



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

## Board Meeting Minutes

February 27, 2025

**Present:** Jay Pritchard (President), Barbara Gibson (Past President), David Baxandall (Treasurer), Barbara Thompson, Dianne Walker, Dolores Brent, Lois Thurstan, Wendy Jerome, Barbara Jaffray (Operations Manager), and Gabriela Sanchez (Board Secretary).

**Regrets:** Haidong Liang (Executive Director), Michael Leathwood (Vice President), Lorne Brackenbury.

Also in attendance at this meeting was Lorena Iceton.

### 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.
  - One addition under
    - 5. New Business:  
Review and Approval of the Government Liaison terms of reference.

*Moved by Wendy Jerome, seconded by Dolores Brent, the Board accepts the agenda as amended. Carried.*

- c. Consideration of the Minutes.

*Moved by Barbara Gibson, seconded by Dolores Brent, the Board accepts the minutes of the January 30, 2025, Board Meeting as circulated. Carried.*



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#### d. President's Comments

- Passing of Spurge Gammon
  - Jay Pritchard recognized the invaluable contributions of Spurgeon Gammon to the Board of Directors during his tenure as Treasurer.
  - Spurgeon is also fondly remembered as an active and dedicated member of the organization. His presence and unwavering commitment will be greatly missed.
- Meeting with Kevin Brown and Haidong Liang to discuss the establishment of a Board Advisory committee.
  - Updates on this initiative will be provided to the Board as developments progress.
- The President and other Board Directors attended the Family Day organized by the National Congress of Chinese Canadians (NCCC) and held at the Westend Seniors Activity Centre.
  - The event was inclusive and family-friendly.

## 2. Report from the Executive Director Short Report by Barbara Jaffray

- Community Café and Frozen Meal Programs:
  - Frozen meal sales increased due to the program's work with the Southwoods Court North Seniors residence.
- Outreach Program:
  - There is an increase in numbers due to a new outreach initiative at Southwoods Court North.
- Volunteers:
  - The Community Garden initiative was well received by members and Terra Losa community members.
  - The Crafting Initiative at La Perle School has resumed.
  - There have been changes in volunteers at the Front Desk.
  - The volunteers from Adaptabilities will no longer volunteer on Thursdays.
    - This organization has refocused the delivery of their programs and supports.



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- Upcoming Events:
  - St. Patrick's Pancake Breakfast on Monday, March 17th.
  - Spring Forward Artisan Market on Saturday, April 5th.
- Facility Rentals:
  - Information on facility rental usage and revenue was provided.
    - A decrease in rentals in February is a common occurrence.
- Class Enrollment:
  - The Programs team is working to increase attendance on Tuesday and Thursday evenings.
- Other initiatives:
  - Men's Shed is growing in awareness and attendance.
    - Advertisement efforts have been successful.
    - The enthusiasm from the lead volunteers is contributing to the establishment of the group.
  - Community Leagues Partnerships:
    - Barbara Jaffray visited the Jasper Community League to view their outdoor Pickleball Courts.
    - There is particular interest in partnering with the league to provide opportunity to Westend Seniors to offer outdoor Pickleball.
    - Jasper Park Community League and the WSAC Team will coordinate schedules.
- Facility Maintenance:
  - The Janitorial Services Company was contacted about concerns related to building cleanliness.
    - The cleaning service schedule has changed from day to night to improve quality.
- Fundraising Committee Status
  - The committee awaits the Board's decision regarding the committee's future and its activities.



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### 3. Committee Reports

- a. Finance Committee - David Baxandall
  - Year end Financials

#### Audited Financial Statements for the year 2024

*Moved by David Baxandall and seconded by Barbara Thompson that the Board approves the Audited Financial Statements for 2024 as presented. The Board recommends that these financial statements be submitted to the membership for review and approval at this year's Annual General Meeting. Carried.*

#### Monthly Financial Statements

*Moved by David Baxandall, seconded by Dianne Walker that the Board accepted the January 2025 Financial Statement as information. Carried.*

- Lipstick
  - The Committee has identified that the building requires significant renovations and repairs to address maintenance concerns and ensure its continued functionality.
  - After thorough evaluation, the Committee has proposed the use of the resources from the Building Fund to initiate the renovations and repair process.

*Moved by Dianne Walker, seconded by Lois Thurstan, to accept the Finance Committee recommendation of the allocation of funds from the Building Fund to commence the necessary renovations and repairs required to address maintenance concerns and ensure the continued functionality of the building. Carried.*



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- 2025 Budget

Budget for the year 2025

*Moved by Lois Thurstan and seconded by Dianne Walker that the Board accepts the 2025 Budget as presented by the Administration. The Board recommends that the proposed budget be submitted to the membership for information at this year’s Annual General Meeting. Carried.*

b. Policy and Bylaw Committee – Dolores Brent.

- A comprehensive report of the Committee’s activities for the month was presented.
  - The report highlighted progress made on several key initiatives including: having Haidong make a formal request to the CRA to obtain a copy of the original WSAC Objects, any requested changes over the years, and a copy of the “Notice of Registration” for our WSAC files; changes in the organization’s Logo; and progress on rebranding to WE Seniors.
  - The Committee proposed the addition of the Terms of Reference for Fundraising and Government Liaison be included in the Master Index of Board Policies. Discussion deferred to New Business of the agenda for further discussion.

c. Nominations and Elections Committee - Wendy Jerome

- The Committee was pleased to announce the following nominees for President and Board Directors:

President

Jay Pritchard

Board Directors

Dolores Brent

Lorena Icton

Rose Bilou



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- Six incumbent Board Directors:
  - Second year of second term  
Lois Thurstan  
Lorne Brackenbury
  
  - Second year of first term  
Barbara Thompson  
Dave Baxandall  
Dianne Walker  
Michael Leathwood
  
- Any nominations submitted after the Nomination Day (January 31, 2025) will be presented for consideration at the Centre’s Annual General Meeting.
  
- d. Government Liaison Committee - Barbara Gibson
  - The Committee presented drafts of the Terms of Reference and Key Messages to federal, provincial and municipal governments.
    - The discussion of these drafts was deferred to New Business for further discussion.
  
- e. Planning Committee Report - Jay Pritchard
  - The Committee held a joint meeting with the HR Board Committee.
    - A primary focus of the discussion was the integration of the three organization’s strategic goals into the HR Committee’s work, ensuring alignment.
  - Explored the establishment of a Board Advisory Committee, highlighting its potential role in supporting governance and strategic initiatives.
  
- f. Executive Committee - Jay Pritchard
  - The Committee addressed several key topics, including:
    - planning the Family Day event,
    - the creation of a Board Advisory Committee,
    - the review and approval of this year’s Budget,
    - concerns related to building renovations and maintenance,
    - as well as preparation for the Annual General Meeting.



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g. Human Resources - Jay Pritchard

- The Committee reviewed the following items:
  - the Board Member Annual Performance Review,
  - review of the Executive Director Employment Contract,
  - Executive Director and Organizational Development Indicators and Metrics.

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

- The Board/Admin Ad Hoc Fundraising Committee did not hold a formal meeting in February.
  - The committee has been actively planning and progressing on various projects.
  - Airline tickets for the next fundraising initiative have been secured.
- Small-scale fundraising efforts, such as 50/50 raffles, will continue as planned.
- After discussion, the Board decided to change the joint Board/Administration Ad Hoc Fundraising Committee to a standing Board Committee. The next actions include:
  - A review and update of the committee's Terms of Reference
  - drafting of goals and responsibilities.

i. President & Executive Director

- Comprehensive details of the discussion pertaining to this meeting are outlined in the Executive Committee report.

## 4. Generative Discussion

- a. Raising money for a building rejuvenation project.
- A brainstorming session was held to explore strategies for raising funds dedicated to building upgrades and maintenance.
  - Proposed ideas included: securing matching grants, utilizing the Building Fund, and launching targeted fundraising campaigns.



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## 5. New Business

- a. In Preparation for AGM scheduled for March 20, 2025 at 10:00 a.m.
  - The drafted AGM agenda for this year's Annual General Meeting (AGM) was reviewed and updated.
  - No further amendments were made to the Minutes from 2024 AGM.
  
- b. Government Liaison Terms of Reference and Key messages

To formalize the Government Liaison Committee as a standing committee of the Board:

*Moved by Barb Gibson and seconded by Barbara Thompson to approve the presented Terms of Reference and incorporate them into the Westend Seniors Activity Centre's Master Index of Board Policies. Carried.*

To approve the key messages outlined by the Government Liaison Committee for the Government of Canada, Government of Alberta, City of Edmonton, and surrounded municipalities:

*Moved by Barb Gibson and seconded by Lois Thurstan to approve the Key Messages and incorporate them into the Westend Seniors Activity Centre's Master Index of Board Policies. Carried.*

## 6. Next Board Meeting

March 27, 2025, from 9:30 a.m. – 11:00 p.m., in the Board Room.

## 7. Adjournment

Meeting adjourned at 11:40 a.m. on February 27, 2025.

Minutes recorded by Gabriela Sanchez, Board Secretary



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