
 - They will send the results of the review to the Policy and Bylaw Committee to continue with the updating process.



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

- Board Policy B12 - FACILITY RENTALS.

To reflect that the Executive Director's responsibilities regarding the upkeep of the Administrative Policies and Guidelines are on-going:

Current	Proposed change
The Westend Seniors Centre offers rentals of various rooms in its facility. WSAC reserves the right to refuse any rental booking. The Executive Director will develop administrative guidelines regarding facility rentals.	The Westend Seniors Centre offers rentals of various rooms in its facility. WSAC reserves the right to refuse any rental booking. The Executive Director is responsible for ensuring that the administrative guidelines regarding room rentals are appropriate, up to date, and properly implemented.

Moved by Barbara Gibson and seconded by Dolores Brent that the proposed wording change to Board Policy #B12 be adopted. Carried.

- The committee is working on the refinement of Board Policy B11 - ALCOHOL, CANNABIS, TOBACCO, AND ILLICIT DRUGS along with the Administration.
- The discussion of the administration policy regarding gifts in kind, donor privacy/recognition is ongoing.
- Barbara Gibson will approach Haidong Liang to discuss in detail the change of the organization's name.
- The Committee will have bylaws changes submissions ready by the next meeting of the Committee in February.

Moved by Dolores Brent, seconded by Wendy Jerome that the Board accepted the Policy and Bylaw Committee report as presented. Carried.

c. Nominations and Elections Committee - Wendy Jerome

- At the moment, the results of the Election campaign count for three (3) nominations for Board Director, and one (1) nomination for President.
 - Wendy Jerome encouraged Board Members to send their nominations before Jan 31, 2025 at 4:00 p.m.



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

- The Town Hall meeting was successful.
 - Committee members and Board members met attendees and addressed their questions.
- d. Government Liaison Committee - Michael Leathwood
 - The main message will convey the organization's strategic plan and its operational capacity.
 - A list of desirable outcomes were established.
 - Key Stakeholders were considered and key environmental factors were determined.
 - The committee will review its Terms of Reference on its next meeting scheduled for Wednesday, February 12, 2025.
- e. Planning Committee Report - Jay Pritchard
 - Meeting with the Nominations and Elections Committee: the discussion focused on how the major goals of the organization's strategic plan is influencing the work of committee members.
- f. Executive Committee - Jay Pritchard
 - The Committee discussed:
 - Family Day event.
 - Board meeting agenda.
 - Human resources issue.
 - Fundraising.
 - Partnership for building upgrades and repairs.
- g. Human Resources - Michael Leathwood
 - Planned for the Board Member Annual Performance Review.
 - A review of the Executive Director's Employment Contract is in progress.
- h. Board/ Administration Ad Hoc Fundraising Committee – B. Jaffray, B. Thompson, and D. Baxandall
 - Future fundraising projects could include:
 - 50/50's, Raffles, Plant Fundraisers.
 - Donations of bigger and more attractive draw price.s
 - Barbara Thompson will continue with looking for in-kind donors interested in supporting building projects.



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

i. President & Executive Director

- The President and the Executive Director discussed the following topics:
 - The nutrition research project.
 - Facility conditions and maintenance.
 - Major federal funding.

4. Generative Discussion

- a. Does our Board/Administration Ad Hoc Fundraising Committee demonstrate high-quality return of investment?

Board members' reflected on the role of the Board in establishing the foundation for long-term fundraising strategies. Key points included:

- Support for a Fundraising Committee: Some members support having a committee involving Board members
- Administration to work alongside the Board Members on policies and implementation of fundraising goals.
- These goals should be integrated in the organization's strategic planning and annual budgeting.
- Budget Considerations: Decisions on establishing a long term fundraising strategy should be based on the income generated and its impact on the organization's financial capacity.
- Targets and Suggestions:
 - Determining a budget and the purpose of fundraising campaigns.
 - Evaluation whether in-kind donations and current small initiatives are sufficient.
 - Assessing the impact of successful grant applications.
 - Comparing major vs. small fundraising initiatives.
 - Considering strategies that include in-kind donations to improve the facility.
 - Exploring Legacy Donations messaging, by the Communications Team, to be incorporated onto the website.



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

- Planning efforts around significant campaigns, such as anniversaries.
- Future strategies to support capital projects and tap into sustainability funds.

Motion to dissolve the Committee:

Moved by Barbara Thompson, seconded by Wendy Jerome to dissolve the Ad Hoc Board/ Administration Fundraising Committee. Not Carried.

- Note: Ideas will be brought back for further discussions, and members are encouraged to come prepared with ideas.

5. New Business

a. Director and Board Performance Review 2024

- The Performance Review of the Executive Director concluded in December 2024.
- Reflecting on their work as individuals and as a group, members of the Board shared the following insights:
 - Being part of the Board has been a valuable learning experience, providing deeper understanding of the organization, its governance, values, goals and challenges.
 - Discussion sessions during meetings have been respectful, inclusive, and insightful.
 - The energy and dedication put into Board work has been remarkable.
 - Board members are committed to making decisions for the betterment of the organization.
 - There are struggles with:
 - Number of meeting in a month
 - Length of meetings



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

6. Next Board Meeting

February 27, 2025, from 9:30 a.m. – 12:00 p.m., in the Board Room.

7. Adjournment

Meeting adjourned at 12:00 p.m. on January 30, 2025.

Minutes recorded by Gabriela Sanchez, Board Secretary