Board of Directors Meeting Minutes

Date: March 26, 2026
Time: 9:39 a.m. – 11:40 a.m.
Location: Westend Seniors Activity Centre Board Room

Present:

Jay Pritchard (President)
Lesley Conley (Vice President)
David Baxandall (Treasurer) — Attended Remotely
Dolores Brent (Director)
Lorne Brackenbury (Director)
Dianne Walker (Director)
Rose Bilou (Director)
Barbara Gibson (Director)
Kyle Whitfield (Director)
Haidong Liang (CEO)
Barbara Jaffray (Operations Manager)
Maggie Zhao (Board Secretary)

Regrets:

1. Swearing-in Ceremony of Board Members

- Board members completed the Oath of Office and signed the official documents.
- President Jay Pritchard welcomed the new Board members.

2. Call to Order

President Jay Pritchard called the meeting to order at **9:39 a.m.**

3. Consideration of the Agenda

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

4. Consideration of the Minutes

Motion: Moved by Lesley Conley, seconded by Dianne Walker, that the Board accept the minutes of February 26, 2026 Board Meeting as circulated. **Carried**

5. President's Comments – Jay Pritchard

- **AGM Acknowledgement:** The Annual General Meeting was completed successfully. President Pritchard thanked staff and directors for their support and contributions.

- **Organizational Consideration:** Jay's goals

1) Make Westend Seniors Activity Centre the finest place in Alberta for seniors to enjoy themselves and build social connections.
2) Expand our service reach with greater intentionality

- **Election of Officers**
  1) **Vice President**
     Barbara Gibson nominated Lesley Conley.
     Lesley Conley accepted the nomination.
     No further nominations were received.
     Lesley Conley was elected Vice President.
  2) **Treasurer**
     Lorne Brackenbury nominated David Baxandall.
     David Baxandall accepted the nomination.
     No further nominations were received.
     David Baxandall was re-elected Treasurer.

- **In-Camera Session (Human Resources Matter)**
  1) **Motion to Enter In-Camera session:** Moved by Dolores Brent, seconded by Lesley Conley. **Carried**
  2) **Motion to Exit In-Camera session:**
     Moved by Dolores Brent, seconded by Dianne Walker. **Carried**

  During the Closed session the Board discussed a human resources matter. Decision made in-camera will be implemented in real time by our President, Jay Pritchard.

- **Committee Membership and New Meeting Schedules**
  1) Committee volunteer appointments are for one-year terms.
  2) Committee Chairs will submit recommended volunteers' names to the Board for approval.
  3) Moved by Lesley Conley, seconded by David Baxandall that the committee assignments distributed at the meeting be approved by the Board. **Carried**

- **On Being Successful:** Directors shared their perspectives on what makes the board and organization successful.

6. CEO Report – Haidong Liang

Updates were provided regarding:

- WE Seniors Reach
- Programs and Events
- Outreach and Volunteers
- Facility Rentals and Community Café
- Facility Updates
- Grants and Funding

- Partnerships and Fundraising

7. Committee Reports

a. Finance Committee – David Baxandall

Motion: Moved by David Baxandall, seconded by Lorne Brackenbury, that the Board accept the February 2026 Financial Statements as information. **Carried**

- February 2026 Financial Statements - reviewed
- Investments Status update - reviewed

b. Policy and Bylaw Committee – Lesley Conley

Updates included:

- Violence & Harassment Prevention Plan (OHS Part 27)
- Objects: Documents submitted to Corporate Registry
- Joint Health and Safety Committee framework (Draft completed)
- Fundraising Policy scheduled review (Draft revisions in progress)
- Board Policy Manual status update
- Health and Safety Board Policy review

c. Human Resources Committee – Lesley Conley

- Board Member Exit Interview Survey:
  1) Questions on the Survey have been confirmed by the committee.
  2) The Survey will come to the April Board meeting for approval.

d. Fundraising Committee – Rose Bilou

Art Sale update provided.

e. Nominations and Elections Committee – Lorne Brackenbury

f. Planning Committee – Jay Pritchard

- Strategic Plan 2029 — Begin Planning Process.
- Sustainability planning (2026–2029 and beyond)
- Board-sponsored BBQ update: May 14, 2026
- Directors invited to submit personal stories for newsletters (now due)
- Expanding WE Seniors' regional reach through intentional outreach
- Potential future planning discussions with FCSS regarding service expansion

g. Executive Committee – Jay Pritchard

- Board configuration possibilities for 2026–27
- Board Committee membership for 2026–27
- Changes at ESCC
- Appreciation expressed to Lois for her service as Vice President during the 2025–26 term

h. President & CEO Report

- Joint Occupational Health and Safety Committee
- 2025 Annual Report
- AGM considerations
- Board Configuration 2026–27
- Digital Historical Documentation of the Board
- Influence of AI day-to-day
- Human Resources matters
- Building exterior improvements (“lipstick”)
- Changes at Sage

8. General Discussion

- Video from City of Edmonton
- Introduction of individual Board members
- The Board as “one”

Note: These topics will be handled during our April Board Meeting.

9. New Business

None recorded.

10. Next Board Meeting:

Date: April 30, 2026
Time: 9:30 a.m. – 11:20 a.m.
Location: Westend Seniors Activity Centre Board Room

11. Adjournment

The meeting adjourned at **11:40 a.m.**

Minutes recorded by:
Maggie Zhao
Board Secretary