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Board Meeting Minutes

November 27, 2025

Present: Jay Pritchard (President), Lois Thurstan (Vice President), David Baxandall (Treasurer), Barbara Thompson, Dianne Walker, Dolores Brent, Lesley Conley, Lorena Iceton, Lorne Brackenbury, Rose Bilou, Haidong Liang (CEO), Barbara Jaffray (Operations Manager), and Maggie Zhao (Board Secretary) and Gabriela Sanchez (Minute Taker).

1. Welcome and Introduction

- a. Call to order – Jay Pritchard
 - The President called the meeting to order at 9:34 a.m. in the Westend Seniors Activity Centre's Board Room.
- b. Consideration of the Agenda

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

- c. Consideration of the Minutes

Moved by Lorne Brackenbury, seconded by Lesley Conley, the Board accepts the minutes of the October 30, 2025 Board Meeting as circulated. Carried.

- d. President's Comments
 - New Board Secretary.
 - The transition between Maggie Zhao and Gabriela Sanchez is expected to take a month or two.
 - Gabriela Sanchez will assist during the transition period.

- Jay Pritchard and the Board thanked Gabriela Sanchez for her outstanding work with the Board.
- Personal songs and Emotional Connections.
 - After Board Members shared anecdotes related to their musical preferences, it was highlighted the impact of music on personal history and emotional connections.

2. Report from the CEO

- Highlights from November:
 - Certificate of recognition from EFCC.
 - Friends of WE Seniors (Strathcona) event.
 - WE Seniors Reach (ICAN) Chinese New Year event.
- Membership:
 - As of November 24, 2025, 1851 members have acquired their 2025 membership.
- Programs:
 - November Drop In Programs - this information shows the impact of drop-in activities at the Centre.
- Events Hosted:
 - The Remembrance Day Ceremony was a success.
 - The Holiday Market had over 40 vendors and approximately 500 attendees.
- Upcoming events:
 - Holiday Dinner - November 28.
 - Mavie's Mitten Tree - December 10.
 - Holiday Open House at Strathcona - December 8.
- Outreach:
 - Key outreach statistics and highlights were presented.
- Volunteer Initiatives:
 - The Laperle Craft Club and Reading resumed on November 4, 2025.
 - The Centre is recruiting new volunteers to cover the front desk and cafe.
- Facility Rentals:
 - An overview of income generated from facility rentals was provided.
- Community Cafe and Frozen Meals:
 - A summary of sales for the reporting period was presented.
 - Building upgrades:
 - The phone system has been replaced.
- Meetings
 - Allard Group of Companies.

- Lead professor of 5G living lab at University of Alberta.
- CEO of the Optometrist Association.
- Interim CEO of Civida (Social Housing).

3. Committee Reports

a. Finance - David Baxandall

- The Committee reviewed the October Financial Statements.
 - Donations have declined compared to the same period in 2024, when the 45th Anniversary Fundraising Campaign increased contributions.
- Investments in short-term GICs continue as planned.
- The Building upgrade budget was submitted and approved.

Motion to accept the monthly financial statements and Committee's report:

Moved by David Baxandall, seconded by Barbara Thompson, the Board accepts the October Financial Statements and the November Finance Committee Report as information. Carried.

b. Policy and Bylaw – Lesley Conley

- Trademark.
 - The Board will wait for the Committee and the Administration to make a decision about whether or not to pursue trademark registration.
- Board Policy C 2 - DISCRIMINATION, HARASSMENT, BULLYING AND MISCONDUCT.
 - The Committee undertook the review of Policy C2 in regular order, considering recent updates to Alberta's *Occupational Health and Safety Code* and the *Alberta Human Rights Act*.
 - The objective is to ensure the organization's Board Policy C2 remains aligned with current legislative requirements.
 - A proposal was introduced to establish an ad hoc committee to conduct a comparative review of existing policies against provincial legislation, and draft a revised Board Policy C2.
 - This committee will include members of the Policy and Bylaw, Human Resources and Administration.

Moved by Lesley Conley, seconded by Rose Bilou that a joint ad hoc committee be formed to review Board Policy C 2 - DISCRIMINATION, HARASSMENT, BULLYING AND MISCONDUCT against the Alberta's Occupational Health and Safety Code and the Alberta Human Rights Act. Carried.

- Action Items:
 - The ad hoc committee will draft a revised policy that reflects updates to Alberta's Occupational Health and Safety Code and the Alberta Human

Rights Act, and recommend any necessary changes to ensure Human Resources and administrative policies are compliant.

- A framework for the committee's work will be developed and presented in the coming year.
- Lesley Conley will convene the first meeting of the ad hoc committee.

- Title Change - Executive Director to Chief Executive Officer Title Change.
 - Preparatory work must be completed before the staff can proceed with amendments across multiple organizational documents.

c. Nominations and Elections - Lorne Brackenbury

- The Committee has scheduled its first meeting
 - The primary goal of this meeting is to determine the number of new and returning Board Directors.
- Action Item: Rose Bilou requested that the current Board of Directors collaborate by inviting new members to submit nominations or join the Board.

d. Planning Committee Report - Jay Pritchard

- Invitations for meetings with Government Officials.
 - The program and agenda for these engagements will be developed.
- Board Directors Reminders.
 - Directors were reminded to ensure they wear their name tags to meetings and prepare their personal stories to share with members.
- BBQ Committee.
 - Dolores Brent has contacted interested volunteers to form the committee.
 - The plan will be organizing two BBQ events.

e. Executive - Jay Pritchard

- A report of the topics discussed by the Committee was presented.

f. Human Resources - Lois Thurstan

- The first phase of the CEO's Annual Performance Review has been completed, and a summary of the feedback received will be provided to the President.
- Other activities carried by the Committee included:
 - A risk assessment of the HR Committee's Responsibilities.
 - Discussed drafting a Whistleblowers Policy.
 - Drafted an HR Evaluation Tool.

g. Fundraising Committee - Barbara Thompson

- Rose Bilou continues to lead the planning and organization of the Art Auction event.
- Lorena Icton is currently exploring the feasibility and logistics of hosting a Spring Garage Sale.
- Barbara Thompson is advancing the Groceries for a Year initiative.
- Barbara Thompson and Leslie Conley are planning a 50/50 draw with the Oilers.

- h. President & CEO
 - A report of the topics discussed during this meeting was presented.

4. Generative Discussion

- a. Highlighting Achievements
 - Board Members discussed the importance of highlighting the organization's impact through statistics and success stories.
 - To support this initiative, monthly client service and client satisfaction metrics will be needed for marketing efforts.
 - The Administration will coordinate further actions.

5. New Business

- a. Gifting a day pay during Christmas Break - Operations.

Motion to approve Paid Staff Break Day.

Moved by Barbara Thompson and seconded by Lois Thurstan, to approve December 31, 2025, as a paid break day for all staff of WE Seniors.

Carried unanimously.

6. Next Board Meeting

December 18, 2025, WSAC Board Room, from 10:30 a.m. – 12:20 p.m., followed by the Annual Board and Staff Christmas Lunch , WSAC Community Cafe, 12:30 p.m.

7. Adjournment

The meeting adjourned at 11:16 a.m. on November 27, 2025.

Minutes recorded by Gabriela Sanchez.