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Red Willow Place  
7 Tache Street  
St. Albert, Alberta  
T8N 2S3  
780-459-0433  
info@stalbertseniors.ca  
www.stalbertseniors.ca

# BOARD OF DIR

## REGULAR MEETING MINUTES WEDNESDAY, AUGUST 28, 2019 - 9:00 A.M. RED WILLOW BOARD ROOM

**MEMBERS PRESENT** Winston Lane, Mavis McKay, Harry Gaffney, Elizabeth Hurley, Pat Phelan, Marian Lang, Cathie Clausen, Sharon Ryan, Wayne McCutcheon,  
Absent with Regrets: Toni Tesar and Liz Allchin

**ADMINISTRATION** Jonna Grad

**CALL TO ORDER** President Winston Lane called the meeting to order at 8:58 a.m.

**APPROVAL OF CONSENT AGENDA** **Marian Lang** requested that the minutes of the Executive Committee be pulled for clarification and **Marian Lang/Elizabeth Hurley** THAT the balance of the Consent Agenda be approved.

**CARRIED UNANIMOUSLY**

**APPROVAL OF AGENDA** **Wayne McCutcheon/Pat Phelan:** THAT the Agenda be approved.

**CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES** **Pat Phelan/Sharon Ryan** THAT the Minutes be adopted as distributed.

**CARRIED**

**FINANCE REPORT** Mavis McKay reviewed the financial information for the period ending July 31, 2019 and highlighted several areas. **Mavis McKay/Marian Lang:** THAT the financial report be received for information.

**CARRIED UNANIMOUSLY**

**EXECUTIVE DIRECTOR REPORT**

Jonna Grad provided a statistical sheet for August, 2019 on average daily attendance, social media followers, mail, membership, volunteerism, number of classes scheduled for the fall, and other valuable information. The amount received on Registration day was approximately \$40,000. We lost one instructor who is ill. A staff member has resigned who was on contract for 2.5 days per week. Jonna reported that she would have more information on the IT situation for the next Board meeting. She has texted Scott Hayes congratulations on the two articles he provided for the Gazette in the month of August. **Mavis McKay/Wayne McCutcheon:** THAT the Board supports the applications for the City of St. Albert Operating Grant and the FCSS Grant.

**CARRIED UNANIMOUSLY**

**BUSINESS ARISING FROM MINUTES** Strategic Planning – How did it go? A report will be provided at the next Board meeting.

**FUND DEVELOPMENT**

**Pat Phelan/Elizabeth Hurley** to ratify the e-mail motion made on August 5 to approve the Sponsorship/Partnership Package prepared by the Fund Development Committee. The data book for sponsors needs to be kept in a central place (involve Fund Development Committee).

**CARRIED UNANIMOUSLY**

**50<sup>th</sup> ANNIVERSARY**

It was agreed that Lila deserves recognition for the fabulous job she did for the Launch Event celebrating the beginning of our 50<sup>th</sup> Anniversary year.

**GOVERNANCE**

It was agreed to defer the Terms of Reference to the next Board meeting. They have to be updated and revised.

**NEW BUSINESS**

Seniorizing in Alberta – The Senior Advisory Committee has been here gathering information. The possibility of encouraging us to support an Age Friendly City similar to the City of Edmonton was presented. It was suggested that we entertain the use of a program by Dawn Fowler which is a private business.

Board Meeting Date – A discussion took place and it was agreed to leave the Board Meeting at Wednesday, the fourth week of the month.

**ACTION ITEMS**

Action items attached to the minutes were reviewed and will be updated as per discussion.

**IN CAMERA**

**Mavis McKay/Elizabeth Hurley:** That the board move In Camera at 11:20 a.m.

**CARRIED UNANIMMOUSLY**

**Mavis McKay/Harry Gaffney:** That the board move Out of Camera at 11:55 a.m.

**CARRIED UNANIMMOUSLY**

**NEXT MEETING:  
ADJOURNMENT**

Wednesday, September 25, 2019 at 9:00 a.m.  
Wayne McCutcheon moved the meeting adjourned at 11:57 a.m.

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Winston Lane, President

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Mavis McKay, Secretary Pro Tem

**Summary of Actions:**

<b>Key Action</b>	<b>By Whom</b>	<b>By When</b>
Job description for historian to be simplified and the request for a volunteer will go into the bulletin	Jonna Grad/Jessica	September 2019
Committees: -Review Terms of Reference	Governance	August 2019
Cannabis Policy	Risk Management	2019
Seniorizing in Alberta	Jonna Grad	2019-20

**Summary of Motions:**

<b>Description</b>	<b>Follow Up</b>
<b>Pat Phelan/Elizabeth Hurley</b> to ratify the e-mail motion made on August 5 to approve the Sponsorship/Partnership Package prepared by the Fund Development Committee. The data book for sponsors needs to be kept in a central place (involve Fund Development Committee).	