



## Board Meeting Minutes

**Date:** April 30, 2026

**Time:** 9:31 a.m.– 11:45 a.m.

**Location:** Westend Seniors Activity Centre Board Room

**Present:**

Jay Pritchard (President)  
Lesley Conley (Vice President)  
David Baxandall (Treasurer)  
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. Call to Order

Jay Pritchard, President, called the meeting to order at 9:31a.m. in the Westend Seniors Activity Centre Board Room.

### 2. Consideration of the Agenda

**Motion:** Moved by Lorne Brackenbury, seconded by Barbara Gibson, 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 March 26, 2026 Board Meeting as circulated. **Carried.**

### 4. President's Comments - Jay Pritchard

- Swearing-in - David Baxandall: David joined the last meeting remotely during the swearing-in ceremony.
- Kyle Whitfield: self-introduction (New director)
- info@WESeniors.ca: Members can send their suggestions about the Centre to this email address.
- BBQ – Dolores & David, May 14, 2026 at 5:00PM

- Lease renewal: Barbara Jaffray will initiate a conversation with the landlord.
- Workplan for Maggie: creating, tracking workflow. Reorganizing google drive.
- Director Connections to the Board Secretary
- Happiness sharing: Each participant in the meeting brought joy by sharing something from their life that made them feel happy. What an amazing conversation!

## 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:
- Older Bolder Better:

## 6. Committee Reports

### a. Finance Committee – David Baxandall

- March 2026 financial statements
- Investments Summary

**Motion:** Moved by David Baxandall, seconded by Dianne Walker that the Board accept the March 2026 Financial Statements as information. **Carried.**

### b. Policy and Bylaw Committee – Lesley Conley

- Violence & Harassment Prevention Plan Framework: Reviewed
- Health & Safety Program Policy (B 9.8): Reviewed the draft, suggested revisions
- Board Policy Manual – Status Update
- Draft Objects and related questions from the volunteer lawyer will be circulated by Lesley for Committee feedback ahead of the May meeting.
- Bylaw and Policy Reviews:

**Motion:** Moved by Lesley Coney, seconded by Barbara Gibson that the Board accept the April 2026 Policy and Bylaw Committee Report as information. **Carried.**

### c. Human Resource Committee – Lesley Conley

- Reviewed Board Questions Regarding Member Survey
- Approved Proceeding with Board Handbook / Onboarding Guide
- Discussed Nominations & Elections Oversight
- Reviewed Board Development Topics

- Submit a performance review schedule by early fall

**Motion:** Moved by Lesley Coney, seconded by Lorne Brackenbury that the Board accept the April 2026 Human Resource Committee Report as information. **Carried.**

**d. Fundraising Committee – Rose Bilou**

- Terms of reference: reviewed
- Art Silent Auction Preparation
- Edmonton Oilers Grant Application

**Motion:** Moved by Rose Bilou, seconded by Barbara Gibson that the Board accept the April 2026 Fundraising Committee Oral Report as information. **Carried.**

**e. Nominations and Elections Committee – Lorne Brackenbury**

- No report provided

**f. Planning Committee – Jay Pritchard**

- Terms of Reference Review: remove the reference to the External Advisory Committee.
- Director Stories for publications
- Name Tags: Directors are doing an excellent job wearing it.
- BBQ Event: May 14, 2026
- Meetings with government representatives are ongoing.
- Committee-to-committee meetings continue to be encouraged where appropriate.
- Risk Management – Bylaws and Policies Review
- Questions and Comments from Board Members

**Motion:** Moved by Jay Pritchard, seconded by Dolores Brent that the Board accept the April 2026 Planning Committee Report as information. **Carried.**

**g. Executive Committee – Jay Pritchard**

- Political outreach
- Meet the New Board BBQ – May 14, 2026
- Elevator progress and related issues
- Board training proposal
- Draft Health & Safety policy (Bylaw & Policy Committee) – discussed
- Donated hallway display board – discussed
- WE Seniors website suggestions – members to email [info@WESeniors.ca](mailto:info@WESeniors.ca)
- Director's Handbook development (HR Committee request)
- Lease renewal update
- April Board Meeting agenda development

**Motion:** Moved by Jay Pritchard, seconded by David Baxandall that the Board accept the April 2026 Executive Committee Report as information. **Carried.**

#### **h. President & CEO**

- Upcoming meetings between our CEO and City Council members were shared and discussed.
- Pros and cons of a proposed meeting with FCSS regarding the future of WE Seniors were discussed,
- A brief review of a couple of Human Resources matters.
- The trials and tribulations of an expanded OBB were discussed.
- Board professional development opportunities were discussed.
- Implications for the installation of a new elevator were shared.
- Summer Camps for members of a local debating club were discussed: July 2026

**Motion:** Moved by Jay Pritchard, seconded by Lesley Conley that the Board accept the April 2026 President & CEO Meeting Report as information. **Carried.**

#### **7. General Discussion:**

- Risk Review and Bylaw Amendment Initiation
- A Special Meeting: October

**Motion:** That the Policy and Bylaw Committee review the bylaws and initiate bylaw amendments and submit a draft to the Board. Moved by David Baxandal, seconded by Kyle Whitfield. **Carried.**

#### **8. New Business:** Email Signature

- Thomas Zheng, Engagement & Communications Manager, helped Directors to set up Email Signature Blocks.

#### **9. Next Board Meeting**

**Date & Time:** May 28, 2026, 9:30 a.m. – 11:20 a.m.

**Location:** Westend Seniors Activity Centre Board Room

#### **10. Adjournment:** The meeting adjourned at 11:45 a.m.

#### **Minutes recorded by:**

Maggie Zhao, Board Secretary