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## Board Meeting Minutes

April 24, 2025

**Present:** Jay Pritchard (President), Lois Thurstan (Vice President), David Baxandall (Treasurer), Barbara Thompson, Dolores Brent, Lesley Conley, Lorne Brackenbury, Rose Bilou, Haidong Liang (Executive Director), Barbara Jaffray (Operations Manager), and Gabriela Sanchez (Board Secretary).

Regrets: Dianne Walker and Lorena Icton.

### 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 Committee Reports - Fundraising: Board BBQ Update - David Baxandall

*Moved by Dolores Brent, seconded by Rose Bilou, the Board accepts the agenda as amended. Carried.*

- c. Swearing In Ceremony
  - Lesley Conley and Barbara Thompson took the Oath of Office.
- d. Consideration of the Minutes.

*Moved by Lorne Brackenbury, seconded by David Baxandall, the Board accepts the minutes of the March 27, 2025 Board Meeting as circulated. Carried.*

- e. President's Comments
  - Discussion on: Why be a Board Director?
    - Some of the key motivations were:



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- To create a community
  - To gain an in-depth understanding of the organization's operations
  - It is a rewarding opportunity for continuous professional growth
  - To embrace active and engaged aging
  - To make a difference in community projects
  - An opportunity for meaningful engagement and contribution
  - To foster connection and experience shared purpose.
- The following updates were shared:
    - Westend Seniors Facility Upgrade: WSAC recently engaged with the Terra Losa Community Association to seek a formal letter of support for some planned facility upgrade projects.
    - Potential Partnership with SWESA: a meeting has been scheduled with the President. Meeting details will be shared with the Board.

## 2. Report from the Executive Director

- Highlights included:
  - Membership: As of April 22, 2025 total membership reached 1492.
  - Active Aging Series: The "Housing 101" session was well-received by attendees.
  - Registered Programs: Registration for the summer series has started. The Programs Team has double the class capacity to accommodate increased interest.
    - New programs: The Mahjong program continues to experience growth in participation
  - Events Hosted: WSAC successfully hosted the following events:
    - Annual Spring Forward Artisan Market
    - Federal Election Town Halls
    - Civic Election Town Hall
  - Upcoming events:
    - Volunteer Appreciation Event (April 30)
    - Night of Music (May 2)
    - OBB (June 5)
  - Outreach: Key outreach statistics and highlights were presented.
  - Volunteer Initiative:



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- The LaPerle School initiative continues to be successful
- Volunteers are needed for the following:
  - Callingwood Market
  - Community Garden
- Facility Rentals: An overview of income generated from facility rentals was provided.
- Community Cafe: A summary of sales for the reporting period was presented.
- Facility Projects: Administration is currently working on getting quotes for multiple facility projects, including phone system upgrades.
- Fundraising: “Take Flight WestJet Raffle” ticket sales started April 3 and will continue until June 13. To date \$1400 have been sold.

### 3. Committee Reports

- a. Finance - David Baxandall
  - Discussion during the committee’s meeting included:
    - Review of monthly financial statements
    - GIC’s maturity and investment strategy

#### Monthly Financial Statements

*Moved by David Baxandall, seconded by Lorne Brackenbury that the Board accepted the March 2025 Financial Statement as information. Carried.*

- b. Policy and Bylaw – Dolores Brent
  - Regarding WE Seniors.ca name/trademark:

*Moved by Lorne Brackenbury, seconded by Lorena Icton, that Haidong Liang or a delegate, with signing authority, initiate the registration for both WE Seniors and WE Seniors Strathcona. Carried.*

- Board Policy D2 - FUNDRAISING
  - Draft has been sent to the Fundraising Committee for review.

- c. Nominations and Elections - Lorne Brackenbury



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- The Committee will set a time and date for the first meeting.
- d. Government Liaison
  - A comprehensive report of meetings with government officials was provided by Haidong Liang in the ED report.
- e. Planning Committee Report - Jay Pritchard
  - The Committee reviewed its terms of reference
    - Implications of the modifications will be discussed further in the meeting (4. Generative Discussion).
- f. Executive - Jay Pritchard
  - The Committee discussed the following:
    - Fundraising
    - Building upgrades
    - Meeting with Tim Cartmell
    - Meeting with TLCA
- g. Human Resources - Lois Thurstan
  - The Committee discussed the following:
    - The Terms of Reference
      - A review was carried out
    - Reviewed access to the HR Committee Drive and other operational considerations for the committee.
    - The final steps of the Board Performance Review and Executive Director contract.
- h. Fundraising Committee
  - West Jet Tickets
    - A summary of sales to date was provided by Haidong Liang in his report.
  - Board of Directors BBQ
    - Hawkstone Co- Op Food Store made a food donation
    - Help is needed to BBQ and set up tables and chairs
    - Cost of event \$5.00 to all participants
    - Registration in advance is recommended.
- i. President & Executive Director
  - Topics of discussion included:



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- Preparation for the meeting with Tim Cartmell
- Meeting with the Terra Losa Community Association
- Seniors Week celebration
- ESCC/FCSS meeting.

#### 4. Generative Discussion

- a. Revised Planning Committee Terms of Reference.
  - The new aspects include:
    - Strategic engagement in government liaison activities
    - Plan and coordinate Board related training
    - External advisory integration.
  - The Committee will continue with its primary responsibility of ensuring dynamic and central strategic planning for the organization.

*Moved by Barbara Thompson, seconded by Lois Thurstan that the Board accepts the updated Planning Committee terms of reference. Carried.*

Action: Gabriela Sanchez will update the Board Policy.

#### 5. New Business

- a. Board Performance Review - actions?
  - Lois Thurstan posed the following questions:
    - As Board Director:
      - What makes you feel valued and appreciated?
        - No need for appreciation or recognition
        - Enjoy serving the community.
        - The expression of ideas for consideration
        - The interest others have for my work and opinions
        - The feeling of satisfaction if success is achieved
        - To support the staff to accomplish an idea/task
        - To engage in learning opportunities while contributing to a cause and connecting with people.



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- What training will help to your success as Board of Director?
  - AI intelligence use
  - Fundraising Strategies
  - Organizational understanding
  - Organizational success
  - Computer training.
- What roles do you see yourself building up for the future of the organization?
  - Solving problems
  - Building relationships with stakeholders (private sponsor)
  - Make a positive impact and enjoy the process.

b. Tickets:

- Barbara Thompson - Can the WSAC Team take part in the raffle?
  - Administration will look at the rules and conditions about raffle tickets sales from Alberta Game and Liquor Commission (AGLC).

## 6. Next Board Meeting

May 29, 2025, from 9:30 a.m. – 11:40 a.m., in the Board Room.

## 7. Adjournment

Meeting adjourned at 11:50 a.m. on April 24, 2025.

Minutes recorded by Gabriela Sanchez, Board Secretary.