

**WILSON SENIORS ADVISORY BOARD – Minutes December 10, 2025**

**Attendees:** Barbara Allen, Mary Bolton, Diane Brown, Pat Dales, Teresa Foreman, Joan Mullen, Ann Pratt, Don Preston, Jas Sandher, Barrie Seaton, Ravi Seru, Royce Shook, Donna Stanbrook, Doug Stanbrook, Diane Todd, Gilda Tweedie, Gwendoline Turpin

**City:** Baljit Sastry, Carrie Nimmo, Danielle Plaza

**City Council Designate:** Nancy McCurrach

**Absent:** Joan Mullen (Director), Ravi Seru (Director), Danielle Plaza (City), Nancy McCurrach (Council Designate)

**Meeting Called to Order at 10:05 a.m.**

**A moment of silence was called to remember Karen Dobson.**

**1. Motion to approve the minutes of the previous meeting as circulated.**

**Moved:** Gwendoline Turpin                      **Seconded:** Gilda Tweedie                      **Carried**

**2. Additions to the Agenda**

The following items were added to the agenda:

- a) Badges and Business Cards
- b) Review Constitution, Bylaws and Policy and Procedures Handbook
- c) Logo

**Motion to approve Agenda, as amended.**

**Moved:** Gwendoline Turpin                      **Seconded:** Gilda Tweedie                      **Carried**

**3. Reports**

- a. **City Report:** Baljit Sastry/ Carrie Nimmo (see attached)
- b. **Councillor Report:** Nancy McCurrach (absent)
- c. **President’s Report:** Royce Shook (see attached)
- d. **Treasurer’s Report:** Barbara Allen (see attached)
- e. **Community Resource Network (CRN) Report:** Gilda Tweedie (see attached)

Board members are requested to send ideas to Gilda for future events.

A discussion was held confirming the legal name of the Board is Wilson Centre Seniors’ Advisory Association and the trademark name indicated with TM is Wilson Seniors’ Advisory Association.

To ensure members who register for free events show up, it was suggested that \$10 could be charged and then refunded to those who attend the event.

**Motion to accept the above reports.**

**Moved:** Barbara Allen

**Seconded:** Gilda Tweedie

Carried

**4. Action Items**

- a. **Social Activities:** Ann Pratt

Next years programs are set.

- b. **Bingo:** Diane Todd

Bingo closes on December 17<sup>th</sup> and will begin again on January 7<sup>th</sup>.

- c. **Tuesday Talks Report:** Pat Dales

A brochure showing the Tuesday Talks from January to March 2026 was distributed to the Board.

- d. **Bus Excursions:** Doug and Donna Stanbrook

The bus excursion to the UBC Anthropology Museum in February 2026 is already fully booked. The next bus excursion is to the Harrison Tulip Festival in the spring. It was suggested that the events or bus excursions not limit the day of the week on which to be offered, as not all members attend all the regular weekly activities, and they could choose the event in which they wish to participate.

A suggestion was made to ask the members for suggestions for future events and bus excursions in What's Up Wilson. Members can email their suggestions to the WSAA website.

- e. **Marketing Strategy Development:** Royce Shook and Barrie Seaton

The strategy and marketing committee meeting is scheduled at 9:00 a.m. on January 20<sup>th</sup>.

Two samples of the mailout were distributed to the Board members to select their preferred version. It was suggested that a note indicating how long the senior centre has been running be added to the mailout. The mailout will be sent out in February or March 2026.

The City will handle the memberships. There was a discussion regarding offering a free membership to new members as a result of the mailout, but the cost to the Board is too high. It was suggested that a draw could be made from a list of new members to win a gift basket. The Board will find a sponsor for the gift basket.

The City is planning on preparing a Welcome Basket for new members. It will contain a welcome letter written by Royce (which will be brought to the January meeting), a What's Up Wilson brochure, information on the WCSAA and information on the activities offered for seniors. Anyone interested in helping with the Welcome Baskets is asked to contact Baljit.



The articles will be added on the google page.

d. **Revision of Volunteer Reimbursement:** The CRA rules were reviewed, and it was deemed that the volunteer reimbursement rules must be updated. This will be reviewed during the January meeting.

e. **BC Health Contract Registry request from Emma Juergensen from UBC:** This was outlined during the President's Report.

f. **WCSAA Handheld Microphone:** This will be reviewed during the January meeting.

g. **Badges and Business Cards:** See discussion above.

h. **Review of Constitution, By-Laws, Policy and Procedures:** These documents will be distributed by email, and the Board members are asked to provide their feedback to Barrie Seaton.

**6. Adjournment:**

**Motion was made to adjourn the meeting at 12:00 p.m.**

**Moved:** Barbara Allen

**Seconded:** Gilda Tweedie

**Carried**

**Next regular Board Meeting January 14, 2026, at 10:00 a.m.**

## **City Report to the Wilson Seniors Advisory Board Dec 10, 2025, Reported by Baljit Sastry and Carrie Nimmo**

### **Membership**

- As of Dec 7, 2025, we now have 1095 seniors' services members.

### **Holiday Hours of Operations**

- Wilson Kitchen will be closed from Dec 22nd – Jan 2nd (re-opening on Jan 5th)
- PCCC and Hyde Creek will be open on Christmas Eve and New Year's Eve until 4:00pm, closed on Christmas Day, Boxing Day and New Years Day
- Gathering Place will be closed from Dec 25th – Jan 1 (Re-opening on Jan 2nd from 9:30am – 4:30pm)

### **Accessibility Committee Meeting**

- Royce represented the Wilson Seniors Advisory Board – thank you for attending!
- Shared highlights on what we have completed in the Accessibility plan and what we are planning for 2026: • The City's financial assistance program continues to be well utilized, including individuals with disabilities who are disproportionately represented as low-income. The program continues to grow. 2026 applications opened on Dec 1st.
- Acting on community feedback to remove barriers in City facilities. **Examples include** Handles in HC showers and Change rooms
- Continuing to invest in adding accessible parking, sidewalks and pedestrian safety improvements. Ex. curb ramps, sidewalk repairs.
- Expanded accessibility considerations for snow removal. Now prioritize high-traffic pedestrian routes and wheelchair access.
- Provided an Opportunity for Members to share any emerging community accessibility needs
- Staff bring info back to each area to inform accessibility priorities and planning for 2026 and our next Accessibility Plan.

### **Events**

- **Singalong Frozen:** movie screening in MWAG on Dec 13th, 2-4 pm – free - preregister online
- **CPKC Holiday Train:** The CPKC Holiday Train tours across tons of communities with professional musicians playing free concerts from the brightly decorated train's stage.
- Date: Sat Dec 20th, 2025
- Train Arrival: 6:35 pm
- Location: Kingsway (between Mary Hill Road and Wilson Ave)
- Entertainment: Barenaked Ladies
- Before the train arrives, there will be festivities from 4-6:30 pm at PCCC, where there will be an Arts and Crafts station, a movie showing of "How the Grinch Stole Christmas" and hot chocolate and popcorn.

## **City Report to the Wilson Seniors Advisory Board Dec 10, 2025, Reported by Baljit Sastry and Carrie Nimmo**

- **Robbie Burns Luncheon:** Celebrate the life and achievements of Robbie Burns, eat a Scottish meal and enjoy the entertainment. (Jan 22nd, 12:30 pm – 2:30 pm in the Mabbett Hall). Registration opens Dec 19th, 2025.

**Thank you** to the Board for all of the work that has allowed us to work together to help support Seniors Services in 2025. We thank you for the conversations and the ideas that have allowed us to provide inclusive and diverse programming for seniors in our community. We look forward to working with you in 2026!

## **President's Report – December 2025**

A great deal has happened since our last meeting. The loss of Karen came as a shock to all of us, and our hearts remain with her family. Her Celebration of Life will be held on Friday, and I hope we will be well represented as we honour her memory. We especially felt her absence while decorating the Christmas tree this year, she had helped with it faithfully for many years. My thanks to Doug, Donna, Don, and Barbara for stepping in to make sure the tree looks as wonderful as ever.

Our Birthday Socials, organized by Ann and Terea, continue to bring people together in ways that matter. The music, dancing, and laughter once again lifted spirits and reminded us why these gatherings are so valued by our seniors.

Doug and Donna, working with Gilda, have been moving the next bus excursion forward while doing everything possible to keep costs affordable. Posters are completed, and registration is now open.

Tuesday Talks and Bingo, coordinated by Pat and Diane, continue to draw strong participation. Our most recent Tuesday Talk had more than 50 attendees, and Bingo numbers keep climbing.

### **City Insurance Inquiry**

I also received an email from Carolyn Deakin regarding the City's liability insurance renewal. Below is the City's inquiry, followed by my response.

#### **City's Inquiry (excerpt):**

*"In preparation for the City's Liability Insurance renewal, we are reviewing the additional insureds... The agreement involving the Simon Fraser Health Region (CC89/00) may no longer be active. Please advise..."*

#### **My Response:**

Hi Carolyn,

I'm following up on your inquiry regarding the City's liability insurance renewal.

Attached is the Board's current Certificate of Insurance, which has been in place for several years. I am not familiar with contract CC89/00, and as the Simon Fraser Health Region has not existed since the early 2000s, I am uncertain whether any agreement associated with it remains active.

For context, the Wilson Centre Seniors Advisory Association previously delivered several programs, likely under agreements with the former Health Region or the City, between approximately 1995 and 2014. These included:

- Community Volunteer Services for Seniors Outreach Program
- Blood pressure, foot care, immunization, and health clinics
- Heart, stroke, and weight management programs
- Tax preparation assistance for low-income seniors

These programs are no longer delivered by the Association. Our only current related activity is supporting Rotary with tax preparation assistance for low-income seniors.

Our present liability insurance reflects and covers the activities we currently conduct, as shown in the attached certificate.

If you need additional information or clarification, please let me know. I can be reached at 604-945-0395 (home) or 604-867-2946 (cell).

Thanks,

**Royce Shook**

President, Wilson Seniors' Advisory Association

### **UBC Student Project**

We also received an inquiry from a student in the UBC Faculty of Medicine inviting us to participate in a research project. After surveying the Board, nine Directors expressed interest. Given the timing and how busy December becomes for everyone, I asked if we could begin working with her in the new year. Her response was *I totally understand that the timing is not ideal for December. I have limited availability in January; however, should have some time in the second half of January or the first week of February. I will reach out again after January 2 and see if we can find a date that works.*

### **Dementia Caregivers Project**

Funding for the Dementia Caregivers project has now been received. We have formed a working group led by Gilda and supported by Barbara, Joan, Jas, and Pat. I have contacted Massi with the details, and she is excited to work with us on the project. Gilda has already met with her, so the project has started.

### **Mail Drop Update**

Thank you to the Board for your thoughtful feedback on the mail drop poster, the attached version has been approved.

A quick overview of the financials:

- **Postage:** ~\$1,800
- **Printing (brochure, full colour, medium-grade 8.5x11):** ~\$1,000
- **Total (without incentives):** ~\$3,000

We had originally discussed budgeting **\$7,000** for the mail drop program and running it twice. If we include an incentive (such as a free membership), the incentive cost could range from **\$2,000–\$6,000**, depending on response rates. This would limit us to **one** mail drop instead of two.

Given this, we should review what incentive, if any, makes the most sense before finalizing.

### **Volunteer Reimbursement Policy**

We received a request for reimbursement of funds spend on the raw materials for creating items for the display case. So, I checked the Revenue Canada Rules and realized that our policy needed to be updated. Basically, the update removes duplication, aligns terminology, and hopefully organizes everything and keeps it clear but it also takes into account the CRA rules and adds the CRA-compliant receipting provisions.

## **COALESCE Project Update**

*(Championing Older Adults for Leadership in Environmental Sustainability and Climate Empowerment)*

- A meeting was held with Silver Harbour Seniors Centre, one of COALESCE's key partners, to prepare for the upcoming sensor phase. They remain highly engaged and eager to collaborate.
- All Life Course interview transcripts have now been reviewed or are close to completion. The research team has begun analysis, including coding, identifying emerging themes, and developing early insights.
- The team also met with colleagues from a related UBC sensor/weather study. Their lessons and resources open up exciting opportunities for shared learning and potential collaboration.
- COALESCE was recently featured in a regional seniors' planning society newsletter, which highlighted the project and outlined next steps for the sensor work. *(Link available in the original correspondence.)*

Finally, thank you all for the work you've done over the past month, and for everything you continue to do for our seniors and our community I wish you and your families a wonderful Christmas full of love, laughter and Joy.

The calendar is updated to March 24, 2026, for the Tuesday Talks

There are some webpage memory issues that I still need to sort out. I am looking into how to correct these with the following instructions from Darrell.

**Memory usage**

We are at over 50% of our web space. There appear to be some videos uploaded – videos should be on YouTube with links from the website. To embed videos, we would need to use the Divi editor. We are currently using the default WordPress editor, which is simpler to use. To continue using the simple editor, we would create a link to the video and not embed the video. Viewers would have to click on the link to view the video. I need to know if this is what we want to do.

If we switch to the Divi editor, which is more complicated, the embedded videos will show on the web page as well as on YouTube but would use far less web space.

Darrell says the cost of this would be me learning how to use Divi.

Sorting these issues out is necessary to fix our memory needs.

**Pictures should be .jpg files**

Filenames should be all lower-case letters, numbers, with the only special character being a – (for example, jingle-mingle-2025.jpg)

All files sent to me should be attached to an email. The pictures embedded in the email require a lot of editing and don't always look as good as they could.

**Training**

Basically, Darrell could provide basic training on how to create meeting minutes posts and calendar event posts. He can discuss what we are doing and answer questions about the process.

He is not sure that having a training course on WordPress, internet access or editing pictures is something that he can do. He is definitely not the person to assist people with their laptops or computers (that's IT support).

He could do a brief walk-through session for up to three people on a laptop, lasting less than 1 hour for about \$150.

We need to figure out what we need and what the Board wants to do and then get back to Darrell with an outline of what we need. If he cannot deliver maybe he knows someone who can.

Gwendoline Turpin