

ACADEMY FOR LIFELONG LEARNING

Victoria University, University of Toronto
73 Queen's Park Crescent, Toronto ON M5S 1K7
Tel (416) 585-4575 • Fax (416) 585-4584
www.academyatvic.ca

ANNUAL GENERAL MEETING

ACADEMY FOR LIFELONG LEARNING

Wednesday, June 11, 2003, 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 12, 2002
3. Report of the President – Lyla Barclay
4. Committee Reports
 - Communications – Sheilagh Hickie
 - Curriculum – Linda Tu
 - Registration – Phyllis Platnick
 - Special Events – Nancy Hall
 - Spring Talks – Stephen Long
5. Financial Report – Barbara Gory
6. Appointment of the Auditor for 2003/2004
7. Election of New Board Members – Joseph Kessel
8. New Business
9. Adjournment

**ACADEMY FOR LIFELONG LEARNING
AT VICTORIA UNIVERSITY**

Minutes of the Annual General Meeting
June 12, 2002, 11:00 a.m., Alumni Hall, Victoria University

1. Welcome to the Annual General Meeting

President Joseph Kessel called the meeting to order and welcomed members and guests to the eleventh annual general meeting of the Academy for Lifelong Learning.

2. Approval of Minutes of the Annual General Meeting, June 13, 2001

Lyla Barclay moved that the minutes be approved, seconded by Stephen Long. Motion carried.

3. Report of the President – Joseph Kessel

“It was the best of times, it was the worst of times. it was a Dickens of a year”, said Joseph.

He thanked Madeline Grant and the Registration Committee for handling over 300 registrations last year, including almost 70 new members. The Academy has an excellent assortment of stimulating workshops thanks to the Curriculum Committee chaired by Dugal Campbell. The Newsletter has taken on a new improved look under the direction of Sheilagh Hickie and her Communications Committee. And the Academy now has its very own website thanks to Margaret Robertson, who is also responsible for the production of our two Handbooks – one for Members and one for Volunteers.

The Special Events this past year were very special indeed, under the management of Norma Pidgeon and her committee. The 2002 Spring Talks were probably the best ever, thanks to John Liphardt and his committee, with special thanks to Peter Blathwayt for his expert assistance with the audio-visual equipment.

The Academy is in excellent financial standing, thanks to good management and control by our Treasurer, Doug Booz, and his assistant Bob Anglin. Joseph extended his special thanks to Josie Szczasiuk, the chair of the Nominating Committee, for being his special mentor on all occasions.

On the other hand, Joseph continued, the Academy experienced considerable inconvenience by repairs to the roof at Wymilwood that required our moving to alternative space. He thanked Jean Iverson for organizing the changes and helping with the transition. Wymilwood has now been reclaimed by the students, and we have been moved to Room 111 in Victoria College and Room 20 in the Birge-Carnegie (Archives) building for the coming year. The new Board will be striking a committee that will

explore all possible alternatives for future space. President Kessel concluded by saying that we have survived for ten years; we now look to the next ten.

4. Committee Reports

Communications – Sheilagh Hickie

Sheilagh reported that the bugs in computerizing the Newsletter have now been pretty well worked out, and that Joan Campbell will soon be taking over its production. She noted that her committee works with other committees in the production of flyers, brochures, invitations and other publicity. She thanked her committee – Joan Campbell, Olga Dzatko, Barney Matisko and Mary Spoel, as well as Jean Iverson for much of the proofreading. She encouraged members to submit articles or other items of interest.

Curriculum – Linda Tu

In Dugal Campbell's absence, Linda reported that the Curriculum Committee wished to thank the facilitators for their commitment, noting that they are among the most important contributors to the success of the Academy. Much of the year was spent developing a program of workshops for 2002/03 – including some 20 new ones - and recruiting facilitators to lead them. A survey was conducted and the results analyzed by Leah Lambert and Murray Boyne. This information was very helpful to the committee in many ways. Two facilitators' workshops were held during the year, as well as a workshop demonstrating the use of A/V equipment. The following committee members were thanked: Marilyn Barrow, Murray Boyne, William Hall, Mary Ellen Polak, Leah Lambert, Leslie Spence and Garth Wilby.

Registration – Madeline Grant

Madeline reported that there were 317 members last year – 248 continuing and 69 new. The committee instituted two major changes – limiting registration to 4 workshops instead of 6, and having one registration for the whole year – and both worked well. Phyllis Platnick and her assistant Gabriele Dankert are in charge of present registrations and some 200 continuing members have already signed up. A few courses are already full, but spaces are still available in most workshops. Madeline thanked the committee – Gabriel Dankert, Phyllis Platnick, Margaret Robertson, Amelia Torrie and Jean Iverson.

Special Events – Norma Pidgeon

The aim of the Special Events Committee is to provide opportunities for members to meet for purely social occasions. Norma thanked the Russells, Iversons, and Nancy O'Connor for opening their homes for special gatherings; the Torries for hosting the Fall Colour Walk; and Rene Laukat for planning a walk for every Tuesday through the summer. Special luncheons were held for New Members in the Fall, for Volunteers in the Spring, and for all members during the Holiday Season. A St. Patrick's Day Brunch

was enjoyed by both members and guests. Norma thanked her committee for their support – Nancy Hall, Marcia Addleman, Sandra Gold, Margaret Quin and Donna Percy. Nancy Hall will be taking over, and Norma is “ready to be a passenger”.

Spring Talks – Stephen Long

In John Liphardt’s absence, Stephen reported on the success of the Spring Talks which were all well attended and well received. In order to accommodate an anticipated large crowd for Dr. Olivieri’s talk, the Isabel Bader Theatre was rented. The theatre was nearly full and Dr. Olivieri received a standing ovation. The committee will be looking at alternative locations for next year and is already lining up some excellent speakers. Stephen thanked the committee members – Laura Baldwin, Robert Biggs, Ruth Ellenzweig, Margaret Quin, Sylvain Smeets, Judy Tinning and Garth Wilby.

5. Financial Report – Doug Booz

Doug reported that we had had a successful year and ended with a favourable excess of approximately \$8,000. We were able to slightly increase our contribution to the Bursary Fund to \$3,700. The fund has grown from the initial \$30,000 (\$10,000 from the Academy, \$10,000 from the U. of T. and \$10,000 from the Province of Ontario) and now stands at approximately \$55,000. Awards totalling \$6,342 have been made to mature students attending Victoria College.

He thanked the Board for their efforts in keeping within budget, and for approving a conservative, yet optimistic, budget for the coming year. He thanked Bob Anglin for his assistance, his computer skills, and his good humour.

Doug made a motion that the Auditor’s report be approved as presented. The motion was seconded by Stephen Long, and approved by the members.

6. Appointment of Auditor for 2002/2003

Doug noted that working with Bryan Graham of PricewaterhouseCoopers had been very satisfactory, and recommended that they be appointed as auditors for next year. Sandra Gold made a motion to that effect, which was seconded by Claudette Foisy-Moon, and approved by the members.

7. Election of New Board Members – Josie Szczasiuk

Josie reported that the following members had been nominated to serve on the Board: William Alexander, Arne Bowers, Joan Campbell, Gabriele Dankert, George Flint, Sandra Gold, Barbara Gory, Leah Lambert and Linda Tu. Further nominations had been invited from the membership, but none had been received. Accordingly, Josie declared these members duly elected.

Josie noted that the following members would continue on the Board for another year:

Lyla Barclay, Sheilagh Fickie, Phyllis Platnick, Nancy Hall and Stephen Long, as well as Jean Iverson as Secretary and Joseph Kessel as Past President. The following members will be going off the Board: Robert Anglin, Doug Booz, Dugal Campbell, Madeline Grant, Norma Pidgeon and John Liphardt. Josie thanked these members for their hard work and support.

8. New Business

In response to a question concerning our new location and our future at Vic, Joseph reported that we have completed arrangements for 2002/03, and the first business of the new Board will be to strike a committee which will be responsible for developing plans for the future. All suggestions, ideas and recommendations are welcome and should be forwarded in writing to Lyla Barclay. They will be given every consideration and your help is welcomed.

There was a request that consideration be given to extending our program to include some workshops on Fridays. It was also recommended that the registration procedure be changed and that people indicate first, second and third choices. This would enable more members to get into the workshops of their choice. Joseph noted that these matters will be referred to the new Board for consideration when it convenes in July.

9. Adjournment

The meeting adjourned on a motion by Josie Szczasiuk, seconded by Ruth Ellenzweig. Motion carried.

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

Financial Statements
April 30, 2003

May 12, 2003

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, 2003 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 the revenue for the year and unrestricted 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, 2003 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, 2003

	2003 \$	2002 \$
Assets		
Cash in banks	39,043	31,507
Prepaid expenses	279	198
	<u>39,322</u>	<u>31,705</u>
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	5,113	3,800
Unrestricted Net Assets	34,209	27,905
	<u>39,322</u>	<u>31,705</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, 2003

	2003 \$	2002 \$
Revenue		
Registration fees	39,585	36,775
Special events	5,758	3,620
Interest income	1,274	1,038
	<hr/> 46,617	<hr/> 41,433
Expenses		
Classroom rentals	12,454	12,681
Special events	9,743	5,297
Communications	5,126	4,173
AGM and other meetings	1,830	2,354
Insurance	1,161	857
Printing and photocopies	2,954	1,032
Telephone	1,097	1,106
Other operating	1,948	2,206
	<hr/> 36,313	<hr/> 29,706
Excess of revenue over expenses for the year, before bursary contribution	10,304	11,727
Bursary contribution	<hr/> (4,000)	<hr/> (3,700)
Excess of revenue over expenses for the year	6,304	8,027
Unrestricted net assets - Beginning of year	<hr/> 27,905	<hr/> 19,878
Unrestricted net assets - End of year	<hr/> 34,209	<hr/> 27,905

The Academy for Lifelong Learning at Victoria University

Notes to Financial Statements

April 30, 2003

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 and revenue from special events, which are 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 statement of financial position consist of cash in banks, prepaid expenses, accounts payable and accrued liabilities. The fair value of these instruments approximates their carrying amount due to their short-term maturity.

Capital assets

Additions of capital assets 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 estimated useful lives.

3 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).

The Academy for Lifelong Learning at Victoria University

Notes to Financial Statements

April 30, 2003

4 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.

5 Comparative data

Certain comparative data has been reclassified to conform with the presentation in the current year.

NOMINEES FOR ELECTION TO THE THE ACADEMY BOARD – 2003/04

MYER BRODY

Myer graduated from U of T in '49, and received an MA from the University of Pennsylvania in '51. He lectured at U of T in Economics and Finance, and entered the Carton business which was sold in '90. He began a second academic career at U of T's Scarborough Campus, lecturing in Entrepreneurship, Human Resources and Finance. He was an early member of the Academy and has recently attended the Economist Readers' and the Roosevelts' workshops.

ROB GARRARD

Rob grew up in southern Africa. He is a graduate in architecture from the University of Cape Town and in urban design from the University of Toronto. He came to Canada in 1964 and is a Registered Professional Planner. His working career spanned both the private and public sectors, across the country and in Cape Town during the 'eighties. He was most recently Head of Preservation at the Toronto Historical Board. He enjoys reading, building, kayaking, cottage life and the outdoors. He is married, with a son and daughter. He joined the Academy in 2001.

SANDRA WALSH

Sandra has been a member of the Academy since the fall term of 2000, having retired as Manager of Information Resources for the Royal Bank Group of Companies in February 2000. Prior to her seven years at Royal Bank, she managed the library and information services at two Ontario government ministries – Community and Social Services and Labour. As a retiree,

Sandra enjoys reading, working out, hiking, and the intellectual and social stimulation she receives as an Academy member. She would like to make a contribution to the Academy by assisting with the co-ordination of Special Events.

DESIREE ASHWORTH

Desiree is a registered nurse with experience in the U.K., Canada and Australia. Before her retirement she was Operating Room Coordinator at the Hospital for Sick Children. She travelled with medical teaching teams to China (twice), Poland and several times to Trinidad and Tobago. Desiree discovered the Academy at the summer Open House in 1996, and has served on the Registration Committee.

PATRICIA MACDONALD

Pat graduated from the University of Toronto in 1952 with a degree in Modern History, and received an MA (also from UofT) in 1967. She taught history for many years in a Toronto high school. Since retirement she has taken much pleasure in her encounters with the new face of Toronto as a volunteer teacher of English as a Second Language, and has enjoyed the two years she has spent with the Academy.

GRACE SCHEEL

Grace was born and educated in Winnipeg. She has a Master of Library Science degree from the University of Toronto. Latterly in her career she focused on literacy services in libraries, and still enjoys literacy tutoring as a volunteer. She is an ardent film buff.