

ACADEMY FOR LIFELONG LEARNING

ANNUAL GENERAL MEETING

WEDNESDAY, MAY 21, 1997

(Agenda for this meeting is missing)

ACADEMY FOR LIFELONG LEARNING

MINUTES OF THE ANNUAL GENERAL MEETING
May 22, 1996, 11:00 a.m., Alumni Hall, Victoria University

1. Welcome to the Annual General Meeting

Jim Torrie called the meeting to order and welcomed members and guests.

2. Minutes of the last Annual General Meeting, May 25, 1995

Aaron Hermant moved that the minutes be approved, seconded by Iola Smith. Motion carried.

3. Report of the President - Jim Torrie

Jim reported that this had been a very successful year for the Academy. He thanked the Board for their hard work and support, the facilitators for their able leadership, and the Academy members on whom our success ultimately depends. Lorraine Nishisato and her staff at the School of Continuing Studies were thanked for their assistance. He noted that the year's Social Events were well received: the country afternoon in June, the Potluck Picnic, the Fall Walk on the escarpment, the Holiday Season Party and the Spring Brunch at Helen Phelan's lovely home. Jim spoke of the University of Toronto Task Force Report; and reported that the Board has appointed a committee to look into establishing a bursary fund to assist mature students attending regular university courses. Members will be kept advised of further developments.

4. Committee Reports

Registration - Tenny Street

Tenny reported that our membership in this, our fifth year, totaled 203. She noted that attendance dropped off during the winter, with snowbirds going south and bitter winter weather. Since enrollment is limited, she urged members to select only those courses they plan to attend regularly, leaving space for other members. She thanked the members of her Committee, Vivian Haar, Margaret Robertson and Jean Iverson, as well as the Curriculum Committee.

Curriculum - Laura Baldwin

Laura thanked the members of her Committee: Juliette del Junco, Peggie Sampson, Aaron Hermant, Robbie Robinson, Finlay MacKenzie, Linda Tu, Nina McFarland, Joan Stewart and Jean Iverson. She noted that two training sessions had been held for facilitators, thanked those facilitators who were discontinuing: Nancy O'Connor, Wolf Gluck, Rivanne Sandler, May Karel, Gerry Grossman and Ruth Gladstone, and welcomed several new ones: Lyla Barclay, John Yarnell, Hubert Stehr, Tony Barclay and Audrey Fernie. Many of the workshops have been rescheduled to allow members who can only come on specific days to have a change of menu. She extended a special thanks to the Registration Committee for their support and assistance.

Communications - Linda Tu

Linda noted that the Social Events to which Jim had referred came under her domain and she thanked the committee members who contributed to their success, particularly Ellen McCormick who was responsible for making the arrangements and handling the RSVPs. Viki Colledge and her committee were thanked for the quarterly newsletters. The Spring Talks series had been very well received, and the members responsible for its success were thanked: Margaret Robertson, Ruth Ellenzweig, Viki Colledge, Veronica Soskin, Jeannie Newman and John Sheppard.

Finance - Gordon Shimizu and Hilda Cohen

Gordon noted that the financial statement had been sent to members with the AGM notice. He thanked the Committee, Iola Smith, Jim Spence and Jean Iverson for their assistance, as well as Vivian Hames at the School of Continuing Studies. He noted that we continue to be in a surplus position, with a reasonable fund in reserve to handle unexpected expenses. It was noted that the Special Projects Fund consisted of money received from other than Registration Fees.

5. Revision of By-Laws - Aaron Hermant

The Board recommended a revision of the section of the by-laws relating to the rotation of board members. Following a brief discussion, Linda Tu made a motion that the revision be approved, seconded by John McClelland. Motion carried.

6. Election of Board Members - Aaron Hermant

Aaron reported that the Nominating Committee had presented its slate of officers and that no further nominations had been received from the membership. Accordingly, the following Board members were elected by acclamation: Lyla Barclay, Joseph Casse, Valentine Khaner, Finlay MacKenzie, Margaret Robertson and John Yarnell.

7. New Business

- i) Linda Tu thanked our outgoing President, Jim Torrie, for a job well done and presented him with a \$50 gift certificate for the University of Toronto Bookstore as a token of our thanks.
- ii) Ruth Ellenzweig introduced and welcomed Morton Rashkis who was one of the Founding Members of the Academy and served as President during the first year of operation.
- iii) There was a brief discussion on several matters raised by members: establishing a lower fee for members attending only one session, reaching out to groups not represented in our membership at present, initiating some activities with undergraduates, scheduling some workshops to run longer than two hours. These matters will be considered by the Board at its regular meetings.

8. Adjournment

The meeting was adjourned on a motion by Virginia Creswell-Jones, seconded by Robbie Robertson. Motion carried.

Robinson

REPORT OF THE TREASURER AND FINANCE COMMITTEE
ANNUAL GENERAL MEETING, MAY 21, 1997

The Academy has had another successful fiscal year as we operated within our budget and had a surplus. The complete financial report is attached.

1996/97 was, however, a very significant year as has been stated by our President and others. Fiscal matters of some substance were addressed by the Academy Board and had a bearing on the decision to move to Victoria University from the School of Continuing Studies of the University of Toronto. Because of the restructuring of the financial arrangement within the University of Toronto, our continuing affiliation with the School of Continuing Studies would have resulted in significant increases in our expenditures and hence our fees.

Happily, our relocation to Victoria allows us to avoid this issue. However, as the Academy will not be a programme of Victoria University, but only physically located there, we will lose both the income tax deduction and University-wide library privileges. Victoria will allow us the use of the E. J. Pratt Library for a nominal annual cost which will be included in the membership fee. The loss of the income tax deduction will be partially compensated for by the reduction in fees..

The Academy was able to implement its Bursary programme which was initiated last year. Our accumulated surplus at the School was about \$14,000, an amount comparable to the initial start-up grant obtained from the Federal Government's New Horizons programme. The Board felt that the use of \$10,000 of the surplus towards a bursary fund for mature students at Victoria College was the most appropriate use of these monies. Our donation will be matched by both the University and the Ontario government, trebling our contribution and thus establishing a solid bursary.

The proposed budget for 1997/98 reflects our changing status. There will be a one-time expenditure for incorporating the Academy as a non-profit corporation and, as we will be responsible for our own accounting, allowance has been made for possible additional bookkeeping and auditing costs. In addition, we have a sufficient reserve for unexpected expenses. We are confident that the Academy is in a sound fiscal state as we enter this new phase of our history.

The members of the Finance Committee were Iola Smith, Treasurer, Lyla Barclay, and Gordon Shimizu, chairman.

-- Iola Smith, Treasurer
-- Gordon Shimizu, Chairman

ACADEMY FOR LIFELONG LEARNING
 Financial Statement - May 1, 1996 to April 30, 1997

SCHOOL OF CONTINUING STUDIES

	1996-97 Budget	1996-97 Actual
REVENUE		
Opening balance	14,143.91	14,143.91
Bursury		-10,000.00
Sub-total		4,143.91
Registration fees	29,000.00	30,095.00
TOTAL	43,143.91	34,238.91
EXPENSES		
Advertising	1,500.00	450.00
Classroom & AV rental	9,000.00	8,256.32
Facilitators workshops	1,200.00	841.96
Gifts	400.00	304.71
Meetings	1,550.00	1,819.57
Phone and Fax	600.00	517.05
Postage, supplies, copies, newsletter	3,600.00	3,327.50
Professional expenses	400.00	432.81
Special events for members	2,450.00	2,416.29
Spring talks	2,300.00	1,619.35
Tuition fees/SCS	6,000.00	6,840.00
TOTAL	29,000.00	26,825.56
CLOSING BALANCE	14,143.91	7,413.35

SPECIAL PROJECTS FUND

REVENUE		
Opening Balance		4,902.50
Spring Talks		798.00
Contributions		2,520.00
Interest		79.63
TOTAL		8,300.13
EXPENSES		
Spring talks		2,088.09
Picnics		112.35
Gifts/flowers		349.52
Phone		264.99
Copies/newsletter		935.73
Meetings		25.14
Bank charges		2.25
TOTAL		3,778.07
CLOSING BALANCE		4,522.06

ACADEMY FOR LIFELONG LEARNING
APPROXIMATE FINANCIAL STATEMENT

1997

REVENUE

Opening balance	14,143.91
Bursary	(10,000.00)
Registration Fees	<u>30,095.00</u>
	34,238.91

	1996/97 BUDGET	ESTIMATE OF EXPENSES TO: MARCH 31 APRIL 30	
Advertising	1,500.00	450.00	450.00
Classroom & AV rental	9,000.00	8,644.90	8,644.90
Facilitator workshops	1,200.00	863.49	863.49
Gifts	400.00	304.71	304.71
Meetings	1,550.00	1,890.27	1,890.27
Phone /fax	600.00	517.05	517.05
Postage, copies supplies	3,600.00	2,830.33	3,444.27
Professional expenses	400.00	432.81	432.81
Special events	2,450.00	2,519.66	2,519.66
Spring Talks	2,300.00	1,655.93	1,655.93
SCS fees	<u>6,000.00</u>	<u>6,860.00</u>	<u>6,860.00</u>
	29,000.00	26,949.15	27,563.09
Balance	0.00	3,145.85	<u>2,531.91</u>
TOTAL CLOSING BALANCE		7,289.76	6,675.82

SPECIAL PROJECT FUND AS OF MARCH 31

REVENUE

Opening balance	4,902.50	4,902.50
Spring talks/96	213.00	213.00
Spring talks/97		
Contributions	1,315.00	
Interest	<u>71.41</u>	<u>79.63</u>
	6,501.91	

EXPENSES

Accrued expenses		
Spring talks		
Picnics	112.35	112.35
Gifts /flowers	<u>177.37</u>	<u>224.52</u>
	289.72	

CLOSING BALANCE

5,000.00 - Term deposit
<u>1,212.19 - in account</u>
6,212.19

PROPOSED OPERATING BUDGET FOR 1997-98

REVENUE

Membership Fees	26,650.00	(Based on 205 paying members @\$130.)
Spring Talks	1,000.00	
TOTAL	27,650.00	

EXPENSES

Advertising	500.00	
Business & Prof. expenses	1,000.00	(Audits, incorporation, Elderhostel Fee, 1 Elderhostel weekend)
Classroom & AV Rental	9,400.00	
Facilitators Workshops	800.00	
Gifts/honorariums	600.00	(Hostess gifts, flowers, gift certificates, Christmas gifts etc)
Meetings	2,000.00	(Board, committees, AGM)
Library cards	2,300.00	
Phone and Fax	1,250.00	
Newsletter	400.00	
Photocopies	500.00	
Postage	1,800.00	
Supplies	700.00	
Special Events	2,500.00	(Christmas luncheon, new members, picnics etc)
Spring Talks	2,400.00	
Contingency	1,500.00	
TOTAL	27,650.00	

*Approved by the Board
April 1997*

ACADEMY FOR LIFELONG LEARNING

REPORT OF THE NOMINATING COMMITTEE

April 11, 1997

Committee members: Jim Torrie (chairman)
 Laura Baldwin
 Margaret Robertson

The Committee nominates the following members of the Academy to stand for election to the Board for 1997/98 at the Annual General Meeting in May 1997:

Joyce Bedford	Keith Hendrick
Joan Campbell	Robbie Robinson (for one year to replace Finlay MacKenzie)
Pat Fisher	Wendy Warrillow
George Flint	

The following members will continue on the Board to complete the second year of their two-year term:

Lyla Barclay	Margaret Robertson
Joseph Casse	John Yarnell
Val Khaner	

The Committee also recommends the following Board members as officers and committee chairmen for 1997/98:

President	Joe Casse
Vice-President	Margaret Robertson
Treasurer	George Flint
Communications	Val Khaner
Curriculum	Robbie Robinson
Finance	Lyla Barclay
Registration	Joan Campbell

and ex officio members:

Past President	Linda Tu
Coordinator	Jean Iverson