



ACADEMY FOR LIFELONG LEARNING AT VICTORIA UNIVERSITY

In the University of Toronto, 73 Queen's Park Crescent, Toronto ON M5S 1K7
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ANNUAL GENERAL MEETING

of the
ACADEMY FOR LIFELONG LEARNING
AT VICTORIA UNIVERSITY

will be held on
Wednesday, June 14, 2000, 11:00 a.m.
Alumni Hall, Victoria University
91 Charles Street West

Coffee and tea will be available at 10:30 a.m. and
a light lunch will be served following the meeting

AGENDA

1. Welcome to the Annual General Meeting
2. Approval of Minutes of the AGM of June 17, 1999
3. Report of the President – Keith Hendrick
4. Committee reports
 - Communications – Viki Colledge
 - Curriculum – Murray Boyne
 - Registration – Désirée Ashworth
 - Special Events – Valerie Rigby
5. Report of the Treasurer – Bill Wingfield
6. Approval of the Auditor's Report
7. Appointment of an Auditor for 2000/2001
8. Amendment to the By-Laws
9. Election of New Board Members
10. New Business
11. Guest Speaker – Dr. Robert Brandeis, Chief Librarian
Victoria University Libraries
12. Adjournment

**ACADEMY FOR LIFELONG LEARNING
AT VICTORIA UNIVERSITY**

Minutes of the Annual General Meeting
June 17, 1999, 11:00 a.m., Alumni Hall, Victoria University

1. Welcome to the Annual General Meeting

Margaret Robertson called the meeting to order and welcomed members and guests to the eighth annual general meeting of the Academy for Lifelong Learning.

2. Minutes of the last Annual General Meeting, June 18, 1998

Keith Hendrick moved that the minutes be approved, seconded by Joan Campbell.
Motion carried.

3. Report of the President – Margaret Robertson

Margaret reminisced about her thoughts on first joining the Academy, noting that this very professionally-run organization of some 250 members and a budget of \$30,000, had no office and no staff, and seemed to consist of three plastic boxes sitting on a side table. The answer, of course, was thanks to the volunteers on the board and committees – over one third of our members are active in various volunteer positions!

Margaret thanked Victoria University for the use of its name and facilities, and especially Roseann Runte, President, for accepting us so graciously, and Larry Kurtz, Bursar, who has been an ever-present help. She also thanked the facilitators for their dedicated leadership week after week.

She explained that the Academy Board is a working Board, and that each member is responsible for some specific area of activity. She thanked each Board member individually for their particular contribution during this past year.

4. Committee Reports

Curriculum – Joyce Bedford

Joyce stressed the importance of introducing new workshops each semester and thanked members for providing such excellent suggestions. She thanked the facilitators, who are responsible for creating the climate which encourages participation and lively discussions. At a workshop for facilitators held last fall, discussions focused on how to run a successful workshop and on problem solving

Joyce thanked those facilitators who will not be continuing in the fall for their dedication this past year, and welcomed the eleven new or returning facilitators.

Members of the Curriculum Committee were thanked for their valuable contributions in planning the new curriculum, and in producing and editing the workshop handbooks and facilitators manual, with a very special thank you to her assistant, Murray Boyne.

Registration – Joan Campbell

Joan noted that we had 256 members last year, a slight increase over the previous year. She noted that 17 new members joined in the second semester, probably as a result of some publicity and the distribution of a new brochure about the Academy.

She urged members to get their registrations in early, reminding them that enrolment in courses is on a first-come first-served basis, except for the three spaces in each workshop which are reserved for new members. Luckily there are a large variety of workshops to choose from and every effort is made to ensure that members end up with the best possible schedule.

Joan thanked the members of her committee, especially Desiree Ashworth who handled the bulk of the registrations in January, and Amelia Torrie who is handling the registrations for the fall semester.

Communications – Valerie Rigby

In the absence of the Chairman, Pat Fisher, Valerie reported on the year's activities. She noted that this committee consists of two parts – Social Events and Spring Talks.

Valerie chaired the Spring Talks group and she thanked them for their help in developing a very successful series of talks. There were a wide variety of topics presented by some very impressive speakers. Attendance averaged around 145.

The Social Events sub-committee was chaired by Pat Fisher. They planned the Summer Social in June, the Potluck Picnic in September, the Fall Walk in October, the Holiday Luncheon in December, and the Pub Night in April. The Pub Night was a first this year, and owes its success in large part to Ruth Ellenzweig, Eileen Ward, Peter Blathwayt, Lyla Barclay, Barney Matisko, and of course to the amateur performers who provided the entertainment. Approximately 100 members and guests attended.

Newsletter – Claudette Foisy-Moon

In the absence of the Chairman, Viki Colledge, her report was given by Claudette. It was noted that the Newsletter, which has an average run of about 450 copies, has taken on a new format, which includes more pictures and other graphics.

The Committee members were thanked for their assistance, and Academy members were thanked for contributions of photographs and articles of interest. An appeal was made for more unsolicited material, comments, and even criticism.

5. Report of the Treasurer – George Flint

George introduced the auditor, Bryan Graham of PricewaterhouseCoopers. He led the members through the auditor's report, which showed a breakdown of the revenues and expenses, and a closing balance of \$15,026. This report was approved on a motion by Aaron Hermant and seconded by Joan Campbell. Motion carried.

6. Appointment of Auditor for 1999/2000

George recommended the appointment of PricewaterhouseCoopers as auditors for next year. Bill Wingfield made a motion that this appointment be made, seconded by Iola Smith. Motion carried.

7. Election of New Board Members – Joe Casse

Joe reported that the Nominating Committee had nominated the following members to serve on the Board: Keith Hendrick, Josie Szczasiuk, Amelia Torrie, Miriam Berger, Grace Scheel and Claudette Foisy-Moon. Further nominations had been invited from the membership, but none had been received. Accordingly, Joe declared these members elected.

8. Other Business

Irene Frink expressed concern that eight people who have been long-time members of the Film A group were not able to get in to the workshop this year, and asked for an explanation. Margaret Robertson pointed out that registration is on a first-come first-served basis, except for the 3 spaces reserved for new members. She expressed regret that members are disappointed, but noted that they are urged to register early and are made aware that popular courses fill up fast. She said that the Board will discuss this situation at its July meeting.

Tony Barclay suggested that some of our surplus funds be used to improve conditions in the Music Room, and Veronica Soskin suggested that coat racks be provided in the classrooms.

Eileen Ward requested that membership lists be made available to all members. It is Academy policy to supply lists to members on request, but not to make these lists widely available.

Doug Booz suggested that classes be scheduled to start 10 minutes after the hour, to prevent sessions being interrupted by people from the next workshop. It was pointed out that facilitators are requested to break sessions a little before the hour, and to urge

members to vacate the room for the next group. Facilitators should work this out with each other if there is an overlap problem.

Keith Hendrick thanked Margaret for being a top-rate President, a pleasure to work with and one who has made an invaluable contribution to the functioning of the Academy and to its relationship with Victoria University. He presented her with a gift certificate to the U of T Bookstore as a token of appreciation on behalf of the Academy.

9. **Guest Speaker – Dr. Larry Kurtz**

Dr. Kurtz expressed appreciation for the presence of the Academy in their midst, and the excellent relationship that exists between the University and the Academy. He stressed the importance of having the wider community mixing with the students on campus and in Ned's. He also announced that they too were considering some renovations to the Music Room – and that he thought coat racks could be included.

He spoke of the theatre that was being planned for the area which is currently a tennis court, thanks to a donation from Dr. Alfred Bader and Mrs. Bader who is a graduate of Victoria. The building will conform to the size and style of the other buildings, and be part of the surround which forms an interior quadrangle with the Old Vic Building in the centre. It will be a 500-seat theatre with high tech facilities, to be used in the daytime as a lecture hall and for special occasions, and as a theatre and concert hall on evenings and weekends. There will be some small offices on the top floor, and an underground tunnel connecting it to Old Vic.

In response to questions, Dr. Kurtz explained that it was close to a subway stop, but some parking would be made available in the underground garage at 85 Charles Street when evening programs were scheduled. Completion date is estimated to be September 2000.

10. **Adjournment**

The meeting was adjourned at 12:20.

**The Academy for Lifelong Learning
at Victoria University**

Financial Statements
April 30, 2000

May 5, 2000

Auditors' Report

To the Members of
The Academy for Lifelong Learning at Victoria University

We have audited the statement of financial position of **The Academy for Lifelong Learning at Victoria University** as at April 30, 2000 and the statement of operations and changes in unrestricted net assets for the year then ended. These financial statements are the responsibility of the Academy's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many non-profit organizations, the Academy derives revenue from registration fees and contributions, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Academy, and we were not able to determine whether any adjustments might be necessary to revenue for the year and net assets.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Academy as at April 30, 2000 and the results of its operations and the changes in its unrestricted net assets for the year then ended in accordance with Canadian generally accepted accounting principles.

PricewaterhouseCoopers LLP

Chartered Accountants

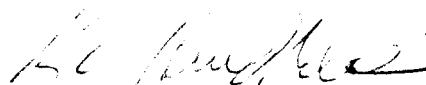
The Academy for Lifelong Learning at Victoria University

Statement of Financial Position

As at April 30, 2000

	2000 \$	1999 \$
Assets		
Current assets		
Cash	10,435	804
Short-term investments	10,662	15,283
Accounts receivable	791	3,839
Prepaid expenses	184	184
	<u>22,072</u>	<u>20,110</u>
Capital assets (note 3)	<u>336</u>	<u>506</u>
	<u>22,408</u>	<u>20,616</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	4,552	5,590
Unrestricted Net Assets	<u>17,856</u>	<u>15,026</u>
	<u>22,408</u>	<u>20,616</u>

Approved by the Board



Director



Director

The Academy for Lifelong Learning at Victoria University

Statement of Operations and Changes in Unrestricted Net Assets

For the year ended April 30, 2000

	2000 \$	1999 \$
Revenue		
Registration fees	32,695	30,095
Special events	2,850	2,775
Interest income	699	532
	<hr/> 36,244	<hr/> 33,402
Expenses		
Classroom rentals	11,576	10,156
Contribution to classroom renovations	1,000	3,000
Special events	5,267	4,274
Newsletter and postage	3,872	2,338
Other operating	5,243	5,169
AGM and facilitators' workshop	2,956	1,862
	<hr/> 29,914	<hr/> 26,799
Excess of revenue over expenses for the year	6,330	6,603
Bursary contributions	(3,500)	(3,500)
Unrestricted net assets - Beginning of year	<hr/> 15,026	<hr/> 11,923
Unrestricted net assets - End of year	<hr/> 17,856	<hr/> 15,026

The Academy for Lifelong Learning at Victoria University

Notes to Financial Statements

April 30, 2000

1 Organization

The Academy for Lifelong Learning at Victoria University was organized in 1991 by a group of volunteers to provide a program of informal, self-directed study groups for mature adults. It is an autonomous organization located at Victoria University in the University of Toronto, and is administered by volunteers who serve on a member-elected board, on committees and as facilitators.

The Academy was incorporated in the Province of Ontario by letters patent on September 4, 1997 as a corporation without share capital.

The Academy supports a bursary maintained by Victoria University to assist mature students in their studies.

2 Summary of significant accounting policies

Revenue recognition

Registration fees, which are all unrestricted as to their use, are recorded on a cash basis. The accrual basis of accounting is used for reporting all other revenue and expenses.

Donated goods and services

These financial statements do not reflect the substantial value of services contributed by volunteers and other interested parties.

Financial instruments

Financial instruments recognized in the balance sheet consist of cash, short-term investments, accounts receivable and accounts payable. The fair values of these instruments approximate their carrying amounts due to their short-term maturity.

Short-term investments

Short-term investments are recorded at cost plus accrued interest. All investments mature within one year and yield a fixed rate of return.

Capital assets

Capital asset additions of less than \$500 are expensed as purchased. Additions greater than or equal to \$500 are capitalized and amortized on a straight-line basis over their useful lives.

The Academy for Lifelong Learning at Victoria University

Notes to Financial Statements

April 30, 2000

3 Capital assets

	2000			1999
	Cost \$	Accumulated amortization \$	Net \$	Net \$
Equipment	506	170	336	506

Amortization of \$170 (1999 - \$nil) was charged during 2000.

4 Income taxes

The Academy is a non-profit organization and is exempt from income taxes pursuant to paragraph 149(1)(l) of the Income Tax Act (Canada).

5 Statement of cash flows

A statement of cash flows has not been prepared as the information that would be provided therein is evident from these financial statements.

NOMINEES FOR ELECTION TO THE BOARD OF THE ACADEMY FOR 2000-2001

Douglas R. Booz – Toronto born and bred, Doug attended U of T in Commerce and Finance. As a Chartered Accountant he held positions in various public institutions in Toronto. Following early retirement he accepted a variety of volunteer responsibilities and has renovated his ninety-year-old house. He joined the Academy at its inception and has served as a facilitator and on the Curriculum Committee.

Dugal Campbell - Dugal arrived in Canada in 1960 via England, Scotland, New Zealand and the U.S.A. He has lived in Kingston (he taught at Queen's), Dundas (McMaster) and Toronto (distributing taxpayers' money to qualified applicants - a dream job). His platform: the Academy offers a painless way of learning from other Academicians.

Madeline Grant – After a childhood spent in the West Indies, East Africa and South Africa, Madeline came to Canada in 1957 to attend U of T. Armed with a B.A. and a B.L.S. she worked as a medical librarian, and after an early retirement she earned an MA in History from the University of Waterloo. She is currently booked to facilitate a workshop about the "Lost Generation" in the fall.

Sheilagh Hickie - Born in Montreal, Sheilagh obtained her B.A. at Concordia University. She spent most of her working years in publishing in Montreal and Toronto, retiring from the Financial Post six years ago from a management position in the Advertising Department. She has been a member of the Academy for the past two years.

Joe Kessel - Joe was born in Berlin and emigrated in 1933 to South Africa. After graduating as a Mechanical Engineer he worked in a mining company in Africa. He settled in Canada and was employed as a professor in a

variety of disciplines in Waterloo, Montreal, and Toronto. He has been a volunteer for the Canadian Executive Service Organization for the past 10 years, and his hobbies include studying history and collecting military maps.

John Liphardt - John has enjoyed the courses and speaker series for the past two years at the Academy, taking The Economist, Opera and Current Events. His career was initially as a businessman followed by thirty years as a Dean and teacher at Humber College. Currently he is involved in sports, travelling, eclectic studies, charity work and good fun with family and friends.

Norma Pidgeon - American by birth, Canadian by choice, Norma was educated at her parents' dining room table. She spent 16 fulfilling years at home raising children followed by 17 fulfilling years working for an outplacement firm. Her interests include stories, Japanese architecture, Zen gardens, cribbage and a cool glass of apple cider on a hot day.

Nancy Russell - Nancy graduated from Queens in 1952 and worked at the Canadian Embassy in Athens. She was Secretary of Education at the Canadian Institute of International Affairs in Toronto and worked for Chancellor Jeanneret at the U of T, in Law Libraries and as a volunteer at the Canadian Executive Service Organization. She is delighted to have found the Academy that has made her feel welcome.

Phyl Tinning - Phyl is a graduate of the University of Toronto in Political Science and Economics (B.A.) and the Faculty of Management Studies (M.B.A.). He spent most of his working career in managerial positions within Shell Canada Products Ltd. and continues to consult on petroleum business issues. He also serves as a volunteer business advisor to the Canadian Executive Services Organization.