



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

Board Meeting Minutes

June 26, 2025

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

Through Zoom: Lesley Conley.

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

Moved by Barbara Thompson, seconded by Dolores Brent, the Board accepts the agenda as presented. Carried.

- c. Consideration of the Minutes

Moved by Lorne Brackenbury, seconded by Rose Biolu, the Board accepts the minutes of the May 29, 2025 Board Meeting as circulated. Carried.

- d. President's Comments

- The President encouraged Board Members to review sections B2, B3, and B4, of the organization's Board Policy manual.
 - This is to ensure everyone is fully familiar with the organization's governance guidelines and operational procedures.



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2. Report from the Executive Director

- Highlights included:
 - Membership: as of June 23, 1600 members have acquired their 2025 membership.
 - WESeniors Reach:
 - The Centre hosted the first AGM of the Chinese Philharmonic Choir Association on June 21, 2025.
 - The Craft for YEG initiative celebrated its 4th anniversary at the Centre.
 - Registered Programs:
 - The spring/summer sessions are running as planned.
 - Events Hosted:
 - The 4th Alberta Seniors Week at WESeniors Strathcona (June 2), and 28th OBB (June 5) were a success.
 - Upcoming events:
 - Free Shredding Event & Edmonton Food Bank Drive (July 12).
 - Ice Cream Social (August 14).
 - SilverTech Summit (September 5).
 - Outreach: Key outreach statistics and highlights were presented.
 - Volunteer Initiatives: the community garden group has installed planter boxes, and a fundraising BBQ is planned for July 30.
 - Facility Rentals: An overview of income generated from facility rentals was provided.
 - Community Cafe: A summary of sales for the reporting period was presented.
 - Partnerships: Conversations with BlueBell Village involving a long term care facility project continue.



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3. Committee Reports

a. Finance - David Baxandall

- Monthly Financial Statements and Committee Report

Moved by David Baxandall, seconded by Dianne Walker, the Board accepted the May 2025 Financial Statement and June Finance Committee Report as information. Carried.

- Finance Committee Terms of Reference

Moved by Dolores Brent, seconded by Barbara Thompson, the Board accepted the revised Finance Committee Terms of Reference. Carried.

b. Policy and Bylaw – Lesley Conley

- Board Policy - D2 FUNDRAISING
 - To add further breadth and depth to the Fundraising Policy.

Moved by Lesley Conley, seconded by Dolores Brent, that the existing Board Policy D 2 be replaced by Fundraising Policy. Carried.

- Board Policy B 11 - ALCOHOL, CANNABIS, TOBACCO, AND ILLICIT DRUGS
 - To be in keeping with other policies which state that the Executive Director is responsible for developing up to date administration guidelines:

Moved by Lesley Conley, seconded by Lorne Brackenbury, that the proposed changes be adopted. Carried.

c. Nominations and Elections - Lorne Brackenbury

- The Committee will have its first meeting in early September.
 - More updates will be given when time comes.

e. Planning Committee Report - Jay Pritchard

- No report.



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f. Executive - Lois Thurstan

- The Committee discussed the following:
 - WE Seniors Initiatives
 - Develop Board Retreat Agenda

g. Human Resources - Lois Thurstan

- No report.

h. Fundraising Committee - Barbara Thompson

- Fundraising Committee Term of Reference reviewed & revised

Moved by Barbara Thompson, seconded by Rose Bilou, the Board accepted the revised Fundraising Committee Terms of Reference. Carried.

i. President & Executive Director

- A report of the topics discussed at this meeting was presented.

4. Generative Discussion

a. What should be included in the Board Orientation?

- The suggestions included:
 - A review of past performance and future goals, detailing the activities and achievements of the Board and its committees in the previous year.
 - The review will serve as the foundation for establishing the strategic goals and key priorities for the upcoming year.
 - iPad devices and Google Applications orientation.

5. New Business

a. Annual Membership Fee for 2026

- The Board decided to maintain the annual membership fee at \$55.00 for 2025.



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b. Staff Christmas Vacation Time

Moved by Lorena Iceton, seconded by Barbara Thompson, to accept December 24, 2025, to January 1, 2026 as the Westend Seniors Activity Centre Christmas closure period, with operations resuming on January 2, 2026. Carried.

6. Next Board Meeting

September 25, 2025, from 9:30 a.m. – 12:00 p.m., in the Board Room.

7. Adjournment

The meeting adjourned at 11:14 a.m. on June 26 , 2025.
The Board Retreat followed.

Minutes recorded by Gabriela Sanchez, Board Secretary.