



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

Board Meeting Minutes

Date: December 18, 2025

Time: 10:30 a.m. – 12:31 p.m.

Location: WE Seniors Board Room

Present:

Jay Pritchard (President)
Lois Thurstan (Vice President)
David Baxandall (Treasurer)
Barbara Thompson (Director)
Dolores Brent (Director)
Lesley Conley (Director)
Lorena Icton (Director)
Lorne Brackenbury (Director)
Rose Bilou (Director)
Haidong Liang (CEO)
Barbara Jaffray (Operations Manager)
Gaby Sanchez (Board Secretary)
Maggie Zhao (Board Secretary)

Regrets:

Dianne Walker (Director)

1. Call to Order

Jay Pritchard, President, called the meeting to order at 10:30 a.m. in the WE Seniors Board Room.

2. Consideration of the Agenda

Motion: Moved by Lorena Icton, seconded by Dolores Brent, that the Board accept the agenda as circulated. **Carried.**

3. Consideration of the Minutes

Motion: Moved by Dolores Brent, seconded by Rose Bilou, that the Board accept the minutes of November 27, 2025 Board Meeting as circulated. **Carried.**

4. President's Comments

- **8-Day Policy:** All materials intended for inclusion on the Board meeting agenda should be submitted to Maggie by Wednesday, one week prior to the meeting.
- **2025 Review:** A successful year despite challenges.
- **Parking Stakes:** Effective solution for parking issues
- **Lipstick Project:** Wall painting underway.
- **Personal Story Writing:** Due on the last day of January.
- **Christmas Memories:** Shared by Board members and staff

5. CEO Report

Updates provided for:

- WE Seniors Reach
- Organization Chart
- Programs & Events
- Outreach & Volunteers
- Facility Rentals & Community Café
- Facility Updates
- Grants/Funding
- Partnerships & Fundraising

6. Committee Reports

a) Finance Committee – David Baxandall

Motion: Moved by David Baxandall, seconded by Jay Pritchard, that the Board accept the November Financial Statements and the December Finance Committee Report as information. **Carried.**

- 2026 budget deficit expectation discussed.
- Short-term and long-term investments status reviewed.
- Audit scheduled for January 26, 2026.

b) Policy and Bylaw Committee – Lesley Conley

- **Policy B2.3 Proxy Form:** Updated.

Motion: Moved by Dolores Brent, seconded by Lorne Brackenbury that the Board accept the revised Proxy Form as circulated. **Carried.**

- **Policy C3 Treaty Six Acknowledgment:**

Motion: Moved by Rose Bilou, seconded by Barbara Thompson that the Board accept the revision of Treaty Six Acknowledgment as circulated. **Carried.**

- **Policy C2 Health and Safety Committee Re-establishment:**

Motion 1: That the Board of Directors of the Westend Seniors Activity Centre approve the establishment of a Health and Safety Committee to support compliance with Alberta OHS legislation and ensure a safe environment for all workers and volunteers.

Moved by Lesley Conley, seconded by Dolores Brent. **Carried.**

Motion 2: That the Board of Directors of the Westend Seniors Activity Centre designates Barbara Jaffray, the CEO, or their delegate, to serve as the employer representative on the Health and Safety Committee.

Moved by Lesley Conley, seconded by Lorena Icton. **Carried.**

c) Nominations and Elections Committee – Lorne Brackenbury

- Brief meeting with relevant personnel.
- New year meeting time set.
- Discussion of Nomination and Election Committee; no action taken.

d) Planning Committee – Jay Pritchard

Updates on political meeting plans, Board technology training, 2027–29 Strategic Plan development, and review of Nomination and Election Committee status.

e) Executive Committee – Jay Pritchard

Updates on municipal communications, Board technology training, and development of the 2027–29 Strategic Plan.

f) President & CEO

Updates on facility improvements, recognition of WE Seniors' success, influence on other centres, OBB timelines, extended class breaks, new custodial contractor, and discussions with City Councillors.

7. New Business

Nominations and Elections Committee Status discussed.

Board Size Next Year: Between 7 and 12 Directors; current number is 9.

Motion for Board Member Count: Set at no more than 11.
Moved by Dolores Brent, seconded by Lorne Brackenbury. **Carried.**

Motion for setting the Nomination Day: January 30, 2026.
Moved by Barbara Thompson, seconded by Dolores Brent that the Board accept January 30, 2026, as “Nomination Day”. **Carried.**

Motion for setting the 2025 AGM Date:
The 3rd Thursday of March (March 19, 2026).
Moved by Jay Pritchard, seconded by Dolores Brent that AGM in the future to be held on the third Thursday of March. **Carried.**

8. Closed Session

Performance Review of Executive Director (CEO).

- **Motion to enter closed session:**
Moved by Lesley Conley, seconded by Dolores Brent. **Carried.**
- **Motion to exit closed session:**
Moved by Rose Bilou, seconded by Lorne Brackenbury. **Carried.**

9. Next Board Meeting

Date & Time: January 29, 2026, 9:30 a.m. – 11:20 a.m.
Location: WSAC Board Room

10. **Adjournment:** The meeting adjourned at 12:31 p.m.

Minutes recorded by:
Maggie Zhao, Board Secretary