



ACADEMY FOR LIFELONG LEARNING AT VICTORIA UNIVERSITY

In the University of Toronto, 73 Queen's Park Crescent, Toronto ON M5S 1K7
Tel (416) 585-4575 • Fax (416) 585-4584

ANNUAL GENERAL MEETING

ACADEMY FOR LIFELONG LEARNING AT VICTORIA UNIVERSITY

Wednesday, June 13, 2001, 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

A G E N D A

1. Welcome to the Annual General Meeting
2. Approval of Minutes of the AGM of June 14, 2000
3. Report of the President – Josie Szczasiuk
4. Committee reports
 - Communications – Sheilagh Hickie
 - Curriculum – Claudette Foisys-Moon
 - Registration – Amelia Torrie
 - Special Events – Norma Pidgeon
 - Spring Talks – Wendy Warrillow
5. Financial Report – Doug Booz
6. Appointment of the Auditor for 2001/2002
7. Election of New Board Members – Keith Hendrick
8. New Business
9. Guest Speaker – Dr. David Cook, Principal, Victoria College
10. Adjournment

**ACADEMY FOR LIFELONG LEARNING
AT VICTORIA UNIVERSITY**

Minutes of the Annual General Meeting
June 14, 2000, 11:00 a.m., Alumni Hall, Victoria University

1. Welcome to the Annual General Meeting

President Keith Hendrick called the meeting to order and welcomed members and guests to the ninth annual general meeting of the Academy for Lifelong Learning.

2. Minutes of the last Annual General Meeting, June 17, 1999

Margaret Robertson moved that the minutes be approved, seconded by Linda Tu. Motion carried.

3. Report of the President – Keith Hendrick

Keith reported that our membership is continuing to grow and that financially we are in a sound condition with a reasonable reserve fund. Our bursary with Victoria now totals over \$45,000 and two awards (\$1000 and \$612) were made to students this past academic year. Our relations with Victoria remain positive and we have made a small contribution towards the approximately \$50,000 spent on upgrading the facilities in the Copper Room and Music Room.

He thanked the Committee Chairmen – Desiree Ashworth of Registration, Murray Boyne of Curriculum, Valerie Rigby of Special Events, Grace Scheel of Spring Talks, and Viki Colledge of Communications – for their significant contributions to the success of the program. Special mention was made of the contributions of Vice-President Josie Szczasiuk, Past President Margaret Robertson, Treasurer Bill Wingfield and Secretary Jean Iverson. Facilitators were also applauded for their efforts in maintaining the scholarly standards befitting our university affiliation.

Recognition was paid to the passing of three of our distinguished members – Colin Woolf, a founding members of the Academy; Helen Phelan who opened her home to us each spring for many years for a splendid brunch, and John McClelland who was a favourite among facilitators.

4. Committee Reports

Communication – Viki Colledge

Viki noted that during the six years she has been editor of the Newsletter it has changed its name, grown in size, and now appears in two colours. She thanked her committee,

Sheilgah Hickie, Josie Szczasiuk, and Jean Iverson, as well as members of the Academy who have submitted reports, articles and photographs.

Curriculum – Murray Boyne

Murray thanked the members of his committee – Glenys Babcock, Dugal Campbell, Claudette Foisy-Moon, Frank Karman, Miriam Berger, Don Wood, Lyla Barclay and Judith Ingrams. He noted that a number of facilitators were taking a sabbatical – Audrey Fernie, Fraser Manders, Robbie Robinson, Harriet Ades, John Sheppard, Frank Karman, Alfred Pester and George Flint – and reminded them that a sabbatical was a short leave, not retirement.

He noted that 18 out of 38 workshops were discontinued. In selecting new workshops to replace them, the Curriculum Committee made good use of the Survey in which members indicated their interests. The final result was a roster of 42 workshops and a full schedule four days a week in both classrooms. New and returning facilitators for this coming sessions include: Garth Wilby, Eileen Ward, Lou Cole, Renee Edwards, Madeline Grant, Nancy Hall, Judy Tinning, Dugal Campbell and Christie Bentham.

Registration – Desiree Ashworth

Desiree noted that the increased membership and new policies provided the Registration Committee with some new challenges. The membership for the year was 285, including 64 new members in the Fall and another 14 in the Spring. Due to the new policy of reserving three places in each workshop for new members, we were able to accommodate most of our new members' requests.

She thanked this year's committee members -- Amelia Torrie who did most of the day-to-day work, Margaret Robertson our computer guru, and Jean Iverson who as always has kept us honest. Thanks to the hard work of the Curriculum Committee we have some new and exciting workshops for the coming year as well as some of the old favourites. Members were reminded that registrations are processed on a first-come first-served basis, and that the committee does its best to accommodate all requests. Registrants are contacted if the workshops they request are full and confirmation letters are sent to all members prior to the beginning of classes.

Special Events – Valerie Rigby

The Spring Talks subcommittee was fortunate to have Grace Scheel as chair this year. Her enthusiasm inspired a hardworking committee consisting of Joyce Bedford, Arne Bowers, Joseph Kessel and Ruth Gladstone. Valerie congratulated everyone involved for a most interesting series. Grace was given special thanks as were Joyce Bedford for her help and Peter Blathwayt whose technological skills are essential to the success of the talks.

Approximately 38 audio tapes were sold after the first lecture and over 30 books after the last one. An average of 140 members and 12 guests attended each lecture.

Valerie thanked the Special Events committee members – Anne Barcham, Rennie Fisher, Bernice Rosenberg, Grace Scheel and Erlin Sills. Events this year included the Potluck Picnic at Nancy O'Connor's farm in September, the Fall Walk organized by the Torries in October, the Holiday Luncheon in December, Pub Night in February, and the Summer Social at Iverson's farm.

Nancy O'Connor and Jean and Ken Iverson were thanked for their hospitality. Over 80 people attended the Pub Night and its success was largely due to Lyla Barclay and her wonderful group of thespians, and to Rennie Fisher and her imaginative planning. Viki College and Sheilagh Hickey were thanked for the publicity in the newsletter and flyers, and Jean Iverson who, as usual, was quite indispensable.

Valerie expressed how much she had enjoyed her two years on the Board, noting that she had been challenged, had learned a great deal, and had the pleasure of working with a really great group of people.

5. Report of the Treasurer – Bill Wingfield

Bill assured the members that all was well financially, and introduced the auditor, Bryan Graham. He reviewed the figures in the Balance Sheet and the Income Statement, noting that after making a \$3,500 contribution to the Bursary Fund we ended the year with net assets of \$17,856, up almost \$2,000 from last year.

He reported that the Bursary Fund is now about \$48,000, the interest of which is used to provide bursaries to mature students at Victoria University to enable them to complete their studies. Two awards have been given to single mothers and the most recent was made to a young man.

Bill made a motion that the Auditor's Report be approved as presented. The motion was seconded by Doug Booz, and approved by the membership.

6. Appointment of Auditor for 1999/2000

Bill moved that PricewaterhouseCoopers be appointed as auditors for next year. The motion was seconded by Margaret, and approved by the membership.

7. Amendment to the By-Laws

President Keith Hendrick reported that the Board recommended an amendment to the By-Laws that would authorize increasing the number of elected Board members by two, to a total of fourteen. This would provide for a chair and an assistant for a separate committee responsible for the Spring Talks. The first sentence of Item 3 of By-law No.1 would be amended to read: "The affairs of the Academy shall be managed by the Board

of fourteen elected directors, each of whom at the time of his election or within ten days thereafter, and throughout his term of office, shall be a member of the Academy”.

Valerie Rigby made a motion that this amendment be approved. Margaret Robertson seconded the motion and the membership approved.

9. Election of New Board Members – Margaret Robertson

Margaret reported that the following members had been nominated to serve on the Board: Doug Booz, Dugal Campbell, Madeline Grant, Sheilagh Hickie, Joseph Kessel, John Liphardt, Norma Pidgeon, Nancy Russell and Phyl Tinning. Further nominations had been invited from the membership, but none had been received. Accordingly, Margaret declared these members duly elected.

10. Other Business

There were some questions and a brief discussion concerning the bursary. It was noted that an original contribution of \$10,000 had been made by the Academy in 1997, and had been matched by the University of Toronto and the Provincial Government. The Academy has made additional contributions of \$3500 each year since then. The interest earned by the fund is used to provide bursaries for Victoria students.

It was agreed that information concerning the Bursary fund would be made available to the members, and a report on the status of the fund would be included in the Treasurer's report at each Annual General Meeting.

11. Guest Speaker – Dr. Robert Brandeis, Chief Librarian, Victoria University

Dr. Brandeis reassured members that although the E.J. Pratt Library was closed, their services will be continued. Computer workstations with catalogue and internet access, reference services and reader space will be available at Emmanuel College Library, and circulation services, computer workstations and study space in the Archives Building.

He noted that libraries have changed more than other parts of the University, due to the changing technology. He spoke of academic marketing, where the students are considered to be consumers, and likened the library to a fast food outlet. Students want instant access to all resources, and all functions are becoming self-service.

He closed with the comforting thought that there would always be books.

12. Adjournment

The meeting was adjourned on a motion by Joan Campbell, seconded by Joe Casse. Motion carried.

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

Financial Statements
April 30, 2001

May 4, 2001

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, 2001 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, 2001 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, 2001

	2001 S	2000 S
Assets		
Current assets		
Cash	15,649	10,435
Short-term investments	11,153	10,662
Accounts receivable	452	791
Prepaid expenses	184	184
	<hr/> 27,438	<hr/> 22,072
Capital assets (note 3)	<hr/> 169	<hr/> 336
	<hr/> 27,607	<hr/> 22,408
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	7,729	4,552
Unrestricted Net Assets	<hr/> 19,878	<hr/> 17,856
	<hr/> 27,607	<hr/> 22,408

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, 2001

	2001 S	2000 S
Revenue		
Registration fees	36,795	32,695
Special events	2,484	2,850
Interest income	1,361	699
	<hr/> 40,640	<hr/> 36,244
Expenses		
Classroom rentals	11,626	11,576
Contribution to Victoria University	1,000	1,000
Special events	7,962	6,260
History project	2,256	-
Newsletter and postage	4,120	3,872
Other operating	5,962	5,243
AGM and facilitators' workshop	2,192	1,963
	<hr/> 35,118	<hr/> 29,914
Excess of revenue over expenses for the year	5,522	6,330
Bursary contributions	(3,500)	(3,500)
Unrestricted net assets - Beginning of year	<hr/> 17,856	<hr/> 15,026
Unrestricted net assets - End of year	<hr/> <hr/> 19,878	<hr/> <hr/> 17,856

The Academy for Lifelong Learning at Victoria University

Notes to Financial Statements

April 30, 2001

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 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 value of these instruments approximates their carrying amount 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, 2001

3 Capital assets

	2001			2000
	Cost \$	Accumulated amortization \$	Net \$	Net \$
Equipment	506	337	169	336

Amortization of \$167 (1999 - \$170) was charged during 2001.

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 2001/2002

ROBERT ANGLIN has a BA in Mathematics from Toronto and is an Associate of the Society of Actuaries and a Chartered Financial Analyst. He enjoyed a career in investments with an insurance company and has been an active member of the Academy for five years.

LYLA BARCLAY has been an active member of the Academy for five years, is a past member of the Board and Chair of the Finance Committee. She is currently a member of the Curriculum Committee and a facilitator.

NANCY HALL taught English and Parenting at a Secondary School. For twenty years she worked with teen women needing individual programs. Her wide interests include reading, Taichi and travelling with her husband, Bill, who is also in the Academy.

SHEILAGH HICKIE was born in Montreal and obtained a BA at Concordia University. She spent most of her working years in publishing in Montreal and Toronto, retiring from the Financial Post from a management position in the Advertising Department. She has been editor of the Newsletter for the past year.

STEPHEN LONG graduated in Engineering and Business from Toronto. After 39 years with Imperial Oil, he retired to pursue his interests in further education, piano and choir music, and in community outreach activities.

PHYLLIS PLATNICK was a career librarian at York University following an Honours BA from Toronto, an MA from York in History and a BSLS in Library Science from Syracuse. She is a volunteer in the Education Resource Centre at the Art Gallery of Ontario and enjoys four book clubs.

LESLIE SPENCE is a medical doctor who has held professorial appointments at three universities including Toronto, where he retired as Chair of Microbiology. He was a founding member of the Academy, has been a regular Facilitator, and has served on three committees.

SANDRA WALSH retired as Manager of Information Resources for the Royal Bank Group early last year. Prior to her seven years at the Bank, she managed the library and information services at two Ontario Government Ministries – Community and Social Services and Labour. She enjoys reading, working out, hiking and the social stimulation she has received as an Academy member.