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Board Meeting Minutes

Date: January 29, 2026

Time: 9:39 a.m. – 12:07 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)
Dianne Walker (Director)
Haidong Liang (CEO)
Barbara Jaffray (Operations Manager)
Maggie Zhao (Board Secretary)

Regrets:

1. Call to Order

Jay Pritchard, President, called the meeting to order at 9:39 a.m. in the WE Seniors Board Room.

2. Consideration of the Agenda

Motion: Moved by Lesley Conley, seconded by Rose Bilou, that the Board accept the agenda as circulated. **Carried.**

3. Consideration of the Minutes

Motion:

Moved by Lorne Brackenbury, seconded by Lois Thurstan, that the Board accept the minutes of December 18, 2025 Board Meeting as circulated. **Carried.**

4. President's Comments

- Lipstick Update
- Brag Sheet Update
- Barbara Jaffray updated the Board regarding the Brag Sheet and the Lipstick project.

5. CEO Report

Updates were provided for the following areas:

- WE Seniors Reach
- 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 Dolores Brent, that the Board accept the December 2025 Financial Statements as information. **Carried.**

Motion:

Moved by David Baxandall, seconded by Jay Pritchard that the Board tentatively approve the 2026 Draft budget as discussed. **Carried.**

- Investment status reviewed.

b. Policy and Bylaw Committee – Lesley Conley

- Policy C2 Discussion – Discrimination, Harassment, Bullying, and Misconduct
- Violence & Harassment Prevention Plan – OHS Code Part 27
- Alberta Charitable Fundraising Act – Registration

- ED to CEO Title Change – Draft Special Resolution
- Board Policy B4 – Draft Policy Change
- WSAC Joint Health & Safety Committee (JHSC) Updates
- Board Policy Manual Updates

Motion:

That the Board approve the proposed updates to the title pages of the WSAC Master Index of Board Policies and the WSAC Bylaws, replacing the current titles with “Westend Seniors Activity Centre Operating as WE Seniors,” to reflect the organization’s registered trade name and broader service region.

Moved by Lesley Conley, seconded by Rose Bilou that the Board accept the motion as circulated. **Carried.**

Motion:

That the Board approve the three proposed additions to Board Policy B4: Roles and Responsibilities of the Executive Director.

Moved by Lesley Conley, seconded by Dolores Brent that the Board accept the Motion as circulated. **Carried.**

Motion:

That the Board approve the Special Resolution to amend the WSAC bylaws by replacing all references to “Executive Director” with “Chief Executive Officer (CEO),” and that this Special Resolution be presented to the membership for approval at the 2026 Annual General Meeting. If approved by the membership, the change will be filed with Alberta Corporate Registry in accordance with Section 15(1) of the Societies Act.

Moved by Lesley Conley, seconded by Barbara Thompson that the Board accept the motion as circulated. **Carried.**

Motion:

That the Westend Seniors Activity Centre proceed with registration under the Alberta Charitable Fundraising Act to ensure compliance, transparency, and best practices in charitable governance.

Moved by Lesley Conley, seconded by Dolores Brent that the Board accept the Motion as circulated. **Carried.**

c. Human Resource Committee – Lois Thurstan

- Debriefed the process of completing the ED’s 2025 Performance Review.

- Discuss Board Performance Review timelines.
- Discuss recognizing departing Board members: draft policy next month
- Exit interviews survey creation

d. Fundraising Committee - Barbara Thompson

- Groceries fundraiser: lack of merchant participation
- Art Sale scheduled for Older, Bolder, Better.
- New Direction: "Cruise for Two" fundraiser with Viking Cruise Lines.
- Discussion about Christmas and Spring sales

Motion:

That the Board approve to discontinue the Spring Plant & Christmas Poinsettia Sales.

Moved by Barbara Thompson, seconded by Dolores Brent that the Board accept the Motion. **Carried**

e. Nominations and Elections Committee – Lorne Brackenbury

Updates about the Nominations

f. Planning Committee – Jay Pritchard

Discussion about Strategic Plan (2027–2029)

g. Executive Committee – Jay Pritchard

- Development of the Board Agenda
- Progress update on Lipstick
- Updates on contractors
- CEO Performance Review
- Staffing matters

h. President & CEO

7. General Discussion:

- Bright and Fresh:
 - 1) Environmental Improvement
 - 2) Member Benefits
- OBB Event Development

Motion to extend the meeting by 15 minutes.

Moved by Barbara Thompson, seconded by Dolores Brent, that the Board accept the motion. **Carried.**

8. New Business:

Performance Review - Board of Directors

Motion to extend the meeting by 10 minutes.

Moved by Barbara Thompson, seconded by David Baxandall that the Board accept the motion. **Carried.**

9. Next Board Meeting

Date & Time: February 26, 2026, 9:30 a.m. – 11:20 a.m.

Location: WSAC Board Room

10. Adjournment: The meeting adjourned at 12:07p.m.

Minutes recorded by:

Maggie Zhao, Board Secretary